

# **HOSTEL MANUAL**

## **CENTRAL UNIVERSITY OF JAMMU**

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



## **HANDBOOK OF HOSTEL RULES**

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



*(Prof. Sanjeev Jain)*

## **VICE CHANCELLOR'S MESSAGE**

**Dear Students,**

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

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

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

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

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

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

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

Warm regards,

Prof. Sanjeev Jain  
Vice Chancellor,  
Central University of Jammu

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## **1. About the University Hostels**

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

## **2. Admission to the Hostel**

### **2.1 General Rules**

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

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

## **2.2 Eligibility for Admission:**

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

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

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

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

### **2.3 Criteria for Allotment of Seats:**

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

### **2.4 Duration of Stay in Hostel**

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

**A resident shall vacate the hostel:**

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

**2.5 Withdrawal of the Hostel Accommodation:**

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

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

**2.6 Accommodation of Students:**

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

**2.7 Vacating Rules**

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



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

### **3. Hostel Committees and its functions**

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

#### **3.1 Mess committee:**

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

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

##### **3.1.1 Functions of Mess Committee**

The Mess Committee shall;

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

#### **3.2 Infrastructure Maintenance Committee:**

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

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

### **3.3 Cultural and Literary Committee:**

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

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

## **4 Rules of Residence**

### **4.1 General Rules**

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

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

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

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

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

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

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

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

#### **4.2 Mess Rules**

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

#### **h) Mess Payment Procedure:**

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

- iv. The leave form (**Annexure II**, Form 2) is mandatory for claiming any waive off in mess fee.
- i) The hostel administration can take suitable action against the defaulters.
  - j) The residents shall have to take Hostel and Mess Dues Clearance Certificate (**Annexure IV**, Form 4) without which they shall not be allowed to take University End Semester Examinations.
  - k) The guest may be allowed to eat in the mess on payment of guest charges after prior permission of the warden. Meal payment charges would be as follows: Breakfast: Rs 40 per person, Lunch Rs 80 Person and Dinner Rs 80 per Person.
  - l) Every resident shall be given an undertaking that she/he will shoulder the responsibilities as assigned to her/him and observe the rules of mess.
  - m) No meals will be served in the rooms. Meals should be taken only in the Dining Hall.
  - n) Outside/Online (Zomato, Swiggy, etc.) food orders are not allowed inside the hostel premises. There may be circumstances where residents require alternative arrangements. In such cases, residents need to seek permission from the hostel authorities in advance.
  - o) Only Vegetarian food will be served in the mess. Non Vegetarian food will not be allowed inside the hostel.
  - p) The mess will work as per the rules framed for the purpose by the Hostel authorities.
  - q) No rebate of any kind shall be given to the member for breakfast, lunch or dinner missed by her/ him except the rules defined for mess fee waive off.
  - r) Residents shall have their meals in the Dining Hall as per the schedule notified from time to time.
  - s) In case of illness, a resident may be served food in her/his room with the permission of the warden.
  - t) Residents are not allowed to cook food inside their rooms. Anyone found violating this will be fined Rs 500 and there will be disciplinary action against the resident.

