



NAAC
GRADE A⁺
ACCREDITED UNIVERSITY



VGU HOSTEL

BYE-LAWS, SERVICES AND FACILITIES







VGU HOSTELS: RULES AND REGULATIONS

(Disciplinary action as per VGU Code of Conduct shall be taken against students violating Hostel Rules and Regulations)

Admission Process

1. Students desirous of seeking admission in VGU Hostels should read these rules and regulation carefully. (A copy of Do's and Don'ts based on the Rules are attached with the Application Form).
 2. Application Form with attached one stamp size and one passport size photograph will be submitted to the Chief Hostel Warden for hostel accommodation. The form has to be endorsed by the Head (Security and Hostels) and Chief Hostel Warden.
 3. VGU hostels, whether on-campus or outside the campus, are meant only for accommodation of regular students, no one else is permitted to stay in hostels, unless otherwise written permission is granted.
 4. Preference will be given to the first year students. However, from second year onwards, the provisional admission will be given in the hostels which shall be based on academic performance in the previous semester.
 5. Payment of Hostel Fees. The Student shall pay hostel fee along with deposit for one academic year in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective programme of VGU in which the student is studying.
 6. Hostels are allotted and not given on rent, therefore, University reserves the right to change the allotment, hostel, rooms as and when required without assigning any reason to the Student, with the responsibility to resettle the Student.
 7. Parents and Students are liable to disclose any previous medical history of their child to the University by giving an undertaking at the time of admission.
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8. Any misleading or false statement or information in the application form shall be the cause of termination of admission and students shall not be entitled for hostel and the student shall be treated as trespasser.

9. The University reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities

10. Final year students are allowed to occupy the rooms until the day following the convocation. First year students are allowed to occupy their rooms until the day following the last examination and has to vacate thereafter.

Housing Facilities

11. Room and Roommate Assignment.


(a) Room Allocation.

(i) At the beginning of the academic year, room allotment is made on the basis of student's preference, whether single-seater, two-seater, or three-seater, with additional features such as AC/Non-AC or Ensuite/Shared Washroom for the entire academic year.

(ii) Rooms once allotted will not be changed unless otherwise required by the University as mentioned in para 6.

(b) Disability related Accommodations.

(i) Students are expected to self-identify any specific disability-related needs and raise their requests via email with the Office of Head Admissions or Chief Hostel Warden to avail hostel accommodation prior to the start of the academic year. Incoming students may reach out to the Office of Head Admissions. Second year or Third year students who have a newly-diagnosed condition or a change to a previously documented condition can register directly with the Chief Hostel Warden.





(ii) Students are required to provide specialist opinion of their disability to the Office of Chief Hostel Warden. He will then assess and recommend hostel accommodation (such as location, lights, washroom accessibility, ergonomic furniture etc.) to meet their specific requirements.

(iii) The student must be willing, to the change, that is determined to meet their disability/medical need by the University.

(iv) All such accommodations will be made on a space-available basis and only for the concerned individual – not for a group.

(c) Room Reassignment.

(i) Room change request shall be approved by the Hostel Warden only after assessing the problem in consultation with Chief Hostel Warden.

(ii) Once the change is approved the student has to act immediately and within 24 hrs the room should be changed otherwise the approval will stand cancelled.

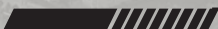
(iii) Reassignments for special circumstances, such as a recommendation from the Dean Student Welfare/Faculty, serious facility-related problems that can be a potential life hazard etc., will be given the highest priority.

(d) Roommate Allocation.

(i) Roommates are decided by the University with the help of relevant information provided by the students to Chief Hostel Warden.

(ii) Returning students are allowed to choose their preferred roommates by informing to the Office of Chief Hostel Warden at the beginning of each academic year.

(iii) All students are expected to room with students from within their own batch.





Hostel Room Access

13. Keys

(a) Once the room is allotted, students will be issued keys for the wardrobe at the beginning of the academic year. They will be responsible for keeping their keys safe as the University is not liable for losses/damages sustained to personal belongings because they lend their keys to another individual(s).

(b) Students shall use their personal lock and key for locking their rooms. Students are responsible for their possessions of all valuables and they should be kept in the cupboard under lock and key. Students shall not leave mobile, laptop, ornaments and other valuables unguarded.

(c) Possession and/or misuse of keys belonging to other students will call for disciplinary action.

(d) Duplication of the keys and/or use of duplicate keys for unauthorized will call for disciplinary action.

(e) Replacing, exchanging, or otherwise tampering with room/wardrobe door handles and locks is strictly prohibited. If the lock is non-functional, student will reach out to the respective Warden for assistance.

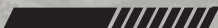
(g) Students are required to entrust the Warden with any unattended keys that they chance upon anywhere on campus.

(h) Students are not allowed to leave their keys in their room or entrust their keys with their peers at the end of the academic year. They are expected to complete the check-out process, including returning the keys themselves.

