

NFSU HOSTEL RULES BOOKLET

(Rules for Hostel Students, w.e.f. August 2022)

THE HOSTEL ADMINISTRATION

As a National University and Institution of National Importance, the NFSU Delhi Campus maintains a limited number of hostels for students, both for boys and girls. The Dean Academics, Nodal officer for Students' Welfare, Rectors and Wardens shall look after the overall administration of the hostels. Hostels function with coordination of wardens and respective Rectors. At present, there are three wardens for all the boys' hostels and one two wardens for girls' hostels. The warden work and act in consultation with the respective Rectors. The policy framework/decisions regarding hostels are decided by the Rector, and wardens in consultation with the Dean Academics, Dean Students' Welfare and Campus Director. Hostel Policies are implemented by the wardens under the supervision of the Rectors.

DEAN STUDENTS' WELFARE (DSW)

The Dean Students Welfare (DSW) in the University shall look after the general welfare of the students and their student life in hostels. He/She will provide general instructions and guidance to the Rectors and the Wardens on matters concerning their functions.

POWERS AND FUNCTIONS OF THE DEAN STUDENTS' WELFARE (DSW):

- a) The DSW in the University shall look after the general welfare of the Students and also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students.
- b) The DSW shall be the office-in-charge so far as Hostels, Mess/Canteen, Health Centre, Sports, University Cultural Committee, and the National Social Service are concerned.
- c) The DSW shall have the overall responsibility of all the students in matters relating to:
 1. organization and development of student bodies/clubs/committees;
 2. counselling and students' guidance facilities;
 3. extra-curricular and sports activities of students;
 4. promotion of students participation in co-curricular and National Social Service activities;
 5. students' financial aid; DSW shall sanction refund of all kinds of refundable security and also to withhold wherever required by recording the reasons and information to the stakeholders;
 6. students-faculty and students-administration relationship;
 7. career advice services;
 8. student life of the students;
 9. arranging facilities for educational tours and excursion for students;
- d) Securing facilities for various clubs and cultural groups in the campus

e) The DSW will convene and chair the meetings of the Wardens. The meeting will be held as regularly as may be necessary, but at least twice a month

f) The Dean of Students will exercise such powers and perform such duties in the pursuit of the above objectives as may be assigned to him from time to time by the Campus Director. The Wardens (Boys and Girls) The Rector shall look after the affairs of the respective hostels and advise the Wardens on matters concerning their functions.

POWERS AND FUNCTIONS OF RECTOR:

a) S/He will coordinate with wardens in matters relating to the hostels' overall functioning, the students' welfare and discipline.

b) S/He will periodically visit the hostels and be in contact with the Wardens, staff and students.

c) S/He will encourage sports, cultural and other activities at the hostel level so as to promote inter-hostel cooperation.

d) S/He can permit stay of any guest for not more than 3 days according to hostel norms in consultation with the Rector.

e) S/He, in consultation with wardens and with the approval of the DSW, can impose fines or waive fines and take other disciplinary actions, including the ordering of eviction of a student from the hostel for reasons to be recorded in writing.

f) S/He in consultation with the other Wardens will make recommendations to the Dean Students' Welfare for the distribution of work between Wardens in a hostel.

g) S/He will meet with Wardens, which will be held as regularly as may be necessary, but at least once a month.

h) S/He in coordination with wardens will pursue complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc.

i) For short/casual leave from campus, wardens will discuss between themselves to transfer the charge to fellow warden and inform it to the Rector and the DSW by email. In the case of long leave the concerned warden will discuss with fellow warden, Rector and DSW and then transfer the charge to the fellow warden for the smooth functioning of hostels.

j) Rector/Warden will discuss his/her leave with DSW and inform about his/her leave of absence and inform to the wardens by email.

k) Rectors and Wardens will perform their duties as a team for the betterment of the life of hostel students. This is a consultative team to conduct the smooth functioning of hostel(s) and not to execute the administrative powers. In the day today functioning of the hostel(s) all the information should flow in the following fashion and vice versa;

STUDENT & HOSTEL ATTENDANTS

- ◇ Wardens
- ◇ Rectors
- ◇ Dean of Students' Welfare (DSW)

l) Rectors may not directly entertain the hostel students as bypassing wardens makes difficult to maintain discipline and smooth functioning.

m) Rectors will work as a facilitator and the Wardens run the hostel(s). However, Rectors should intervene in the day to day functioning of the hostel(s) only in the extra-ordinary situations and take appropriate actions.

n) All complaints/incidents of indiscipline that are reported by the wardens should be reported and submitted to the DSW within a day for recommending/taking further disciplinary action.

THE WARDEN

The Warden looks after all the affairs of the hostels assigned to him/her.