#### **4.3 Rules for Guests of Hostel Residents:**

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

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

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

#### **4.4 Leave Rules for Resident:**

##### **a) Application Process:**

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

##### **b) Duration of Leave:**

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



**c) Permission Requirements:**

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

**d) Notification:**

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

**e) Local Guardian Visit:**

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

**f) Leave Extensions:**

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

**g) Leave Cancellation:**

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

**h) Return Procedure:**

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

**i) Compliance:**

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

**j) Emergency Leave:**

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

**k) Leave Record:**

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

## **5 Internet Facility**

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

## **6 Electricity:**

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

## **7 Hostel Fees**

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

## **8 Discipline:**

### **8.1 General Discipline:**

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

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

## **8.2 Procedure for Taking Disciplinary Action:**

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

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

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

### **8.3 General Regulations:**

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

- iii. Violation of the status, dignity and honour of students belonging to the Scheduled Castes and Scheduled Tribes, Minorities, Women or Persons with Disabilities
  - iv. Any attempt of bribing or corruption in any manner;
  - v. Destruction of institutional property
  - vi. Creating ill-will or intolerance on religious or communal grounds;
  - vii. Causing disruption in any manner of the academic functioning of the University system; and
  - viii. Ragging is strictly prohibited
- d) Without prejudice to the generality of her/his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as considered appropriate, the Vice-Chancellor, on the recommendations of the committee, may in the exercise of her/his powers aforesaid, order or direct that any student or students:
- i. Be expelled; or
  - ii. Be rusticated for a specified period; or
  - iii. Be not for a stated period, admitted to a course or courses of study in the University; or
  - iv. Be fined with specified sum of rupees; or
  - v. Be debarred from taking any University Examination for one or more years; or
  - vi. Be disqualified from the Examination(s) in which he/she has appeared.

#### **8.4 Prohibition of and Punishment for Ragging**

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

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

**Following will also be covered under the act of ragging:**

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

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

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

## **9 Prohibition of and Punishment for Sexual Harassment**

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

## **10 General Instructions**

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

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



# **CONTACT LIST**

## **MEDICAL**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>CONTACT NO</b>
1.	DR. HARPREET SINGH	DOCTOR	9419116539
2.	DR.VIJAYATA	DOCTOR	9419188762
3.	ANKUR	DRESSER	7006734341
4.	ABHISHEK	PHARMACIST	8899197508
5.	ALKA SAINI	NURSE	7889965807
6.	VISHNU KHAJURIA	AMBULANCE DRIVER	7006693014

## **SECURITY OFFICER**

MR. BALWAN SINGH-9419530026

## **ELECTRICIAN**

MR.VISHAL- 9697378837

MR. DINESH- 9906088432

## **PLUMBER**

MR. PAWAN-7051106127

# Hostel Admission Form (Annexure I) Form1



**Central University of Jammu**  
**Application Form for Admission to Hall of Residence**  
**for the Academic Session:.....**

Affix Recent  
Photograph

1. Name (In Capitals):.....
2. Department:..... Course: .....
3. Semester:..... University Roll No.:.....
4. Father's Name (In Capitals): .....
5. Mother's Name (In Capitals): .....
6. Religion: .....
7. Category: General/ SC/ST/OBC/ PwD: .....
8. Nationality: .....
9. Blood Group: .....
10. Whether Suffering from any Medical Condition / Illness: Yes: ..... No.....
11. If Yes, Provide details: .....
12. Permanent Address (As given in the Admission Form): .....
- .....
- Village / Town: ..... Post Office:.....
- Police Station: .....
- Tehsil / Block: ..... District: .....
- State:..... Pin Code: .....
13. Correspondence Address (if different from Permanent Address): .....
- .....
- Village / Town: ..... Post Office:.....
- Tehsil / Block: ..... District: .....
- State:..... Pin Code: .....
14. Contact Number: .....
15. E-mail address: .....
16. Residence Landline No. (with STD Code): .....
17. Father's Mobile No: .....
18. Mother's Mobile No: .....
19. Name of Local Guardian: .....
20. Relationship with the Applicant:.....
21. Local Guardian Residence Landline No. (with STD Code): .....
22. Mobile Number of Local Guardian: .....
23. E-mail address of Local Guardian: .....

24. Address of Local Guardian: .....

.....

Village / Town: .....Post Office:.....Tehsil / Block: .....District:

.....State:..... Pin Code: .....

**Details of Previous Stay in any Hall of Residence of Central University of Jammu:**

1. Name of the Hall of Residence: .....
2. Duration: From ..... To .....
3. Department: ..... Course: .....
4. Whether any Disciplinary Action was taken against you during your stay in the Hall of Residence: Yes ..... No .....