14. VGU ID Card.

(a) Incoming students are issued University ID Cards by the Reception Team during the check-in process.

(b) Possession and/or misuse of ID Cards belonging to other students is strictly prohibited and those found in violation will be liable for disciplinary action.





(c) If the ID Card is lost, the student should immediately alert the Office of Chief Hostel Warden, Head (Security & Hostels), HoD and Dean Students Welfare, so that the card can be deactivated to prevent any misuse. Replacement will be issued subject to processing time. The cost incurred for replacing the ID card will have to be borne by the student.

(d) Students are required to entrust the Warden with any unattended University ID Cards that they chance upon anywhere on campus.

(e) Students must carry their University issued ID Cards at all times and produce it on demand by the security staff or any other authorized personnel. Failure to produce the ID card on demand may be treated as an act of misconduct, if satisfactory reasons are not explained.

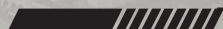
(f) During the Exit Clearance process from the University, due to withdrawal from/completion of their academic programme, the students must surrender their ID Card back to the ID Card Cell.

15. Room Inventory. Room Inventory Form to be filled during check-in and check-out by the students in the hostel. Details of fixtures in the room is annexed as Appendix A

16. Induction Programme. There will be a common induction programme for the hostel students where students would get an opportunity to interact with the students of other Institutes and Hostels.

17. Emergency Contact No/Cell No. Students are advised to provide their Emergency Contact No in the Office of Chief Hostel Warden for unforeseen circumstances.

18. During semester breaks, belongings should be kept in the cupboard under lock, however, students may avail common storage facility for limited quantity (2 cartons). One month before the vacation period, an application endorsed by the HoD must be submitted informing the Hostel Warden/Chief Hostel Warden about the student's official vacation period.





19. When the student has completed an academic year and is to vacate the hostel, student must take along all of her/his belongings, so that the rooms could be used for other activities and/or maintenance. First year students shall not lock up their luggage in their rooms when they go for summer vacation. The office, if required, may provide storage facilities. It will be the responsibility of the students to handover the luggage, duly packed with the necessary identification, to the office and get a receipt.

20. Students should apply one month before the last working day of previous semester for hostel accommodation.

21. Vacation of Room on Permanent Basis. Student wishes to vacate the hostel has to inform in advance and if student vacate the hostel in between he will compensate for all the loss, if any, and the amount shall be deducted from his security deposit. The Student has to clear all his dues and 30% extra fee for in between vacation of hostel.

Student also need to deposit their hostel fee by 15th July and 15 January. In the event the Student is unable to pay the hostel fee, hostel allotment will be cancelled, and the Student shall have to vacate the hostel, with all risks and costs to be borne by the Student.

Conduct in Hostels

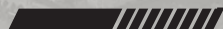
22. Attendance of Students in Hostel.

(a) Attendance of the students in the hostel will be taken by the Hostel Warden/Chief Hostel Warden between 0830 to 0900 PM every night.

(b) Student has to sign the attendance register everyday strictly between 0830 to 0930 PM. After that the student is not allowed to go out of the hostel. Any such act will lead to fine or cancellation of allotment of hostel.

(c) The student shall be back in the hostel for attendance before 0830 PM every day. Any late comer has to keep the warden informed of his late arrival, with permission from parents. Any lapses or misleading action by the student will attract fine and disciplinary action.

(d) Undertaking Form, will be taken from students for attendance. A copy of the form is annexed as Appendix B





23. Dress Code. For security concerns cameras are installed in the corridors, the students should be decently dressed when they are out of rooms.

24. Change/Inter-Change of Room. A student shall not change/interchange her/his room with another student or shift into a vacant room without the previous written permission of the Chief Hostel Warden/Head (Security & Hostels), and finally approved by Deputy Director.

25. Fittings and Fixtures

(a) Student shall not bring any extra furniture or put any other fixture in the room allotted. All furniture and fixture in the rooms allotted to students must be cared properly. Students will be required to pay loss the original cost of any item found missing from their room. Any damage done to the room shall only be rectified once amount has been paid and receipt of the same is shown to the warden.

Students will also be required to pay twice the charges of the repair to items that found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.

(b) Interchange of Furniture/Fixture. Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities will be expelled from the hostel.

26. Responsibility of University Property and Personal Belongings.

(a) The University does not take any responsibility for the personal belongings of students on or off campus.

(b) Each student is responsible for the proper care of the hostel property he/she uses. Students shall be charged individually or collectively, as the case may be, for any damage they cause to hostel property.

(c) If any common property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.





(d) Hostel authorities will not be responsible for any loss of money, jewelry, mobiles, laptops, wallets, important documents, wrist watches or any other personal belongings of any student. Students are advised not to keep any large sums of cash/jewelry or any costly items in the room.

(e) Each room is furnished with a cupboard. Students are advised to keep their valuables such as laptops, scientific calculators, wristwatches, etc. in the cupboard when they go out of the room. Proper care of the cupboard should also be ensured. Any damage to the cupboard or other furniture items will have to be borne by the concerned student.