POWERS AND FUNCTIONS OF WARDENS:

The Warden of Hostel shall perform such duties as are assigned to them by the DSW and the Rector, from time to time and they shall function under the charge of the DSW. In addition to the specific duties assigned by the DSW and the Rector, the Warden shall perform the following functions:

a) The Wardens shall keep close contact with the students and shall pay attention to their general life in the hostel.

b) The Wardens will function in coordination with Rector and will be collectively responsible for the smooth functioning of the hostels.

c) He/ She will allot hostel rooms and guest rooms and supervise them. (This function will not be delegated to any staff in the hostel).

d) Will check the student students register and the guest room register.

e) Can permit stay of a student-student's guest up to a period of 3 days.

f) Will recommended disciplinary action for keeping any unauthorized guest.

g) Will order double-locking of rooms of student students and their re-opening, when required.

h) Will take action for the eviction of defaulting student students in consultation with the Rector for mess bill defaulters.

i) Will be responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Officer of the University.

j) Will periodically verify the furniture and fittings of the hostel with the assistance of the hostel staff, and take action for their repairs/replacement or for obtaining additional furniture.

k) Each Warden shall ensure that the students in his or her charge observe the hostel rules properly and maintain discipline and decorum and shall promptly report to the Rector all cases of misbehaviour, and indiscipline of the students in his or her charge.

l) Warden can transfer a student from one room or wing of the hostel to another.

m) The Wardens can impose fines (up to the limit set by DSW) upon student-students.

n) The Wardens should visit the hostel office at specified hours (to be notified in the hostel office) to attend to official business and to students' problems.

o) The Wardens will monitor the proper upkeep and maintenance of such properties of the hostel as are under his or her charge through hostel attendants.

p) All complaints/incidents of indiscipline that come to the notice of the wardens shall be forwarded to the Rector and DSW with clear observations within a day.

q) Each hostel is managed through hostel attendant(s) who is available in the hostel in normal working hours. S/He may be asked by Wardens to report in the hostel at any time in special situations.

r) The Wardens will make sure that the hostel attendants keep proper record of all the matters related to the hostel: hostel room allotment, duration of the stay of the students, hostel dues, furniture and other gadgets in the hostel, and clearance before vacating the hostel.

HOSTEL LEVEL COMMITTEES - STUDENTS' PARTICIPATION

Hostel Management Committee: For the proper integration of the students' life, each hostel will have a Hostel Management Committee (HMC). Each hostel will have a HMC consisting of followings:

1. Rector (Nominated by Campus Director–by rotation) – Chairperson
2. Wardens- Wardens of all hostels – Members
3. One Warden (Nominated by Campus Director) – Member Secretary
4. Hostel Attendants – Members, if available.
5. Hostel Representatives (Students) 4 to 6 Members, all nominated by the Campus Director, in consultation with Rectors

The Mess Committee shall consist of 4 to 6 student students of the hostel nominated by the Rectors. The notification of mess committee members shall be made within 4 weeks of the start of the academic session.

FUNCTIONS OF THE HOSTEL COMMITTEE:

a) The Hostel Committee will actively participate & collaborate with the Wardens in the routine functioning and organizing of all activities of the Hostel including the Hostel day celebration to ensure smooth running of the Hostel activities.

b) 'Swachh Bharat Abhiyan' (Clean India Mission) and other UGC/Government directed programmes will be carried out in each hostel with the support and supervision of the hostel committees.

c) All the hostel events like hostel day, sports and arts competitions, social and national events etc. will be organized out of academic hours. Wardens will approve and supervise through student hostel management committee (HMC) members with prior consultation with the Rector and the DSW.

d) The Committee will normally meet once or twice a month to discuss and mutually settle hostel affairs.

The Mess Committee will meet atleast once in month and discuss the issues related to Mess. The Mess Committee will submit its suggestions/recommendations to the Rectors/DSW.

e) The Hostel Management Committee shall help the students during medical emergency.

f) The Committee shall ensure that peace and order is observed at all times by the students of the hostel.

g) There will be a provision for the disposal of wastes in each hostel. The protocol issued by the Campus Manager through the Warden for the segregated waste management mechanism should be strictly followed by the /students of the Hostel.

h) Hostel committee is empowered to monitor the cleanliness and waste management mechanisms in the hostel.

i) The members of the Hostel Committee will normally hold office for one year

j) The Hostel Committee and its members shall be subject to all rules/norms as students of the hostel and shall be responsible for any violation of hostel rules, etc.