I, Ms. / Mr..... will abide by all the rules laid down by the Hall of Residence, Central University of Jammu. I assure that I shall follow all the rules of the University for maintaining discipline inside the Department and the Hall of Residence. Further, I am aware that in case I violate any of the rule, I am liable to be fined / expelled from the hostel. In addition, I state that the information provided in this form is true to the best of my knowledge and nothing has been concealed therein. My admission to the Hall shall be cancelled and security deposit forfeited if any information provided in this form is found to be false / incorrect. Further, incomplete application form will be rejected. I understand that filling up this application form does not guarantee admission to the Hall of Residence.

**Signature of the Applicant:** .....

Name: ..... Date: ..... Place: .....

The information provided by my daughter / son / ward in this form is true to the best of my knowledge and nothing has been concealed therein.

**Signature of the Parent / Guardian / Local Guardian:** .....

Name: ..... Date: ..... Place: .....

**Recommendation from the Head of Department**

Ms. / Mr. .... has taken admission in the Department of.....in the Course..... in ..... Semester for the Academic Session..... I recommend her / his for allotment of a seat in the Hall of Residence of Central University of Jammu.

**Signature of Head of Department with Seal:** .....

Date: .....

Place: .....

**DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM**

1. Copy of University Admission Fee Receipt
2. Copy of Proof of Permanent Address
3. Copy of Valid ID Card

**FOR OFFICE USE ONLY**

**Recommendation of the Warden (only for students seeking re-admission):** .....

.....

Ms. /Mr. .... is admitted to the Hall of Residence,  
Central University of Jammu for the Academic Session .....- .....

Signature of Warden: .....

Signature of Dean, Students' Welfare: .....

**ADMISSION DETAILS (TO BE FILLED BY OFFICE)**

1. Name of the Student:.....
2. Hall of Residence Fee: Rs. ....
3. Hall of Residence Security: Rs. ....
4. Advanced Mess Charges for the Month of .....: Rs. ....
5. Payment Details: DD / Cheque Number: .....
6. Date of DD / Cheque: .....
7. Name of Issuing Bank & Branch: .....
8. Receipt No.: ..... Date: .....
9. Room No. Allotted: .....

Signature of the Office Assistant: .....Date .....

Signature of Warden: ..... Date .....

Signature of Dean Students' Welfare: ..... Date .....

### Consent Form for Parents / Guardian

1. Name of the Applicant (In Capitals):.....
2. Department:..... Course: .....
3. Semester:.....
4. Relationship with the Applicant: .....

I,..... Father / Mother / Guardian of Ms.  
..... give my consent for my daughter  
/son/ ward to do the following:

1. Travelling back to home alone Yes ..... No .....
2. Overnight stay at Local Guardian's Residence Yes ..... No .....

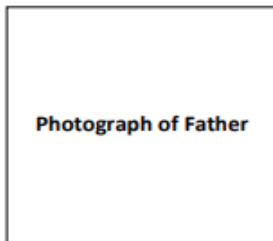
The address of the Local Guardian of my daughter/son/ward is:

.....  
.....

Village / Town: .....Post Office:..... Tehsil / Block: .....

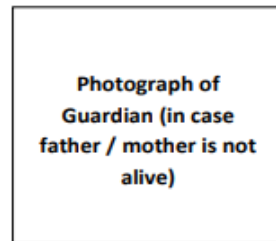
District: ..... State:..... Pin Code: .....

Photographs of the (father, mother) / guardian & local guardian are affixed below:



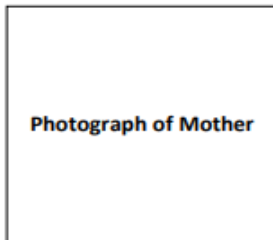
Photograph of Father

Photograph of Father



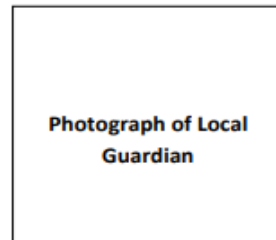
Photograph of  
Guardian (in case  
father / mother is not  
alive)

Photograph of Guardian



Photograph of Mother

Photograph of Mother



Photograph of Local  
Guardian

Photograph of Local Guardian

Signature of the Parent / Guardian .....

