

Ref. No. : IKGPTU/Reg/N/ 4567

Dated : 19.12.16

## NOTIFICATION

Sub: Rules of Hostel Residents in IKGPTU Main Campus.

Vice Chancellor, IKGPTU has approved the following rules of Hostel Residents in IKGPTU Main Campus for Batch 2016 & onwards.

Computer Section, IKGPTU

Receipt No.....1280...

Dated.....20/12/16

### I. Admission & Other Rules

1. All rights of admission to the university hostels are reserved with the Warden/Chief Warden/ Dean (student welfare). No student can claim admission as a right.
2. Orders/decisions notified from time to time by Warden/ Chief Warden/ Dean (student welfare) will be binding on the residents.
3. The students desiring to avail hostel are required to submit hostel admission form in the office of warden, within 3 days from the date of admission in the department, for allocation of hostel accommodation.
4. Admission shall be sought afresh in the beginning of every academic session. A student may be refused admission if his/her conduct during his/her earlier stay in any of the hostels was not satisfactory or he/she was a defaulter.
5. An incorrect statement/address filled by the student in the hostel admission form would result in cancelation of allotment of hostel and confiscation of securities. Any consequences therein will be the responsibility of the resident student.
6. The residents will vacate the hostel rooms within 3 days of termination of their academic session. In case the room is still not vacated, it will be locked by the hostel authorities till the possession of the room is handed over/taken over and a minimum fine of Rs. 1000/- shall be imposed in addition to payment of daily charges for stay without permission from the warden.

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Jalandhar Kapurthala Highway, Near Pushpa Gujral Science City, Kapurthala - 144 603  
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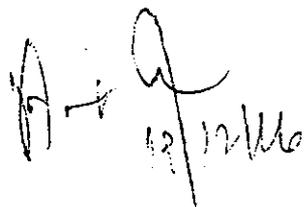
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7. UG, PG, Research Scholars, Ph. D students who have to continue their work & students who are to undertake summer training/summer placements/internship/semester training as a part of their course requirement during the summer vacation may be permitted to stay in the hostels during the summer vacation on the specific recommendation of the HOD or Supervisor. However, they will be required to seek admission to the hostel afresh on the reopening of the university after summer vacation as per the normal practice.
8. All bonafide students will be considered for hostel accommodation only for the duration of their respective courses of study. However, the extension, if any, can be granted on the basis of valid reasons duly supported with documents and recommendation of the HOD concerned & approval of Dean (student welfare) on normal hostel charges.
9. Late admission to the hostel shall be subject to the prior permission of the Chief Warden. Late admission means any admission after the last date of admission in hostel as specified by the university from time to time.
10. Research Students:
  - (a) The Ph. D student who applies for hostel must be studying/ staying for full time and should not do any kind of job or side business.
  - (b) Those Research Scholars who are getting house rent or are entitled for house rent will pay the said amount on monthly basis to which they are so entitled to the hostel as rent.
  - (c) Research Scholars shall vacate the hostel within 5 days of submission of their thesis/dissertation. Research Scholars shall not be entitled to stay in the hostel after the submission of thesis. However, if a Research Scholar is getting fellowship, he/she will be allowed to stay in the hostel till the completion of viva voce examination. Total period of stay must not be more than 5 years from the date of registration.
  - (d) Foreign students joining research leading to Ph.D. degree must attach a copy of "Research Visa" before he/she is admitted in hostel.
  - (e) Only those Research Scholars will be permitted to have hostel facility where either one of the supervisor is from the IKG Punjab Technical University Main Campus Department(s) and the scholar is working whole time in the university department.
  - (f) Research scholars who are not working on full time Ph. D in university main campus but attending the Ph.D course work on campus will be entitled for allocation of hostel rooms depending upon availability on normal fee structure.

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11. If an outsider is found illegally living in the room of a resident, the resident shall be liable to expulsion from the hostel; or forfeiture of securities; or a fine of minimum of Rs. 1000/-; or daily charges from the date of illegal occupation of the room to be determined by the warden and or be debarred for seeking admission in any of the university hostels.
12. In case of non-payment of dues in time or violation of any hostel rule by a resident, the warden may get his/her room locked or opened for possession without any liability whatsoever. The belongings shall be transferred to the store.
13. Any main campus student residing within the periphery of 30 Km of campus is not allowed to avail the facility of hostel accommodation.