HOSTEL ALLOTMENT:

NORMS, PROCEDURE AND ADMINISTRATION ELIGIBILITY FOR HOSTEL ALLOTMENT

a) The students admitted to only full-time programme of study are eligible to apply for hostel accommodation. If any students who accept employment or join any course outside NFSU Delhi during the course of their study, s/he will lose their entitlement to hostel accommodation

b) Students coming from outside states (other than Delhi/NCR) shall be given preference over the students of Delhi/NCR.

c) There is limited quota of hostel for boys and girls for each of the program. The students shall be admitted in hostel based on the merit in common merit rank of entrance test of the concerned program. Where the admissions are given based on CAT / CLAT or other qualifying examinations, the merit of such eligibility exam scores shall be considered for admission in hostel.

d) Students from Delhi/NCR (including those coming from and within the radius of 50 km), may be considered eligible for hostel accommodation provided they are in common merit list of entrance test of respective course and provided rooms are vacant and all the students from other states have already been accommodated.

e) An incorrect statement/address filled by the student in the hostel admission form would result in cancellation of admission and forfeiture of securities. In case of change of student's address or contact number of guardians or contact number to be contact during emergency, it shall be obligatory on the part of student to inform the Hostel Administration and provide new student's address and new contact number. Failure to do so may result in eviction from the Hostel and disciplinary action.

f) The Dean of Students' Welfare may allot a single bed room to a student(s) on medical grounds for specific period and that too in extra ordinary case, keeping in view the seriousness of the ailment and the merits of the case.

g) Few rooms may be reserved for international students joining the various full-time programmes of study of the University, so as to provide accommodation at the earliest.

h) A limited number of seats may be made available for Ph.D/JRF/SRF staff working in various projects in the NFSU and who are not registered students for regular UG or PG programs, subject to the availability of rooms.

i) No student is eligible for admission to the hostel room unless he or she deposits the currently applicable hostel dues with Hostel Branch of the University. Receipts in respect of payment of hostel dues must be preserved and produced by the student when required.

PROCEDURE FOR ADMISSION INTO HOSTELS:

Hostel residence is a facility offered by the NFSU-D to the student which will be provided on the basis of requisition raised by the students and acceptance to follow all rules, regulations, bye-laws, circulars regarding Hostel affairs.

- I. There are limited seats in the on Campus Hostels.
- II. Thus, it cannot be claimed as a matter of right but certainly due care shall be taken to address the challenges being faced by students on equitable and fair treatment basis.
- III. Allotment of hostel does not mean arising out of relationship of lessor and lessee.
- IV. The student shall be treated mere as an allottee having the permission to stay in the hostel subject to the obedience of rules, regulations, bye-laws and norms of the University.
- V. Failure to obey the norms or breach of any rule may result into withdrawal of permission by the University.
- VI. The new admission in the Hostels for the students of 1st year will be based on the sequential counselling and its merit.
- VII. There are few Air conditioned & non Air conditioned rooms available in campus and AC / Non-AC rooms shall be allotted to the students as per the requests of students, and AC/Non AC rooms shall be allotted by the university to the students subject to availability of AC or Non AC rooms. Room rent for AC and Non AC are different.
- VIII. The students admitted in undergraduate integrated courses (B.Tech-M.Tech., BBA-MBA, BBA-LLB, BSc-MSc Forensic Science) shall be accommodated in the hostel buildings located in NFSU's main campus, adjoining to academic block in sector-3, Rohini, Delhi. The details of available seats for allotment are given in the table.
- IX. The Girls students admitted in all the courses shall also given hostel accommodation in sector-3 campus only.
- X. Boys Students admitted in PG Courses, to take note that, there is no hostel facility available for Boys of PG Courses in the main campus. However, on the special requests of the students and parents, the university has made special arrangements for few students (26 students) in another campus (resident campus) of NFSU located in Sector 5 Rohini, Delhi (around 4 kms from main campus).
- XI. If the PG students wish, they may request for twin sharing hostel accommodation in NFSU's another campus located in Sector 5, Rohini, Delhi (4 KM from main academic campus.).
- XII. The hostel accommodation shall be provided based on the merit of entrance test only.

- XIII. For students staying in sector 5, the university will provide free bus-facility to commute from residence campus to university campus (i.e. sector 5 to sector 3 and back) on all working days The University will not charge any transportation cost for the students staying in sector-5 campus as a special case.
- XIV. The NFSU Delhi campus is a small campus and soon the Delhi Campus may make arrangement of students hostel in its other campus or in other rented building nearby the main campus.
- XV. The Hostel Accommodation to each and every student shall be allotted in NFSU Campus only for one year period. After completion of two semesters i.e. in July-August next year the students must vacate the rooms, so that the rooms can be allotted to newly admitted students of next year.
- XVI. A student seeking admission into a hostel should apply in the prescribed form along with documentary evidence of registration for a programme of study of the University, duly recommended and forwarded by the program coordinator and dean academics and residential proof.
- XVII. Admission in the hostel is in accordance with the merit secured in the Entrance Examination held by the University in the respective programme of study.
- XVIII. No student shall be entitled to go to a particular hostel or room as a matter of right.
- XIX. The students are expected to take possession of the allotted room soon after the allotment of hostels by the Dean of Students' Welfare/Rector office including depositing of the prescribed dues, but not later than seven days of such allotment.
- XX. The allotment of rooms will be made by the respective hostel Warden.
- XXI. There are double-seater rooms in the hostels. These will be allotted on the basis of the common merit rank as per the admission merit.
- XXII. Research (Ph.D.) students shall also be given accommodation at par with other students subject to availability of rooms.
- XXIII. A Ph.D. Scholar whose supervisor is not satisfied with his/her performance for 3 months and or due to unsatisfactory performance or disciplinary ground if the fellowship is blocked for 3 months in a semester, may be asked to vacate the hostel.
- XXIV. A Student rusticated or removed from hostel and when becomes eligible for hostel readmission, shall not be allotted the same hostel where he lived prior to such rustication/removal.