Name of the Parent / Guardian .....

Date ..... Place .....

**Form 1.1**

**MEDICAL CERTIFICATE OF FITNESS**

I have examined Ms./Mr. \_\_\_\_\_ Daughter/Son of  
Mr. \_\_\_\_\_ Age \_\_\_\_\_ years,  
Admitted in the Department \_\_\_\_\_ under the  
programme \_\_\_\_\_ for batch \_\_\_\_\_ and certify that,  
she/he is found fit ( ) / unfit ( ) for taking admission in the university hostel.

In case, if she/he found unfit kindly provide the details:

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Signature of Candidate

(To be signed in the presence of Medical Officer)

Signature of Medical Officer.....

Name of the Medical Officer .....

Registration No.....

Date:

Seal:

## Form 1.2

### Undertaking for Disciplinary Activity in the Hostel Central University of Jammu

I, \_\_\_\_\_, a resident of \_\_\_\_\_ (Girls' Hostel/Boys' Hostel), Central University of Jammu, hereby solemnly undertake to adhere to the rules and regulations set forth by the hostel management and the university authorities. I willingly agree to the following terms and conditions:

1. I will conduct myself with decorum, respect, and civility at all times while residing within the hostel premises.
2. I will not engage in any form of misconduct, harassment, or disruptive behaviour that may disrupt the peaceful environment of the hostel.
3. I will comply with the restricted timings established by the hostel management.
4. I will not indulge in any illegal activities, including the possession, use, distribution, or sale of drugs, narcotics, or any prohibited substances within the hostel premises.
5. I will not consume or possess alcohol within the hostel premises.
6. I will not damage or deface hostel property, including rooms, furniture, fixtures, and common areas.
7. I will respect the privacy and personal space of my fellow residents and will not engage in any actions that invade their privacy or cause discomfort.
8. I will adhere to the guidelines related to visitors and guests within the hostel premises.
9. I understand that any violation of the hostel's disciplinary rules and regulations, may result in disciplinary action, including but not limited to warnings, fines, suspension from the hostel, or expulsion from the university.
10. In case of severe violations or repeated misconduct, I acknowledge that the hostel management and the university authorities have the right to terminate my accommodation in the hostel and may also take further legal action, which may include my expulsion from the university.
11. I accept full responsibility for my actions and any consequences that may arise due to my failure to adhere to the rules and regulations of the hostel and the university.

By signing this undertaking, I affirm that I have read, understood, and agreed to the terms and conditions mentioned above. I am aware of the consequences of my actions, and I pledge to maintain discipline, decorum, and a respectful atmosphere within the hostel premises.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Form 1.3

### FORM OF UNDERTAKING AGAINST RAGGING

I, ..... Son / Daughter of Shri / Smt.  
..... a student of Course in the Department  
of ..... Central University of Jammu do  
hereby undertake that I shall not resort to any kind of ragging activities or  
any other acts of misbehavior in the Hostel premises / Campus of the  
University or outside. In case it is found that I am involved in such activities, I  
shall accept any punishment; even to the extent of rustication; as to be decided  
by the University authorities, as per the decision of the Hon'ble Vice  
Chancellor.

Signature of the Applicant  
with date.

Signature of Parent / Guardian  
with date.

\_\_\_\_\_



## Form 1.4

### **Undertaking for General Rules and Regulations**

#### **1. Allotment of hostel room to a student :**

At the beginning of each academic year a duly constituted committee/Warden will allot hostel rooms to the students. Committee may consider following criteria while allotting the rooms to the students;

- 1.1 The Hostel facility will be provided on priority basis to those students whose permanent residence is more than 35 Km away from the university campus.
- 1.2 Rooms will be allotted as per the priority order of the type of program in order of Ph. D., M Phil and PG/UG Programs.
- 1.3 Within a particular program if no. of students are more as compared to available rooms, academic credentials may be considered.
- 1.4 Any other criteria decided by the duly constituted hostel room allotment committee.
- 1.5 Student will have to furnish anti ragging undertaking, duly filled in hostel form, good conduct undertaking at the time of taking hostel. Any wrong information may lead to cancellation of hostel allotment.
- 1.6 Allotment of rooms to UG/PG students will be for one semester. At the end of the semester they may have to vacate the rooms and fresh allotment will be made for the next semester.
- 1.7 The students availing hostel facility in the first year may be preferred in the allotment for the second year, if they wish to avail the facility.