(f) Students are required to close fans, light, coolers AC, ventilators, rear doors and the front doors and bolt/lock them properly while they go out to avoid any pilferage/theft.

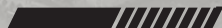
27. Repair, Maintenance and Upkeep of Property.

(a) Cleanliness. Students shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dust bin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/balconies. The Hostel Warden/Chief Hostel Warden has the right to confiscate any such clothes hung for drying in the balconies. No students shall cook food in the room. Any such act of cooking will lead to fine and/or cancellation of hostel allotment.

(b) Any complaint regarding residential facilities or minor repairs may be lodged with the Warden or endorsed in the Hostel Complaint Register, kept at the reception, for speedy repair action.

(c) Students will allow the supervisory staff, housekeepers, repair and maintenance technicians, and the Housekeeping & Facilities Supervisors of Head (Maintenance & Infra) of the University, to have access to their rooms, at all reasonable hours, to inspect the buildings, water supply, sanitary or electrical installations, fixtures and furniture, and to carry out such normal repairs as may be considered necessary for the proper maintenance of the buildings.

(d) The hostel community, as a family, cherishes its belongings and expects all to treat it with care. Therefore, it is expected that the student close doors and latch windows gently but firmly. They will avoid littering, and help the Team Maintenance & Infra keep the hostels and the campus clean and pleasing.





28. Mess.

(a) Mess fee is part of hostel fee and is paid in the beginning of each semester, however, on non-payment of fee University reserves the right to discontinue Mess facility. Students are requested to carry their Mess ID Cards while going to mess, so that the attendance can be docketed.

(b) Student must inform their non-availability or night out to the Mess Supervisor well in advance.

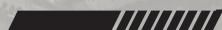
(c) If a student is sick, written application by the student endorsed by the Hostel Warden/Chief Hostel Warden and medical certificate by a doctor should be given to the Mess Manager for serving food in the room. In such cases, the student would be responsible for utensils used from the Mess and shall ensure its safe return himself/herself or through somebody else.

(d) Food to be served in the room on showing his identity card, in case of illness.

(e) Students are requested not to waste food. Any student found to be wasting food shall be fined. Any outsider along-with student is not allowed in the Mess, unless paid for the same. Guests are allowed in Mess with prior permission of the Mess Supervisor with food charges as applicable.

(f) Mess remains CLOSED during semester breaks for maintenance, any upgradation and/or repairs. However, any student who is staying in hostel with permission for any reason can avail canteen services on PAYMENT.

| S/No | Meal | Timings for Mess | Remarks |
|--|-----------|---------------------|---------|
| (i) | Breakfast | 7.30 am to 8.30 am | |
| (ii) | Lunch | 12.00 pm to 2.00 pm | |
| (iii) | Dinner | 7.00 pm to 8.30 pm | |
| These timings shall be strictly followed by the hostellers. | | | |





29. Quiet Hours

(a) In an effort to encourage a comfortable studying and resting environment for all students, Quiet Hours on the entire campus, including the Hostels, are to be strictly observed between 12:00 am to 06:00 am every day.

(b) During Quiet Hours, students are expected to refrain from playing music or creating loud noise in the hostel rooms, washrooms, hallways etc. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises. Recreational facilities to be turned off at 10.30pm.

(c) Even at all other times, students are expected to not cause disturbance to other members of the VGU community.

(d) Construction, renovation, and repair projects (both on and off campus) will necessarily cause increased noise around directly involved and nearby hostels. While all possible measures will be taken to minimize the impact of these projects, any student moving into or living in affected areas should be prepared to accept the unavoidable aspects of life on campus under construction and post-construction.

30. Common Area Conduct.

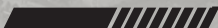
(a) Hostel room balconies must be kept clean and neat at all times.

(b) Students are requested to keep the washrooms clean after use and if found choked or unclean due to negligence or deliberate action repeatedly, strict disciplinary action will be taken

(c) The common rooms shall be open to students at all times subject to maintenance schedule and space bookings.

(d) Students are strictly prohibited from monopolizing the common areas.

(e) Sleeping in the common rooms and shifting furniture or removing it from a designated area to change the interiors of the common rooms fundamentally is not permitted.





(f) Playing games in the hallway, obstructing areas (such as doorways, hallways, stairwells) directly, and all forms of vandalism including but not limited to tampering with emergency signage/response materials (fire extinguishing facilities, exit signs) is strictly prohibited.

(g) Upon any damage or loss to University property in common areas including but not limited to the lounge, floors, corridors, washrooms and reading rooms, costs incurred for the purposes of repair or replacement will be billed to all the student(s) of the floor, building equally.

31. Night Out Permission.

(a) Night out shall not be allowed without the substantial reason unless permitted by the parents in writing or orally to the warden. For any event or for academic purpose HoDs may permit the students in exceptional circumstances and it should be conveyed to the Hostel Warden/Chief Hostel Warden in writing at least one day before the night out.