ENTRY INTO THE HOSTEL ROOM:

- A. Submit the receipt of the payment of hostel fees ;
- B. Fill in the name in the list of the students Register of Students against the room allotted; and obtain an acknowledgment from the student listing the furniture and fixtures handed over;
- C. When the student leaves the room or hostel, the No Dues Certificate will be given only after receiving back all above items/amount for damages, if any. The quantum of damages will be fixed by the respective Warden keeping in view the depreciation value of the articles;
- D. hand over the key of the room to the student
- E. Prepare and maintain personal/individual file of the student in Personal/Individual Student's File with full and updated information

NORMS GOVERNING HOSTEL LIFE

- 1 The students are expected to display acceptable form of behavior, courteous to other students, staff of the hostel and mess, Modesty in dress sense in the common dining area representing an institute of national importance, maintain discipline and decorum in the Campus. Being a student of Central Government Institution, the students must present an example of discipline and self-restraint in their conduct.
- 2 The NFSU-D main campus is spread over in 3 Acres of land that may have Insects/Mosquitoes etc. Therefore, it is advised to cover their bodies properly in order to avoid any vulnerability or inviting illness. Besides, the students are advised not to roam on the outside roads of the campus area. The University administration shall not bear any liability where any injury or bodily harm is caused in consequence.
- 3 The University equally respects the rights of all and promote healthy interaction provided no physical affection between the opposite genders is shown at public places and may invoke legal action in case any complaint is filed. Where the students have any grievance, it should be resolved in a peaceful, dignified and amicable manner through the redressal mechanism of the University. The students should not involve themselves or participate in any strike, dharnas or protests etc. Any violation of this rule may make them liable under respective Act of the Delhi Government.
- 4 Allotment of a hostel room/seat shall not confer on the allottee (student) any right to tenancy or subletting and the University shall have every right to have the accommodation vacated/evicted in the event of breach of rules by the allottee.

SUMMER BREAK FOR STUDENTS:

- 1) The hostels (including mess/canteen and common room) shall remain closed especially for the Students during the summer vacation for a period as specified or in the Academic Calendar or by the D.S.W. for Sine Die if required.
- 2) The students must mark their 'in and out' entry in the Register kept at the Security Check Point. The university shall not bear any responsibility for any loss or injury to the student while travelling to their native place.
- 3) The University shall not be responsible for the safety of the students who are out of campus.
- 4) And fine of Rs. 1000/- per day shall be imposed in addition to payment of Guest Charges for staying in the hostel without the permission of the Warden.
- 5) The students after completion of the final examination of second semester shall vacate the hostel rooms within 10 days after completion of their second semester examination.
- 6) No responsibility shall be borne out by the University for the stay of students during vacations (if permitted on the request of the students) after the termination of the exam or completion of the Semester.
- 7) In case the room is not vacated, it will be locked by the hostel authorities, maximum duration of stay, for students, in the hostel is the normal prescribed period of the programme of studies in which the student is admitted.

EXTENSION OF DURATION OF STAY IN HOSTEL:

- 1) To those students who could not complete their programme in prescribed duration and have been granted extension for completing it, a special permission to stay in the hostel after expiry of prescribed duration may be given subject to the followings:
 - a) Overall conduct of student;
 - b) Availability of rooms;
 - c) Recommendation of supervisor and HoD with justification;
 - d) Payment of fee (charges will be Double of the normal fee).
- 2) Except Ph.D. students, all other students, who have to continue their projects, dissertations etc. may be permitted to stay in the hostels during summer vacation on specific recommendation of the HoD and Supervisor on guest charges. The students will have to vacate their hostel room within Seven days from the officially notified date for submission of the dissertation or the completion of the semester as specified in academic calendar.
- 3) The students from other states located 1000 Kilometers or more may be allowed to stay in the hostel during the summer vacation on the recommendation of Supervisor/HoD by the DSW on daily payment basis. In such case, the student may be allotted any available room and asked to vacate the room allotted to the student for the purpose of maintenance. In case of extended stay, if any upkeep, maintenance or repair work is going on, the allottee shall have to cooperate with the administration.
- 4) Regular students/Day-scholars who are to undertake summer training/summer placements/internship as a part of their course requirement during the summer vacation (if rooms are available) can stay in the Hostel on Guest Charges on production of a certificate to that effect from their respective HoD or Supervisor/s. However, they will be required to seek admission to the Hostel afresh on the reopening of the University after summer vacation as per the normal practice.
- 5) Ph.D. Students may stay in the hostel up to 10 days from the date of submission of their Ph.D. theses.
- 6) Ph.D students of the University required to visit the University for their viva-voce may be allotted accommodation in the hostel, subject to the availability of rooms for a period not exceeding total 7 days on payment of guest charges.
- 7) Notwithstanding mentioned hereinbefore, the students having been granted the permission to stay in the hostel beyond the duration of their course or after the submission of their dissertation, the Guest Charges for them shall be Rs. 250/- per day.
- 8) Hostel Allotment after Due Date: Allotment of hostel room after the due date shall be subject to the prior permission of DSW.
- 9) Discontinuation of Studies: Those students who discontinue their studies in the middle of a semester should submit an application for vacating the hostel in the prescribed form to the Warden concerned at least four days in advance of the date of leaving the hostel. Permission for vacating the hostel will be accorded by the Warden concerned after the clearance of hostel and mess dues by the student concerned is submitted.
- 10) Maintain the Ragging Free Hostels. NFSU Delhi is a ragging free campus. If anybody finds involved in sort of ragging activity in the hostel, s/he will immediately be suspended from the hostel and the information will be reported to the DSW for reporting it both to the competent authority and to the police for further action.

11) Maintenance and up-gradation of Facilities in the Hostels Wardens will identify the students' problems and limitation of facilities in the hostel through hostel attendants. Attendants will remain available in their designated office in the stipulated hours to record all their civic problems in a register and also their opinion about up-gradation of facilities in the hostel. Later wardens will analyze the information and propose the up-gradation of facilities in consultation with the HMC. Wardens will bring the proposal in the meeting with the Rector and DSW for discussion and final decision. Thereafter, the DSW will forward the proposal to competent authority for approval. Now Rector will pursue with competent authority for approval, purchase and installation.

MEDICAL FACILITIES

- a) The NFSU has appointed a student medical officer on visiting basis, who will be visiting university four days in a week for two hours a day.
- b) In minor medical condition, the student will walk down to medical officer in the campus for consultation/ treatment. The doctor will provide free medical consultation and preliminary/basic medicine free of cost to the students. Doctor may prescribe the medicine, if it is not available in stock at NFSU health centre.
- c) If an Emergency medical condition arises in the day time at the hostel, it should be informed immediately to the Hostel representatives. The Hostel representatives will inform the student medical officer and the hostel warden. Wardens will also pass the information to the Rector, DSW and the patient's family. If medical emergency occurs at night, it has to be informed to the Hostel management Committee (HMC) members, and the warden. The hostel wardens will pass the information to the Rector and the DSW.
- d) Since all the students are adult and have attained the age of maturity, it is expected that they understand their responsibility. They are the best judge of their interests. Therefore, in case any student is willing to participate in sports/training/cultural or any other activity whether it is a part of educational framework or not, and the student voluntarily accepts the risk associated therein by participating, s/he will bear the responsibility for the injury caused due to the participation.
- e) These activities are voluntary in nature and meant only for the providing the recreational opportunities to the students. Henceforth, the university shall not be liable to any damages, financial or other legal liability for injury sustained by the students in these voluntary activities. The students are advised to buy insurance policy to meet out any exigency or unforeseen mishap.
- f) Clearance before Vacating the Hostel: Before vacating the hostel, each student must hand over the complete charge of his or her room with all furniture and fixtures intact, and clear all hostel and mess dues.
- g) The student students while vacating or on being evicted from the hostel rooms will have to pay total cost of article(s) found either missing or damaged, allotted in his/her name keeping in view the original price of the article(s) minus depreciation value as may be decided by the Warden of the Hostel concerned.
- h) The student(s) shall not move any furniture from its proper allotted place and also not damage in anyway. No dues to the students shall be given only after verification of the upkeep of room and accessories provided. In case, any of the items issued to the occupant of the room is missing, the occupant shall be responsible for its loss or damage and pay the cost + fine equivalent to the amount of cost.

- i) Failure to vacate the hostel room by the due date will render the student liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.
- j) Before leaving the hostel, every student shall obtain clearance from the Warden and personally hand over the charge of the room and hostel property to the security guard on duty.
- k) The student 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 student along with a minimum penalty of Rs. 500/-.

