

## NFSU GANDHINAGAR CAMPUS HOSTEL RULES AND REGULATIONS

(Effective from July 2024)

### 1. HOSTEL ADMINISTRATION

As a National University and Institution of National Importance, NFSU Gandhinagar Campus maintains a limited number of seats for National and International students (boys and girls) in hostels. The hostels administration of Gandhinagar campus comprise of the following:

1. Campus Director
2. Joint Registrar
3. Deputy Registrar
4. Rector
5. Assistant Registrar
6. Warden's
7. Clerk/Assistant

### 2. ABOUT THE HOSTELS

There are two hostels (one for boys and one for girls) in the campus which can accommodate around 400 students. The hostels are fully equipped with basic amenities like commercial RO, Water coolers, electric geysers, adequate playgrounds and other recreational facilities like chessboards, carom boards, badminton etc. The free Wi-Fi facility for the students is also available in the hostels. The lawns around the hostel are developed aesthetically to provide refreshing view to the residents. The meal is provided as per healthy & balanced menu at reasonable rates and menu items & quality check is done randomly by the Mess Committee and the Hostel administration. The hostel residents are governed by the terms and conditions as contained in the Campus Hostel Rules & Regulations. The Hostel administration ensures a better quality of life in the hostels for all the hostel residents.

### 3. RECTOR

The Rector will look after the students stay and their welfare in the hostels. H/She will provide the general instructions and guidance to the hostel warden / staff on the matters related to the smooth functioning of the hostels.

### 4. ROLE AND RESPONSIBILITIES OF RECTOR

- 4.1 Coordinate with wardens in matters relating to the hostels' overall functioning, students' welfare, and discipline.
- 4.2 Periodically visit the hostels and maintain regular contact with the wardens, staff and students.
- 4.3 Encourage sports, cultural and other activities to foster intra-hostel cooperation.
- 4.4 Regulate the stay of guests in accordance with hostel norms in consultation with the warden.

- 4.5 Impose fines, waive fines and take disciplinary actions, including eviction of students with consultation from wardens and approval from the competent authority.
- 4.6 Make recommendations to the competent authority for the distribution of work between wardens in a hostel.
- 4.7 Conduct regular meetings with wardens at least once a month or as necessary.
- 4.8 Coordinate with wardens to address complaints related to civil/electrical works, repairs/replacements of furniture, fittings etc.
- 4.9 Facilitate smooth functioning of hostels during short/casual leaves of wardens.
- 4.10 Inform the competent authority about any leave of absence.
- 4.11 Collaborate as a team with wardens for the betterment of hostel student's lives, focusing on consultative efforts for smooth hostel functioning without executing administrative powers.
- 4.12 All complaints/incidents of indiscipline that are reported by the wardens should be forwarded to the competent authority with recommendation for necessary disciplinary action.

## **5. WARDEN**

The warden of hostel shall perform duties assigned to him / her by the Rector / Competent Authority and shall function under the guidance of the Rector.

## **6. ROLE AND RESPONSIBILITIES OF THE WARDEN**

- 6.1 Function in coordination with the rector and will be collectively responsible for the smooth functioning of the hostels.
- 6.2 Warden's will have the authority to enter in the room of any resident and also make a search of the room, if necessary. He/she will also have the authority to break open the lock of any room and also to shift the belongings of a student to any other place if needed.
- 6.3 Warden's will make allotment/ re-allotment of rooms in hostel in accordance to the instructions issued from time to time by the rector or competent authority.
- 6.4 They have to ensure that each student has paid the hostel fee, electricity fee etc. as per the NFSU rules.
- 6.5 If the students have not submitted the fees as per the timelines, it should be immediately brought into the notice of the rector and competent authority by the wardens in written.
- 6.6 Warden's should attend the genuine complaints of the students and shall give the report to the rector and competent authority regularly.
- 6.7 Ensure that proper discipline is maintained in the hostels as well as in the campus. The presence of the students in the hostels should be marked every day.
- 6.8 Ensure that all the agencies services (housekeeping, gardening, security etc.) are working in proper manner in the hostel and surrounding's. Accordingly the bills of these agencies are to be certified for the payment.
- 6.9 Ensure that all assets of the hostels are preserved and no damage is done.
- 6.10 In case of any health problems to the student, he / she should immediately arrange for the medical treatment.
- 6.11 Ensure that no relatives should enter the student's room without prior permission as per the University campus rules.
- 6.12 Ensure the safety and security of all the hostel residents.
- 6.13 Overseeing the day-to day operations of the hostels.
- 6.14 Organising and supervising hostel events / activities to foster a sense of community among students.