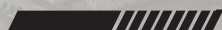
(b) Hostellers may be permitted to go home during holidays with written permission from parent along with the copy of the ticket, to be submitted to and approved by the Hostel Warden/Chief Hostel Warden.

(c) When taken night out the student will stay out and will report back in the hostel before breakfast time

(d) Standard Night Out Forms, is annexed as Appendix C, to be provided with the undertaking.

(e) Only in case of medical emergency student can contact the Chief Hostel Warden/ Head (Security and Hostels) directly for permission for more than one night out.

32. The Hostel Wardens/Chief Hostel Warden/Head (Security & Hostels) has the discretion to inspect any room at any time.





33. Strictly Prohibited Actions by the Students.

(a) Ragging: Ragging in any form is BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the University. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offence. Please report any incident immediately to any member of the Anti-Ragging Committee/Hostel Warden/Chief Hostel Warden/Security Personnel/Any Faculty Member/HoD directly at any time of the day/night.

(b) No gambling of any kind shall be allowed inside the campus premises.

(c) No student shall bring or store any firearm, ammunition, explosive and inflammable goods inside the premises of the hostel.

(d) Alcohol/Drugs/Smoking/Non-Vegetarian Food. Students shall not bring, take and/or drink any alcohol/intoxicating drink, drug or substance of any kind whatsoever, smoke and/or consume non-vegetarian food in the room and/or any part of premises. The same shall apply to visitors also.

(e) Male students or visitors are strictly prohibited from visiting the Girls' Hostel and vice versa. Under no circumstances a male student can spend night in the girls hostel and vice versa. Students are not permitted to have unauthorized guests in their rooms, in case it is so reported, the student will be liable to exemplary punishment on a case-to-case basis.

(f) Students are prohibited from having private vehicles unless having permission from Chief Warden and Vehicle sticker from Proctor. Students are not allowed to keep pets within the campus premises. Students should desist from pampering stray dog by offering food, petting them etc.

(g) An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the Hostel/University.

34. Celebration of Festivals and Birthdays. Students shall take prior written permission of the Chief Hostel Warden for celebrating any birthdays or private parties. Birthday's should be held in a common place for one to two hours between 8.00 pm to 10.00 pm. There should not be any kind of physical discomfort. No outside guest or interference of any kind will be allowed. Students should ensure hostels are clean after such celebrations. Violation of the rules shall be penalized.





35. Issues Related to Parents / Relatives / Visitors.

(a) Visitors / parents are allowed to visit a student only in the visitor's lobby on the ground floor between 9.00 am to 11.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall bring unauthorised visitors and entertain the said visitor in hostel compound, or inside the gate/lane.

(b) No student shall take any visitor to the room. Parents can visit the students room after taking permission from the respective wardens. Personal servants/domestic helpers are not allowed inside the rooms.

(c) Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details. The Undertaking Form by the parent is annexed as Appendix D.

(d) Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.

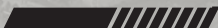
(e) Parents/Guardians will be permitted to access their ward's room during moving-in at the time of Orientation and moving out at the end of the academic programme (and on occasions of medical emergencies, with prior knowledge and approval of the respective Warden).


36. Maintenance of Green Campus and Resource Conservation.

(a) VGU fraternity supports green consciousness, co-habitation and co-existence; as such the students living in the campus/hostel have to respect the ecosystem and are prohibited to cause any harm to the greenery and/or animals residing in the campus. Any student found not to be abiding by these rules or causing any damage to the ecosystem in anyway will be exposed to exemplary punishment as deemed fit by the Disciplinary Committee. Students should be aware about the ecological balance and accept that at VGU they have to respect the balance and cohabit with it.

(b) As an expression of citizenship behavior, VGU encourages the students to make others aware too about not disturbing the flora and fauna of the University and the surrounding areas.

(c) Minimal usage of plastic and no use of one-time plastic is encouraged by VGU. Students are expected to respect the norms.





(d) Electricity Restrictions. No Student shall bring / use any electric appliances, which shall include electric iron, immersion rod, heater, induction cooker, blower etc. No student shall be granted any permission for the same. Any such gadget found and student failing to follow the orders, the Hostel Warden / Chief Hostel Warden shall confiscate the gadget. The electrical gadgets so confiscated shall not be returned and shall be destroyed by the team constituted by the Management. The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not used. While leaving the room students should take care to put off the ACs, lights and fans without fail. In case of default, a fine will be charged on every such occasion. Table lamps can be used for study purpose after 12.30am.

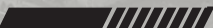
(e) Students are requested to see that no water is wasted by leakage in the water supply fittings or by careless or extravagant use. Any damage or defect in the building, fixtures and fittings, electrical installation, fencing and gates, etc. should be reported immediately to the Hostel Warden/Maintenance Cell for the necessary rectification action.