RESPONSIBILITIES OF HOSTEL STUDENTS:

- a) Stay in a university hostel requires a high degree of integrity and consciousness as a member of academic community and demands conformance with standards and norms of responsibility
- b) The students should be back in their respective hostels latest by half an hour after the prescribed time for closing the hostel gates.
- c) Students who are found outside their respective hostel premises after the stipulated time and involving in any violence or otherwise disturbing the peace on campus and privacy of NFSU Delhi community will be evicted from hostel forthwith apart from any other disciplinary action by the University.
- d) A student who wishes to stay out late or to remain absent overnight shall do with the prior written permission from Warden and Rector and it will be at his/her own risk. Since, the students having admission in the Post Graduate Course have already attained the age of maturity, it is expected that they well understand their responsibility and safety concerns. They are the best judge of their own interests. Accordingly they are advised to enter their in and out timings at the Hostel Security Check Point and Main Gate of the Campus, if they are going out.
- e) No Non-students or any visitor shall be permitted to stay in the rooms of the students after 8.00 p.m.
- f) Only men can stay as guests in a boy's/men's hostel and only women can stay as guests in girls'/women's hostel.
- g) The students shall take prior permission of stay and make payment of all hostel dues as per prescribed schedule.
- h) Stay of visitor in a hostel room in the absence of the student is strictly prohibited. Violators shall be treated as trespassers and shall be liable to be dealt with in accordance with the law on the subject.
- i) Any student lodging an unauthorized person shall be liable to fine and such other disciplinary action as may be decided by the Wardens or higher authorities
- j) The hostel administration reserves the right to deny the entry of any visitor into the hostel, if, in its opinion, the visit including that of any student, is likely to disturb the peace and order in the hostel.
- k) The students will be given furniture in their rooms according to the prescribed quantity and type. Demand for additional furniture will not be entertained.
- l) Every student is responsible for the care of the hostel property s/he uses. Students found responsible for any damage or loss of the hostel property will be charged there for, individually or collectively, as the case may be, and they will also be liable to disciplinary action. The decision of the Warden/Rector will be final in this regard.

- m) All AC/fans, lights and electric appliances must be switched off when not in use. In case, a AC/fan/light or any other electric appliances in room is in use in the absence of student or locked room, the 1st time Penalty shall be Rs. 500/- only and in case of 2nd & 3rd time, penalty shall be Rs. 1,000/- per occasion. In case of continuance of violation of this rule, the students shall be liable to fine of Rs. 2,000/- and expelled from the Hostel.
- n) The students must not remove any property from the hostel room, common rooms, or any other room of the hostels.
- o) The students must not tamper with the electrical fixtures in their rooms in the hostel premises or use any unauthorized electrical appliance/gadget.
- p) Any violation will amount to breach of hostel rules and all unauthorized appliances/gadgets shall be confiscated and disciplinary action against the student shall be taken by the warden.
- q) Cooking of food in the rooms including in the pantry is strictly prohibited.
- r) The students should take care of their personal belongings and use their own locks in the rooms. The University shall not be responsible for any loss or damage of the personal belongings of the students.
- s) The students must not indulge in any act of intimidation or violence and drunken or riotous behaviour.
- t) Use of drugs/narcotics, consumption of alcoholic beverages, card playing and gambling in the hostel are prohibited. If an inmate is suspected of consuming alcoholic beverages or narcotics, the following procedure shall apply:
- I. Warden will call Security Officer.
 - II. The Security Officer shall inform the medical officer of the university or his/her representative and one independent witness (a student, staff, faculty etc.).
 - III. The three member committee will prepare a report and submit it to the chief-warden within a day, and the chief- warden would forward the report to the DSW, within a day, for recommending or taking further disciplinary action.
 - IV. Recovery of residues of Cigarettes, Tobacco, Alcohol Beverages or any prohibited item shall be punishable with a fine of Rs. 1000/- only at the 1st instance. In case of 2nd time, penalty shall be Rs. 2,000/- only. In case of continuance of violation of this rule, the students shall be liable to fine of Rs. 5,000/- and also expelled from the Hostel.
- u) Acts of indiscipline and misbehavior shall be severely dealt with. Any act of sexual harassment or public display of affection or involving in indecent representation bringing disrepute to the University shall amount to act of indiscipline. Furthermore act of ragging, stalking, mental agony to others, intrusion upon the privacy of others, misuse of university internet resources or any act amount to contradiction to laws of the land. In such cases, 1st time Penalty shall be Rs. 1000/- only and in case of 2nd time, penalty shall be Rs. 5,000/- only. In case of continuance of violation of this rule, the students shall be liable to fine of Rs.10,000/- and also expelled from the Hostel.
- v) Any student found in possession of any weapon shall be liable for expulsion from hostel and the Rector shall report the matter to the Police. Further the DSW/Rector(s) may send the case of a student who commits

such an act to the campus director for disciplinary action & parents would be informed of it.