## 7. HOSTEL ADMISSION

- 7.1 Students seeking admission to the campus hostel must apply on the prescribed form (**available online on the University website**).
- 7.2 All rights of admission to the University campus hostels are reserved with the Campus Director.
- 7.3 No student/resident will be allowed to admit/stay in the hostel if FIR against any criminal cases has been lodged against him/her.
- 7.4 Admission to the University campus hostels will open at the beginning of the academic session and the regular students will be recommended / admitted through the Dean / Associate Dean of their respective School strictly on the basis of Merit List subject to the availability of accommodation.
- 7.5 The priority will be given to those students who are enrolled first time in UG/PG course among UG/PG students in the University respectively. The hostel facilities will not be available to those students who are enrolled for their third year UG or second year PG programme in the University.
- 7.6 Admission shall be sought afresh in every academic session subject to the satisfaction of the Rector/ Competent Authority regarding proper conduct and regular payment of dues of hostel, mess and canteen etc. in case of ex-residents.
- 7.7 Only whole time registered research scholars are also eligible subject to the availability of accommodation.
- 7.8 Twin sharing rooms are available (AC / Non-AC) and shall be allotted to the students as per the request subject to the availability. Room rent for AC and Non AC are different.
- 7.9 Generally, no hostel accommodation will be given to any student, whose permanent residence is situated within 50 KM of the University campus.
- 7.10 If any student gets hostel accommodation on the basis of his/her admission in a particular school and subsequently he/she joins another school then he/she must inform the hostel authorities and accordingly allotment will be made as per merit in that school.
- 7.11 Hostel accommodation is not transferable to any other person. In case of violation of this rule, the allotment shall be cancelled and disciplinary action will be taken against the allottee as well as the illegal occupant of the room.
- 7.12 A student suffering from any communicable disease will not be allowed to stay in the hostel till he/she produces a certificate of medical fitness from the Medical Officer of the University or Civil Surgeon.
- 7.13 No employee or scholar cum employee will be allotted room in any of the boys/girls hostels. If research scholar gets employed then he/she will have to vacate the hostel at the earliest.
- 7.14 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.
- 7.15 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 7 days in advance of the date of leaving the hostel.
- 7.16 Permission to vacate the hostel will be accorded by the Warden / Rector after the clearance of hostel dues are submitted by the student.
- 7.17 The University campus is a ragging free campus and if anybody found to be involved in sort of ragging activity in the hostel, s/he will immediately be suspended from the hostel and the information will be reported by wardens to the Rector/ competent authority for further disciplinary action.
- 7.18 No kids and pets are allowed to stay with resident in the hostel.

## **8. ATTENDANCE AND LEAVE**

- 8.1 Leave for absence from the department shall not automatically entitle a resident to leave the hostel without the permission of the Warden.
- 8.2 When a resident wishes to leave the hostel for more than one day, he/she may apply to the Warden, in writing and get it sanctioned before availing.
- 8.3 A resident absenting himself/herself from the hostel without getting his/her leave sanctioned may be subjected to a disciplinary action.
- 8.4 A register will be maintained for the said purpose by the security guard in which due entries will be made by the students coming late in the night or after closing time of hostel gate whichever is applicable.