#### **2. Hostel fee :**

- 2.1 Lodging fee should be paid at the beginning of each semester..
- 2.2 Hostel fee will be notified at the beginning of the academic year.

#### **3. Upkeep of hostel rooms and assets issued to the students:**

- 3.1 Students will maintain their rooms clean and tidy all the times to ensure hygienic atmosphere in the hostel. Students will not deface or write anything on walls, gates, furniture etc.
- 3.2 Students will keep all the assets issued to them in right condition. They will not move/ exchange hostel assets from the room without prior permission of warden.

#### **4. General conduct :**

- 4.1 Hostel is a place where students can study and take proper rest in peaceful, hygienic and healthy academic atmosphere; Thus students are expected to display acceptable behavior in the hostel which ensures peace and academic environment in the hostel. A student should ensure that his/her behaviour is such that it in no way disturbs other student's peace, studies and rest

- 4.2 Possession and consumption of alcoholic beverages, tobacco, smoking and any other prohibited items etc. are strictly prohibited.
- 4.3 Possession of any weapon is strictly prohibited. Playing fire crackers, using sound system, Playing Holi etc are not allowed to ensure safety, cleanliness and peaceful environment in the hostel.
- 4.4 Any type of parties or gatherings are not permitted without prior written permission of hostel warden/ university authority.

4.5 Hostel timings;

Students will return to their respective hostel rooms after dinner and mark their attendance and will remain in hostel rooms (will not move out of their hostel without prior permission of warden/ any university authority, if required.) during following timings;

**Winter – 08:00 PM to 6:00 AM**

**Summer – 08:00 PM to 5:30 AM**

(Note: These timings may be notified from time to time.)

If any medical or other emergency occurs student should inform security in charge /hostel warden/ or any other university authority.

- 4.6 Resident is responsible for marking her/his attendance between 08:00 to 8:30 PM everyday.
- 4.7 If a student is found ABSENT during the roll call due to late entry in the Hostel, he/she will be asked to explain the same to the Hostel Authorities and will be marked ABSENT. A fine of rupees 500 will be charged.
- 4.8 If a student is found three times ABSENT during the roll call (without Information/Permission) he/she may be asked to present before Hostel disciplinary Committee /Proctor/DSW and if required his/her parents may be intimated the same.
- 4.9 Students will take written permission when they go out from campus to their home or for any other place.
- 4.10 Without written permission, No guest will be allowed in the hostel. During day time, if any student wants to meet visitor/ guest/ parents, he/she will make an entry in the visitor/ security register and meet guests/ parents in the prescribed area. A fine of rupees 1000 will be charged.
- 4.11 If any guest/ visitor/ family members are found in any hostel room during routine/ surprise visits, the students to whom room is allotted will be responsible for the same.
- 4.12 There may be surprise visits by warden/ proctor/ any university authority; students are required to show the assets and room conditions in order as asked by the visiting authorities.
- 4.13 Keeping electric appliances such as heaters, TV, VCR, LPG Gas, Cattle etc. are not allowed unless explicitly allowed through a notice or written permission. Cooking is not allowed in the hostel rooms.

4.13 Keeping electric appliances such as heaters, TV, VCR, LPG Gas, Cattle etc. are not allowed unless explicitly allowed through a notice or written permission. Cooking is not allowed in the hostel rooms.

4.14 Students should ensure that electricity appliances are switched off when not in use.

4.15 Students should keep their rooms, almirah etc. locked when they move out of room to ensure safety of their belongings and hostel assets.