- w) Late night Birthday Parties, Social or Political gatherings or Processions in the hostel complex or within the campus premises are not permitted without the prior written permission of the University authorities. Such parties shall be organized only between 8.00 p.m.-9.30 p.m. with the permission of the appropriate authority. In case of violation or any complaint of physical discomfort or intrusion upon the privacy of other students in peace hours (9.30 p.m. to 6.00 a.m.) is received, it will be the collective responsibility of the hostel students involved in any such endeavour and will be proceeded accordingly for disciplinary action.
- x) The hostel administration reserves the right to take disciplinary action, including eviction from the hostel, for violation of any of the rules.
- y) The Warden or the Rector or the DSW reserves the right to inspect the hostel rooms at any time.
- z) Pets are not allowed within the Hostel.
- aa) The University reserves the right to close any or all hostels suo motto.
- bb) Students/Students shall not hold any meetings within the hostel premises unless with the prior permission of the Warden of the Hostel concerned and such permission should normally be obtained at least 48 hours in advance of the meeting.

SECURITY OF VALUABLE STUFFS:

Students are advised not to keep cash or jewellery or other valuables in their rooms. The responsibility for the safety of their belongings including Mobile Sets/Laptop/Desktop/Audio system/vehicles etc. will be entirely that of the students. Use of strong and reliable lock is recommended.

FAILURE IN DEPOSITING THE DUES:

In case of non-payment of dues in time or violation of any hostel rule by a student, the Warden may get his/her room locked or opened for possession without any liability whatsoever. The belongings shall be transferred to the store. If the dues are not cleared within 3 months of the taking of possession of the room, the belongings may be auctioned off and the proceeds be adjusted against the payment of the hostel, after one year.

VISITORS AND GUESTS:

- 1) A register will be maintained at the reception of each hostel to regulate outsiders' entry.
- 2) As a rule, guests are not permitted to stay overnight in any hostel. However, the **PARENTS** of students may be permitted to stay in university hostel with prior permission for a maximum period of 2 days on payment of Rs. 500/- per person per day for non AC room and Rs 1000 for AC Room (subject to availability of room).
- 3) No Guest is allowed to stay in a Hostel without the prior permission of the Rector. The name of the Guest must be entered in the Guests Register as well as with the Security officers.
- 4) In case the guest is staying in the guest room, the charges shall be Rs. 1500/- per day/per person.

- 5) Any student having a guest without prior permission of the Warden or without proper entry in guest register will be liable to minimum fine of Rs. 1000/- and disciplinary action, in addition to the guest charges.
- 6) Entry in the guest register maintained in the Hostel is mandatory by the student. Students not obeying this shall pay fine or/and face expulsion from the hostel.
- 7) Normally, permission for staying as a guest shall be granted only by the Rector. However, in case of unavailability of Rector, the Dean, Students Welfare or Joint Registrar may also grant the permission.
- 8) Any University Teacher may be permitted to stay in the hostel temporarily on payment of Guest Charges by the Campus Director, after recommendation from the DSW, or Dean Academics or Joint Registrar.

IN AND OUT TIMINGS OF BOYS HOSTEL

- a) General entry (except in case of arrival after travelling) of male students in the Campus shall be closed at 10.00 p.m. and it will re-open at 6.00 a.m.
- b) The students who have to go outside the hostel/campus premises after 10.00 p.m. and enter the hostel after 10.00 p.m. shall be required to make entry regarding their whereabouts in the register maintained (for late arrivals) with the hostel warden as well as Security staff of the University.
- c) Any student found absent from the hostel for more than one week without prior written permission from the Warden is liable to be evicted. His/her hostel allotment shall be cancelled along with a minimum fine of Rs. 1000/- only.

IN AND OUT TIMINGS OF GIRLS' HOSTELS

- 1) In order to ensure the safety and security of the students of Girls' hostels, the University is committed to take pro-active steps in accordance with the UGC guidelines and other relevant directives and orders of the judiciary. The following are the guidelines regarding the In and Out timings of Girls' Hostel:
 - a. Students of girls' hostels shall present themselves for daily roll call at 10.00 P.M. No girl students entry after 10.00 P.M. will be allowed.
 - b. Hostel gate will be closed at 10.00 PM before attendance and shall re- open at 6.00 A.M. except for those girl hostel students who have to go out of the campus for some very urgent work. Late entrants shall record their entry in the register maintained for the purpose.
 - c. Students of Girls Hostels will be allowed to visit/sit in the reading room at night at 10.00 p.m. and at interval of an hour) provided their hostel colleagues accompany them.
 - d. Students of Girls hostel may be allowed to use their laboratory or to carry out any work assigned by the university during the library time on the recommendation of concerned faculty.
 - e. Only in case of emergency (Emergency shall mean 'any unforeseen or unexpected event that is beyond control of a student requiring immediate travel') hostel inmates may visit warden's premises for

seeking permission, if they are required to seek permission to leave the hostel after 11.00 p.m. In such cases, the consent of the parents through SMS for permitting their ward to leave the hostel after 11.00 p.m. is mandatory.