## **9. HOSTEL LIFE**

- 9.1 The students are expected to display acceptable form of behaviour, courteous to other students, staff of the hostel and mess.
- 9.2 Students should also maintain modesty in dress sense in the dining halls, discipline and decorum in the campus hostel.
- 9.3 The hostel campus is surrounded by the plantation and may have insects/mosquitoes etc. Therefore, it is advised to cover their bodies properly in order to avoid any vulnerability or inviting illness.
- 9.4 The students are advised not to roam on the outside roads of the campus area. The hostel administration shall not bear any liability where any injury or bodily harm is caused in consequence.
- 9.5 The hostel campus equally respects the rights of all and promotes 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.
- 9.6 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 UGC/NFSU/ Gujarat/Central Government.

## **10. SUMMER BREAK**

- 10.1 The hostels (including mess/canteen and common room) shall remain closed especially for the students during the summer vacation for a period as specified in the Academic Calendar or by the Competent Authority.
- 10.2 The students must mark their 'IN and OUT' entry in the register kept at the security check point. The university campus shall not bear any responsibility for any loss or injury to the student while travelling to their native place.
- 10.3 The University campus shall not be responsible for the safety of the students who are out of the campus hostel.
- 10.4 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 / Rector / Competent Authority.
- 10.5 Except full time Ph.D. regular scholars, 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 Dean / Supervisor on guest charges.
- 10.6 The students will have to vacate their hostel room within 7 days from the officially notified date for submission of the dissertation or the completion of the semester as specified in academic calendar.

- 10.7 No responsibility shall be borne by the hostel administration 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.
- 10.8 In case the room is not vacated as per rules and regulations, it will be vacated by the hostel administration and will not be responsible for his / her belongings.

### **11. EXTENSION OF STAY IN THE HOSTEL**

- 11.1 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 completion of prescribed duration may be given subject to the followings:
- overall conduct of student;
  - availability of rooms;
  - recommendation of Supervisor / Dean with justification;
  - payment of fee (charges will be Double of the normal fee).
- 11.2 The students located from 1000 KM or more may be allowed to stay in the hostel during the summer vacation on the recommendation of Supervisor/Dean / Rector / Competent Authority on daily payment basis.
- 11.3 Regular students/Day-scholars who have to undertake summer training /summer placements/internship as a part of their course requirement during the summer vacation can stay in the hostel on Guest Charges (if rooms are available) on production of a certificate to that effect from their respective Dean or Supervisor/s.
- 11.4 Full time PG/Ph.D. regular scholars 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 15 days on payment of guest charges.
- 11.5 The guest charges will be applicable on twin sharing per day as notified by the competent authority for time to time.

### **12. MEDICAL FACILITIES**

- 12.1 NFSU Gandhinagar campus has appointed a Medical Officer on visiting hour basis.
- 12.2 In minor medical condition, the student can consult medical officer in the campus. The medical officer will provide free consultation and medicine which are available, to the students.
- 12.3 If any medical emergency conditions arise in the hostel, it should be informed immediately to the caretaker/ security guard/ hostel warden, who will further inform the Medical Officer. Wardens will share the information to the Rector and the patient's family.

### **13. RESPONSIBILITIES OF HOSTEL STUDENTS**

- 13.1 Every student is responsible to take 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.
- 13.2 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 dues.
- 13.3 The 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.
- 13.4 The student(s) shall not move any furniture from its proper allotted place and not damage it 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 plus fine equivalent to the amount of cost.
- 13.5 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.
  - 13.6 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.
  - 13.7 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/-.
  - 13.8 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.
  - 13.9 The students must not tamper with the electrical fixtures in their rooms in the hostel premises or use any unauthorized electrical appliance/gadget.
  - 13.10 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.
  - 13.11 Cooking of food in the rooms including in the pantry is strictly prohibited.
  - 13.12 The students must not indulge in any act of intimidation or violence and drunken or riotous behaviour.
  - 13.13 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:
    - a) Warden will call Security Officer.
    - b) The Security Officer shall inform the medical officer of the university or his/her representative and one independent witness (a student, staff, faculty etc.).
    - c) The three member committee will prepare a report and submit it to the Joint Registrar within a day, and the Joint Registrar would forward the report to the Campus Director, within a day, for recommending or taking further disciplinary action.
    - d) 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.
    - e) Acts of indiscipline and misbehaviour 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.