37. Actions to be Taken if Suffering from Contagious Diseases.

(a) Students suffering from any contagious diseases (e.g., pox, mumps, measles, COVID-19 or any other viral, bacterial or fungal disease announced as contagious) or are suspects of any such disease or may have been in contact with any such person suffering from such a disease or have travelled back to campus during the time of any epidemic / pandemic are required to inform the Warden / Chief Hostel Warden / HoD immediately of their condition and abstain themselves from any social gatherings and one to one meetings.

(b) Students are also required to inform the Dean Student Affairs and Chair Programme Office of the condition immediately without fail and stay indoors, unless otherwise advised by the doctor or needed to be shifted to a hospital or any circumstances of emergency like fire, earthquake, or feeling extremely sick and unable to reach any body over phone etc. Food from the mess will be provided to the students in their room from the mess.

(c) In case, the students are reported not to be following the mandate of isolation, he/she will be subject to exemplary punishment by appropriate authority. Any other student who may witness any student not abiding by the above rules are expected to report to the Student Affairs office immediately and his/her anonymity will be taken care.





38. Suggestion Box.

(a) Suggestions and complaints should be dropped in 'Suggestion Box kept in the hostel premises. Suggestion Forms, as attached at Appendix E to be used by Student for making suggestions.

39. Management of Hostels. Each hostel warden has associate warden who respond to emergencies and disciplinary infractions, manage building infrastructure, coordinate hostel housekeeping and maintenance staff, and conduct business necessary to the well-being of the student community. Chief Warden is concerned about hostel policies, sources of conflict in the hostels. Any report should first reach to Warden, before reaching out to the Chief Warden and Head (Security and Hostels).

(a) Hostel Staff. Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times.

(b) Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.


(c) Contact Nos. The important contact numbers are annexed as Appendix F: -

40. Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.

41. Students shall take prior written permission of the Head (Security & Hostels) before giving any information or interview regarding Hostel to any member of the Press, Radio, Television or any other media or before making any speech containing any material information regarding the University/Hostel.

42. All the hostels, whether on-campus or outside the campus, shall be treated as an extension of the VGU and observance of rules and regulations of the Hostels shall be compulsory for all boarders.

43. The Management has the right to discontinue hostel accommodation given to a student on account of misconduct and/or violation of rules and regulations. The rules and regulation are annexed as Appendix G





Appendix A

List of Fittings and Fixtures in the Room

| S. No. | List of Items | Quantity | Remarks |
|--------|-----------------|----------|---------|
| 1 | Beds | | |
| 2 | Almirah | | |
| 3 | Table | | |
| 4 | Chair | | |
| 5 | Mirror | | |
| 6 | Tube lights | | |
| 7 | Fan | | |
| 8 | Air conditioner | | |
| 9 | Wash Basin | | |
| 10 | Taps | | |
| 11 | Towel Rods | | |
| 12 | Shoe Rack | | |
| 13 | Lock and Key | | |





UNDERTAKING BY THE STUDENT

I.....D/O or S/O, Mr./Mrs..... have read the Hostel Rules and Regulations and the disciplinary action to be taken for any violation of the rules and regulation. I also undertake that I will sign on the attendance register before 9.00 pm (unless exempted).

I undertake that if I fail to adhere to any conditions laid down in the hostel rules and regulation, I will be liable for censure /fine / disciplinary action.

Name of the Student:

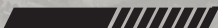
VGU Student ID No:

Programme:

Room No:

Signature of the Student

Date :



UNDERTAKING BY THE STUDENT-NIGHTOUT

Name of the Student:

VGU Student ID No

Name of the Faculty:

Room No:

Hostel Name:

Purpose of Night Out:

Contact Number:

I hereby undertake to return on expiry of the permitted duration. I will be back at (time) (date).

I hereby notify that I am leaving the hostel for the night(s) of
to

I hereby undertake that I am solely responsible for the incidents, whatsoever, and that I shall return on the expiry of the said duration. I shall follow the norms of Vivekananda Global University code of conduct while being outside the hostel.

Signature of the Student

Date:

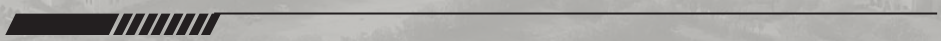


UNDERTAKING BY THE PARENT

1. I F/o or /M/o Ms./Mr. who is studying in..... and residing in..... Hostel in Room No..... , have read and understood the Rules and Regulations of Hostel and University, and I undertake that I will cooperate with the Hostel Authorities.
2. I undertake if my child is found, by the University, to be in any indiscipline activity, all action taken by the University shall be acceptable to me, which shall include expulsion from hostel. I further undertake that I will ensure that my child vacate the hostel within 07 days from the date of expulsion.
3. I undertake that my child will not make any unauthorized use of electricity by use of any electrical gadgets, and if any electrical gadget is found by the hostel authorities in his possession, the gadget may be confiscated and destroyed.
4. I undertake to provide all the medical information, if any, of my ward to the Hostel Authorities and will be available on call and promise to visit and take care of my ward, as and when required. I further undertake and indemnify the university of all acts of my child which are caused due to his act or omission, under stress or distress, which does not relate to the University.
5. I undertake that if my child is found absent from residential facility without permission or violate any guidelines or policy or instructions of the University, the University shall be entitled to take any disciplinary action against my child and or rusticate / expel from the University.
6. I undertake that any damage which is caused to the University property by any act of my child, I will be liable to pay all damages.
7. I undertake that I will have no objection with respect to the University's right to make any changes in the residential facility or changes the allotment of rooms as deemed appropriate.