**5. Mess Rules:**

5.1 Mess rules, timings and charges will be separately displayed by mess warden/ committee.

5.2 Students should not bring mess food/ utensils in hostel room.

**6. Suspension/Expulsion from Hostel:**

6.1 If a student violate any Hostel rule keeping in view the seriousness of the matter Hostel Warden can issue warning or may ask the student to present before the Hostel discipline Committee/ Proctor/DSW.

6.2 Hostel Warden/ hostel authorities may call students parents if it deem necessary to appraise parents about students behaviour/conduct.

**7. Revision of hostel rules and regulation :**

7.1 University authority reserves the right to revise hostel rules from time to time.

7.2 Any revision (by duly constituted committee/ Authorities) in hostel rules and regulations will be notified to the students from time to time.

**9. For more details go through the Hostel manual of the University.**

**The student's declaration:** I have gone through above rules and regulations. I will abide by all rules and regulations issued from time to time. I will neither indulge nor instigate other students to break hostel rules and regulations; If I am found guilty of it, I will be liable for disciplinary action.

(Students name and Signature)

## Mess Fee Waive Off Form (Annexure II) Form 2

### Form for Leave from Hall of Residence

1. Name (In Capitals):.....
2. Name of Hall of Residence: .....
3. Room No.: .....
4. Department:..... 5. Course: ..... 6. Semester:.....
7. Period of Leave: From: ..... to .....8. Number of Days: .....
9. Reason for seeking Leave: .....
10. Whether Leave recommended by Head of Department: Yes ..... No.....
11. Contact details during the period of leave will be as follows:
  - a. Address: .....
  - Village / Town: ..... Post Office:.....
  - Tehsil / Block: ..... District: .....
  - State:..... Pin Code: .....
  - b. Contact Number during the Period of Leave: .....

Signature of the Student: .....Date: .....

### Recommendation of the Head of the Department

The application of Ms. / Mr. ....who is a student in the Department of ..... is recommended for..... days leave from ..... to .....

Signature of Head: ..... Date .....

### Use of Hall of Residence Office

The Leave Application of Ms. / Mr. .... received and she / he is given a rebate of amount Rs. .... / not given mess rebate.

Signature of Office Assistant: ..... Date .....

Signature of Warden: ..... Date .....

### Copy to:

1. Guard File Main Gate
2. Resident in-charge of Hall of Residence Mess(for information to Mess Contractor)

## (Annexure III) Form 3

### LEAVE APPLICATION

Dated:

The Warden  
Girls'/ Boys' Hostel  
Central University of Jammu,  
Rahyaa, Suchani (Bagla), Samba  
Jammu & Kashmir, 181143

Sub: Application for leave from the Hostel

Respected Ma'am/Sir,

I am \_\_\_\_\_, resident of \_\_\_\_\_ staying in room no. \_\_\_\_\_ bearing hostel roll no \_\_\_\_\_. I would like to state that I will have to go home for the purpose \_\_\_\_\_.

I will be taking \_\_\_\_\_ days leave from \_\_\_\_\_ to \_\_\_\_\_.

The hostel administration can contact my parents for any further confirmation. I request you to kindly accept my request, and I shall be highly obliged to you.

Father's contact number: \_\_\_\_\_.

Mother's contact number: \_\_\_\_\_.

Thanking You.

Yours sincerely,

**(Annexure IV) Form 4**

**HOSTEL NO DUES FORM FOR END SEMESTER  
EXAMINATION**

**(TO WHOM IT MAY CONCERN)**

It is to certify that there are no dues pending against Ms./Mr. \_\_\_\_\_  
D/o or S/o \_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ bearing university roll no. \_\_\_\_\_ from the Department of  
\_\_\_\_\_ under the Programme \_\_\_\_\_  
of semester \_\_\_\_\_.

Signature of the Warden.....

Name of the Warden.....