- f. Student requiring permission to leave the hostel for participation in an academic event representing the University like Seminar or Conference, the applicant shall have to get the application recommended by the program coordinator or Dean Academics.
- Fines and other punishments for late entries

- **Late entries beyond 10.05 p.m.:** The students will be required to intimate in writing to the Warden concerned about the reason for late entry. The Warden or the Hostel Office will take the suitable measures and if required, will inform the parents of the defaulter by mail.
- For Laboratory or any academic activity within the campus, a student can be permitted by the Warden to enter the hostel after 10.00 p.m. on prior specific recommendation of the Dean Academics Supervisor, approved by HOD. Such information must be brought to the notice of the respective Warden, well in advance, during the office working hours. In case of failure on the part of the student to follow this channel, the Warden shall have discretionary power to take any disciplinary action against the defaulter.
- Students must enter a valid contact number and address in the home going register before proceeding on leave. It must be ensured that before the Student proceeds to their native places, it is their duty to enter their 'in and out timings and details of place to visit' in the Register at the Main Gate. They are advised to inform their parents before leaving the campus. The students being above 18 years of age and having attained maturity of understanding are expected to behave responsibly. In no case, the University Administration shall bear any liability for any acts, omission, negligence or absence of the Hostel Students from the University Campus.
- Any student, who is present in the room but does not come for attendance at the time stipulated by Wardens, will be fined Rs. 100/- for each default.
- Students returning from home must report themselves before the roll call time. Violators will be fined as decided by the Warden. The Timings given above may be changed by the Administration in view of weather conditions or other urgencies by issuing a notice to the stakeholders.
- Violation of Rules Any violation of rules and directions will be subject to strict disciplinary action, which in extreme case/s may lead to expulsions, forfeiture of the securities of such student/s and his/her right to future admission.
- All students of hostels in whatever capacity they may be staying in the hostel shall be bound to observe hostel rules and shall be liable to fine or other disciplinary action for any violation of the hostel rules similar to that of regular student students.
- Rules of Interpretation In case of any inconsistency or difference of difficulty in understanding of the rules, the rule of Harmonious Construction shall be applied.
- Besides, the Dean, Students Welfare will have the authority to restructure the rules and notify it to remove difficulties.

- The hostel room rent including food bill for entire semester need be paid to the University in advance/beginning of the semester.
- The room rent or food bill paid is non-refundable and non-transferable. However, in exceptional cases if the student wishes to leave hostel within one month from the date of occupation of hostel room, it can be refunded proportionately.
- The interested students are advised to submit their request of accommodation in Google-doc in given format available on the University website <https://www.nicfs.gov.in/nicfs/>.The information in Google-doc must reach to NFSU on or before 18thAug-2022 at 8:00 PM. The request received from any student after due date shall not be considered / entertained.

Click here to submit hostel request for academic year 2022-23:
<https://forms.gle/1yVWiCAJs58rPDo17>

- ❖ Students / parents can send their requests & queries related to hostel accommodation to: hostel_dc@nfsu.ac.in

HOSTEL CHARGES

- A. Rs. 53000 per semester for Non AC Room on twin sharing basis.
- B. Rs. 76000 per semester for AC Room on twin sharing basis.

[The Hostel Charges includes the accommodation charges and cost on 3 meals (Breakfast, Lunch, and Dinner).]

Contact Numbers for Hostel Authorities: Office Residence/Mobile

| | | | |
|----|------------------------------|-------------------------|------------|
| 1 | Dr.Rakhi Agarwal | Dean Academics | |
| 2 | Dr.Brahm Prakash | Rector for Boys Hostel | 9729458212 |
| 3 | Dr. Hitesh Goyal | Rector for Boys Hostel | 9166428604 |
| 4 | Ms. Nilimamayee Samal | Rector for Girls Hostel | 7978879493 |
| 5 | Hostel Warden (Girls Hostel) | Ms. Manju Bala | 9899183816 |
| 6 | Hostel Warden (Boys Hostel) | | |
| 7 | Hostel Warden (Boys Hostel) | | |
| 8 | Hostel Attendent | | |
| 9 | Hostel Attendent | | |
| 10 | Hostel Attendent | | |

Important Contact Numbers of Senior Authorities: Office Residence/Mobile (Only in case of Emergency)

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|---------------|----------------------------------|------------|
| Dr S O Junare | Campus Director Delhi campus | 9099063369 |
| Mr C D Jadeja | Executive Registrar, Gandhinagar | 9099955022 |