I hereby undertake that my ward and me are responsible for incidents, whatsoever, and ensure that my ward shall follow the norms of Vivekananda Global University, Jaipur code of conduct while he/she is inside or outside the hostel.

Name of Parent
Signature with date





SUGGESTION FORM FOR THE HOSTEL

Name of the Student:

VGU Student ID No

Name of the Faculty:

Hostel:

Room No:..... Contact No

Problem Identified:

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Suggestion:

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Signature of the Student Date:



IMPORTANT CONTACT NUMBERS

| S/No | Hostel Name | Warden | Mob No | Remarks |
|--------------------|------------------------|---|--------------------------|---------|
| (i) | Singar-I Boys Hostel | Mukesh Chowdhary Latif Ali | 8302110995 6376518789 | |
| (ii) | Singar-II Boys Hostel | Sawarmal Karan Gujar | 7737513091 8905524096 | |
| (iii) | Singar-III Boys Hostel | | | |
| (iii) | Gargi-I Girls Hostel | Mamta Kaushik Anjali Singh | 8209531988 9079626152 | |
| (iv) | Gargi-II Girls Hostel | Hemlata Yadav Varsha | 9050696776 9587816366 | |
| (v) | Hostel Elite | Shokhi Manzoor | 6005709033 | |
| (vi) | Hostel Gargi - IV | Neetu | 9588846843 | |
| (vii) | Gargi III | Kritika | 9785891709 | |
| Other Appointments | | | | |
| (xii) | - | Sh Manish Dahiya Chief Hostel Warden | 8218536088 | |
| (xiii) | - | Sh Arun Bedi Head Maintenance | 7984090003 | |
| (xiv) | - | Manish Verma Head (Security & Hostels) | 9622362234 | |

Wardens for Out Hostel

1. Rakesh Singh - 9256313225
2. Sayeed - 7877637812

Care takers

- 1 Suresh - 7500359570

Guest Room In-charge

1. Ravi - 8619441680

Chief Security Officers

1. Puspendra Gaur - 9611939638
2. Ramesh Singh - 6239188186

DISCIPLINARY ACTIONS FOR VIOLATIONS IN HOSTEL

| Sr. No | FORM OF OFFENCE | FIRST TIME | SECOND TIME | THIRD TIME |
|--------|--|---|--|---|
| 1. | If found smoking anywhere in the Hostel Premises | Disciplinary Action | Expulsion from the Hostel | -x- |
| 2. | If found consuming Alcohol / Drug or found under the effect of it inside the Campus/ | Expulsion from the Hostel | -x- | -x- |
| 4. | If found using abusive language and/ or violent behavior in the Hostel | Written warning along with a letter to Parents | Disciplinary Action to be taken | |
| 4. | If found misbehaving with the hostel Warden | Expulsion from the Hostel and Parents will be called. | -x- | -x- |
| 5. | If found stealing any item from Hostel / Mess | Fine will be charged five times the cost of the Stolen Item | Expulsion from the Hostel | -x- |
| 6. | Changing of room without prior permission or sleeping in other room/s during night. | Verbal Warning | Disciplinary action to be taken. | -x- |
| 7. | Keeping Cupboards / Rooms unlocked when not available in the respective room | Verbal Warning | Letter to the Parents | Disciplinary Action |
| 8. | Not cleaning Room / not maintaining hygiene/ Stalking dirty clothes in the Side of the Room or keeping dirty plates inside. | Verbal Warning | Disciplinary Action | -x- |
| 9. | Found in Possession of Unauthorized Electrical Appliances including Hot Plates, Iron, Room Heater, Water Heater, or any other | Confiscation of that particular item. The confiscated item will be destroyed. | Disciplinary Action | -x- |
| 11. | Keeping Lights / Fans on when none of the Residents of the Room are available. | Verbal Warning | Disconnection of electricity | Disciplinary Action |
| 12. | Using Balcony for washing of clothes | Verbal Warning | Disciplinary action | -x- |
| 13. | Wasting Water/ Littering Room and Common Areas while celebrating Birthdays or intentionally keeping water taps on. | Verbal Warning | Letter to the Parent | Disciplinary Action |
| 14. | If found Stealing Cash, Mobile phone or any other items of Room-mate's or Other occupants of the | Parents will be called and immediate expulsion from the Hostel | -x- | -x- |
| 15. | If found occupying other room after 10:00 pm, holding, social gathering/ pressurizing junior student to attend any type of address without prior written permission from Hostel Warden and Principal | Verbal Warning | Letter to the respective parent of all the students involved in the act. | Will amount to Ragging and will be cause of Expulsion from the Hostel |
| 16. | Keeping arms and ammunition including combat knife, switch blades, knuckle-dusters, clubs, fire-crackers, petrol, acid, gas cylinders or | Expulsion from the Hostel with written warning | | -x- |
| 21. | If found Pasting Poster, Writing on Wall, Furniture or any other place, making drawing writing slogans and comments inside Room or in | Verbal warning and the cost will be borne by the Occupant of Room or every Individual | Disciplinary Action | -x- |
| 22. | Vandalism in Hostel Premises. Using force or Manhandling Hostel Occupants or Junior Students | Will be amounting to Ragging and Expulsion From the Hostel | -x- | -x- |