Date:

Seal:

## Hostel Security Form (Annexure V) Form 5



# जम्मू केंद्रीय विश्वविद्यालय

## CENTRAL UNIVERSITY OF JAMMU

राया-सूचानी (बागला), जिला सांबा-181143, जम्मू (जम्मू एवं कश्मीर)

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

Email [registrar@cuajammu.ac.in](mailto:registrar@cuajammu.ac.in), Telephone no (01923) 249658

दिनांक/ Date: \_\_\_\_\_  
 विभाग के प्रमुख/The HOD \_\_\_\_\_  
 विभाग/ Department,  
 जम्मू केंद्रीय विश्वविद्यालय/Central University of Jammu

श्री/श्रीमती /Sir/Madam,

मैं \_\_\_\_\_ पाठ्यक्रम से उत्तीर्ण हूँ। विश्वविद्यालय छोड़ दिया और यह अनुरोध किया जाता है कि मेरी छात्रावास सुरक्षा मेरे बैंक खाते में स्थानांतरण करे। नीचे दिए गए विवरण के अनुसार:  
 I have passed my \_\_\_\_\_ Course / left the university and It is requested that my Hostel Security may be released by transfer credit to my S/B Acc. no. as per detail given below:

### विषय- बैंक खाता विवरण / Sub- Bank Account Details

खाताधारक का नाम/ Name of Account Holder	
बैंक का नाम/ Bank Name	
बैंक का पूरा पता / Complete Address of Bank	
आई. एफ. एस. सी. कोड / IFSC Code (must be 11 digits)	
बैंक खाता संख्या / Bank Account Number (Must be 16 Digit) As detailed on Bank Statement	
ई-मेल पता / सांपकन सत्र / E-mail address / Contact No.	

दिद्य श्री /शोध श्री के न म सदहत अनक्रम ु      ओंक सांख्य /name of student /scholar with roll no. ....  
 सांवेदघत दिभ गां      /concerned Department..... अक  
 ददमक िषण/Academic Year..... सांख्य क  
 /NO..... दिनांक /Date .....

यह प्रमाणित किया जाता है कि के विरुद्ध कोई देय/जुर्माने या अन्य दावे नहीं हैं और उसकी छात्रावास सुरक्षा जारी की जा सकती है।  
 It is certified that there are no dues/fines or other claims against him/her and his Hostel Security may be released.

दिभ ग ध्यक्ष के हस्त क्षर /  
 Signature of HOD

अदघष्ट त छ त्र कल्य र् के हस्त क्षर /  
 Signature of DSW

Signature of Warden

**No Dues Certificate for Vacating Hostel (Annexure VI) Form 6**

**NO DUES CERTIFICATE**



Name: \_\_\_\_\_

Department: \_\_\_\_\_

University Roll No. \_\_\_\_\_

Hostel No: \_\_\_\_\_ Hostel Roll No. : \_\_\_\_\_ Room No. : \_\_\_\_\_

Date: \_\_\_\_\_

Date of Joining Hostel: \_\_\_\_\_

Date of Vacating Hostel: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Id: \_\_\_\_\_

1. Hostel Dues/Bills : Paid/ Not Paid
2. Room Furniture : Returned/ Not Returned
3. Whether there is any damage to the Hostel Furniture: Yes/No
4. Cancellation of Hostel Identity Card: Yes/No
5. The above mentioned details have been verified by the Hostel Attendant: Yes/No
6. Signature of the Student \_\_\_\_\_
7. Signature of the Hostel Attendant \_\_\_\_\_

Certified that as per record nothing is due on the part of Ms./Mr. \_\_\_\_\_.

It is certified that she/he has removed her/his entire personal luggage from the room. She/He is, therefore, allowed to vacate the room.

**THE UNIVERSITY HOSTEL HAS 'NO DUES' OUTSTANDING AGAINST HER/HIS.**

SIGNATURE OF WARDEN



## Annexure VII

### GATE PASS FOR VACATING HOSTEL

This is to certify that Ms./Mr. \_\_\_\_\_, resident of Girls'/Boys' Hostel No. \_\_\_\_\_ ; Room No. \_\_\_\_\_ has paid all the hostel dues and she/he hasn't damaged any hostel property. So, she/he is allowed to vacate the hostel.

Signature of Warden

Dated :