- f) 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 Rector 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.
- g) 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.
- h) The hostel administration reserves the right to take disciplinary action, including eviction from the hostel, for violation of any of the rules.
- i) The Warden or the Rector reserves the right to inspect the hostel rooms at any time.
- j) Pets are not allowed within the Hostel.
- k) The University campus reserves the right to close any or all hostels suo motto.

#### **14. 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.

#### **15. VISITORS AND GUESTS**

- 15.1 A register will be maintained at the reception of each hostel to regulate outsiders' entry.
- 15.2 Stay of guest in a hostel room in the absence of the resident is strictly prohibited.
- 15.3 The hostel administration reserves the right to deny the entry of any visitor/ guest into the hostel.
- 15.4 Non-resident or any visitor shall not be permitted to stay in the rooms of the students after 8.00 p.m.
- 15.5 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.
- 15.6 Only men can stay as guests in a boy's hostel and only women can stay as guests in girls' hostel by paying the guest charges as prescribed by the competent authority (subject to availability of room).
- 15.7 Any student having a guest without prior permission of the Rector without proper entry in guest register will be liable to minimum fine of Rs. 1000/- and disciplinary action, in addition to the guest charges.
- 15.8 Entry is mandatory by the student in the guest register maintained in the respective hostels. Students not obeying this shall pay fine or/and face expulsion from the hostel.
- 15.9 Normally, permission for staying as a guest shall be granted only by the Rector. However, in case of unavailability of Rector, Joint Registrar may also grant the permission.

## **16. IN AND OUT TIMINGS OF BOYS' HOSTEL**

- 16.1 General entry (except in case of arrival after travelling) of students in the Campus shall be closed at 10.00 p.m. and it will re-open at 6.00 a.m.
- 16.2 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.
- 16.3 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.

## **17. IN AND OUT TIMINGS OF GIRLS' HOSTEL**

In order to ensure the safety and security of the students of Girls' hostels, the University campus 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 for the IN and OUT timings of Girls' Hostel:

- 17.1 Hostel gate will be closed at 09.45 P.M. 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.
- 17.2 Girls' hostels students shall be present for daily roll call at 10.00 P.M.
- 17.3 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 approval of the Supervisor / School Dean. 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.
- 17.4 The students should intimate in writing to the concerned warden about the reason for late entry. The warden will take the suitable measures, if required, will inform the parents of the defaulter by e-mail / SMS.
- 17.5 Students must enter a valid contact number and address in the register before proceeding on leave from the hostel.
- 17.6 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.
- 17.7 They are advised to inform their parents before leaving the campus. 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.
- 17.8 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.
- 17.9 Students returning from home must report themselves before the roll call time.

## **18. CONDUCT AND DISCIPLINE**

- 18.1 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.
- 18.2 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.



- 18.3 The hostel fees for entire semester need be paid to the University in advance/beginning of the semester.
- 18.4 The hostel fees paid once 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.
- 18.5 Any other rule/order, which is notified from time to time by the University campus, will be binding on the boarders.
- 18.6 The Campus Director shall be the final authority to make the interpretation of these Hostel Rules & Regulations, in case of any dispute. The jurisdiction shall be confined to Gandhinagar only. The competent authority shall have the power to add/delete/amend any of the rules at any time.

## 19. HOSTEL FEES

The Hostel fees include the accommodation charges (AC / Non-AC rooms), electricity fees and mess fee (Breakfast, Lunch, Snacks, and Dinner). The hostel fees will be notified separately by the competent authority for each academic session.

## 20. ZERO TOLERANCE ON RAGGING

- Ragging in the University Campus is totally banned.
- Any student found indulged in the act of ragging shall be liable to disciplinary action as per the University rules and be punished according to law.
- Anyone who finds ragging or being ragged in the campus can submit his/her complaint to the anti-ragging committee uploaded on the website. <https://beta.nfsu.ac.in/Uploads/anti-ragging.pdf>

## 21. HOSTEL ADMINISTRATION

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