| | | | | |
|-----|---|--|---|-----|
| 23. | Moving Furniture or fixture at any other room/ place without prior permission from the Hostel Warden | Verbal Warning | Disciplinary Action | |
| 24. | Sheltering Non-Hostel students or any other friends or Relatives in the Hostel room during the day or night | Verbal Warning | Disciplinary Action with prior intimation Parents | -x- |
| 25. | Not returning to the Hostel within specified time, not making proper/making false entry in the register at main | Verbal Warning | Disciplinary Action | -x- |
| 27. | Leaving Hostel without submitting Leave Requisition form duly signed by the Parent/ Local Guardian or making false signature of | Written Warning and letter to the parents. | Disciplinary Action | -x- |
| 28. | If Found Jumping Boundary Wall or from the Balcony of the Hostel during (Day or | Written Warning and Letter to Parents | Disciplinary Action | -x- |
| 29. | No Students are allowed to go on terrace | Verbal Warning | Disciplinary Action | -x- |
| 30. | If any Student residing in out hostel found wasting food, or cooking themselves in the hostel mess. | Verbal Warning | Disciplinary Action | -x- |
| 31. | Students shall return to the Hostel before | Verbal Warning | Disciplinary action | |
| 32. | Not Signing in Attendance Register. | Verbal Warning | Disciplinary Action | |
| 33. | Partying and playing loud music inside Hostel | Verbal Warning | Disciplinary action | |

Note: Wardens to note down names of the students who are involved in above activities






DO'S AND DON'TS FOR STUDENTS

DO'S

1. Be tidy and clean and assist in hostel cleanliness
2. Communicate with your hostel staff when in stress or any trouble
3. Be respectful and courteous to all staff members, teaching and non-teaching
4. Treat hostel properties with utmost care
5. Dress appropriately
6. Always move out of hostel with proper I card.
7. Be punctual in classes
8. Take pride in being institute alumni and aim for excellence
9. Keep noise level volume of music system low at all times
10. Check all fittings and fixtures of the room at the time of possession of room
11. To strictly maintain silence hours from 1200 to 0600AM
12. Must mark biometric attendance
13. Save electricity, else will be fined
14. Keep your expensive items under lock and key.

DONT'S (THE ENTIRE HOSTEL (GIRLS AND BOYS) IS UNDER ELECTRONIC SURVEILLANCE (CCTV))

1. No consumption of alcohol and banned drugs
 2. No cooking inside the hostel
 - 3 No immoral activities inside / outside hostel
 4. Restrict participation in any political activities, anti-national/ social activities
 5. Do not indulge in any form of ragging
 6. Do not use any unauthorized electrical appliances inside the hostel, else will be confiscated and destroyed.
 7. Do not keep any weapon & threatening items
 8. Do not place baggage or unwanted items outside the room or anywhere inside the hostel
 9. No visitor/ no personal guests are allowed to use the hostel rooms of students unless permitted.
 - 10 Don't attend any labour unauthorized inside the room unless otherwise permitted by the Warden
 11. Don't loiter inside the hostel during class hours
 12. Don't tip wardens, security guards and cleaning staff
 13. Don't leave hostel in middle session without permission
 14. Don't carry hostel property inside your rooms
 15. Don't interchange room by yourself
- 



Do's and Don'ts for students

16. Don't remain outside hostel after attendance unless permitted
17. Don't share your room keys with any one.
18. Don't wash clothes in common areas and not to dry it in areas not permitted in hostel. Any such act shall call for penalty.
19. Don't steal
20. Don't let parents to stay inside the hostel, for a longer duration, other than visiting hours.

HOSTEL FACILITIES

Mess

The university has spacious mess, which can cater more than 2000 students per day per meal. Student Mess is provided to all the hostellers. Two floor dining hall caters to all students, faculty and staff alike. The seating capacity of the Mess at a single time is more than 700 students.

Timings for the Mess to follow

Breakfast 0730 to 0830

Lunch 1200 to 1400

Dinner 1900 to 2030

Payment structure

The non-hostellers can pay for their meals by way of Electronic payment or cash

Charges for Meals

Breakfast – Rs 50/-

Lunch- Rs 85/-

Dinner-Rs 85/-


Guest room charges- Rs 600/- per person per day

Canteen

Canteen is a place where student unwind and relax with friends to enjoy good quality and delicious food. University provides a good canteen with a sitting capacity of approx. 50 students with food at a nominal rate. The University canteen has family atmosphere with wide range of food, bakery items and fast food items cooked to perfection and served with great courtesy.

Timings

08:00 AM to 10:30 PM





Out Hostels

This University has currently ten boy's hostels and two girls hostel. The hostels have all basic infrastructure with facilities of ACs, laundry, food and transportation.

Coffee Shop

Coffee shops are a great place to have a small interaction and get a recoup. University has a good coffee shop with all modern day refreshments. The rates are very subsidized which can fit into student's pocket and yet have the highest hygienic standards. This facility can be availed by the students from Morning till Evening.

Courier Services

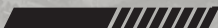
The hostel also facilitates courier services. Students may contact the reception desk of their hostel and seek assistance.

House Keeping

House-keeping staff visits on regular basis as per schedule given by the hostel administration. The university thrives for it. University expects its student to dispose the trash into the central dustbin placed on respective floors. Students room will be cleaned once in a week and common areas are cleaned on daily basis.

Laundry Services

Laundry services are available in the hostels, and the rate card can be taken from the warden to avail the services.





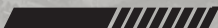
Other Facilities

1. Provisional store with general items are open from 0900 AM to 0500 PM
2. A book cum stationery shop open on all weekdays
3. Transportation facilities to other out hostels for students and parents
4. 24x7 Wi Fi connectivity
5. CCTV cameras at the entrance of all hostels, corridors at all floors and foyer inside the campus
6. 24x7 electricity and water supply inside the Hostel
7. Solar panels
8. RO water

Hostel Life

Hostel is a place where student is given a proper environment for all round development while living there. It not only provides low cost living but a social atmosphere also. The University's endeavour is to give its students best of the life. VGU hostel room are comfortably furnished and make for good home away from home. University provides:

1. Sports Facilities, which includes both indoor and outdoor sports.
 - (a) Indoor sports include
 - Table Tennis,
 - Chess,
 - Badminton,
 - Caroms
 - (b) Outdoor sports include
 - American Football,
 - Basketball,
 - Volleyball,
 - Football,
 - Cricket,
 - Kho-Kho,
 - Boxing,
 - Cross country.
2. Movie theater, which films once in a month.
3. Scaled down version of Gym with minimum maintenance charges for better health services.
4. DJ nights for recreations.
5. Trekking for better assimilation of the area for foreign and out station students.
6. Excursions are planned for student's welfare.





7. Social evenings for making the student more interactive
8. Cultural and festival get together gives the student of their religious belongingness
9. Girls hostels are equipped with Biodegradable Sanitary Napkin Vending Machines against acceptance of currency coins
10. University permit its student to order online articles or food within the framework of rules and regulations as mentioned herein below.

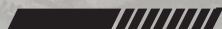
Swiggy Rules

1. Student are permitted to order from Amazon/Zomatos/ Swiggy after informing their wardens.
2. The bags/ package or eatables are to be collected from the main gate no 2
3. All students who order online have to carry their I card and show on the gate for collection.
4. The student has to enter his or her details at the gate after collection of his or her parcel.
5. Students to ensure that no parcel should come after 2030h
6. Students ordering online has to record their order in their respective hostels
7. No hostel staff will be employed by the students to collect the parcel in his or her behalf
8. Students should refrain from tipping any of the hostel staff or any guard for collecting the same.
9. Security Guards are not responsible for the delivery of parcels.
10. Delivery Boys under no circumstances will enter the main gate for delivery.

Bicycle Facilities

University encourages its students to be more sensitive towards environment, health and be eco-friendly. The University has come up with a facility of providing Bicycles to its students. Sports bicycle are issued to students, who are keen in for cycle expeditions. Students who are being issued with bicycles are supposed to follow some set of principles

- To maintain the bicycle as and when required on their own, like:
 - keep your cycle Clean
 - Keep lubricated
 - Keep inspecting the tyres
 - Make sure bolts and nuts are tightened
 - Regular check the breaks to avoid any accident
 - keep it serviced so that utility is optimum ...
- Deposit the bicycle when not required
- The issue of bicycle is non-transferable
- Take precaution against theft, by locking it.
- Wear helmet while practicing for any long route or moving out of University campus.
- Always move in buddy and inform your warden whenever moving out.





☎ 1800-3131-415

🌐 www.vgu.ac.in

✉ admission@vgu.ac.in

📍 VGU Campus, Sector 36, NRI Colony Rd, Jagatpura, Jaipur, Rajasthan 303012