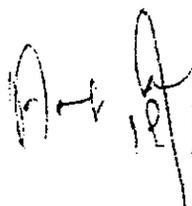
## II. Allotment of Rooms

1. Rooms will be allotted by the warden according to the plan prepared by the Chief Warden on merit basis. Every resident will be provided with bed, study table and chair in the room.
2. In case of shortage of accommodation for the students in the hostels, accommodation will be provided on sharing basis for UG residents only.
3. A resident cannot shift from his/her allotted room to another room within the hostel without the permission of the warden.
4. Residents shall keep the hostel identity cards, duly attested by the warden, with them and will present these on demand by the authorities. The card should be carefully preserved. In case of loss, it will be issued on payment of Rs.100/-. The residents while leaving the hostel at the end of the academic year or in the mid-session must return the card to the office of the warden failing which the resident will have to pay Rs.100/- before the securities are refunded.

## III. Committees

For the proper democratic functioning of the hostels committees such as mess committee, discipline committee, recreation/ cultural committee, maintenance committee etc., will be formed in each hostel by up to 31st August of the year. The committees will work closely in full cooperation and coordination with the warden to enhance the image of each hostel. These committees will also make new suggestions to the administration for further improvement in the hostels and ensure the proper discipline and decorum.

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## IV. Responsibilities of Hostel Residents

Living in a hostel pre-supposes a high degree of integrity and consciousness as a member of hostel. It entails a moral responsibility upon a resident to:

- (1) See that no damage is done to the hostel property.
- (2) Make every effort for peaceful co-existence maintaining the decorum, and
- (3) Observe all hostel rules meticulously in letter and spirit. 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 resident/s and his/her right to future admission.
- (4) Every resident shall be responsible for the safety of the furniture/other articles given to him/her. Furniture is neither to be removed from one room to another nor be carelessly kept outside the room to be exposed for damaged. Anybody indulging in this practice will be liable to a disciplinary action.

## V. Visitors and Guests

1. Visitors shall be allowed to meet the hostel residents in pre-designated visiting area & visiting time only.
2. A register will be maintained at the reception of each hostel to regulate outsiders' entry.
3. As a rule, guests are not permitted to stay overnight in any hostel. However, one guest may be accommodated by the residents in his/her room for a maximum period of 2 days in a month with permission from warden. The name of the guest must be entered in the guests register. Such guest(s) will stay with the resident on a fee of Rs. 100/- per day. The meal charges of guest will be bear by the resident. If any faculty/staff willing to stay in hostel as s resident or guest shall have to pay Rs. 100/- per day and meal charges for the same will be as per hostel rules.
4. Any resident having a guest without prior permission of the warden and proper entry in guest register will be liable to minimum fine of Rs. 500/- and disciplinary action, in addition to the guest charges. Entry in the guest register maintained in the hostel is mandatory by the resident. Residents not obeying this may lead to fine or/and expulsion from the hostel.

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## VI. Timings, Attendance and Leave

Before leaving the hostel after the completion of academic programme, every resident shall obtain clearance from the warden and personally hand over the charge of the room and hostel property to the designated official 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.

### For Boy's Hostel

- (1) Gates of Boys hostel will be closed everyday at 10.00 P.M. and opened at 5.00 A.M.
- (2) All residents entering the hostel after 10.00 P.M are to make due entries in the register maintained (for late arrivals) with the security of the hostel. Maximum two late entries will be allowed in a month after which fine of Rs.100/- will be applicable on each late entry.
- (3) A resident shall, under all circumstances, inform the warden about his/her absence from the hostel. He/she shall sign the register maintained for this purpose.
- (4) Any student found absent from the hostel for more than one week without prior written permission from the warden is liable to be punished. His/her hostel admission shall be cancelled along with a minimum fine of Rs. 1000/-.
- (5) Residents must enter a valid contact number and address in the home going register before proceeding on leave/ outstation.

### For Girls' Hostel

- (1) Girls residents must enter the hostel till 7:00 P.M-8:00 P.M in the months of April to October & by 5:00-6:00 PM in the months of November to March. After that, LATE ENTRIES, if any, will be made in the register maintained for the purpose. Maximum two late entries till 9.00PM will be allowed after which a fine of Rs.100/- will be applicable on each late entry. The residents will be required to intimate in writing to the warden concerned about the place and the people visited by them during the said time. This is to be complied with strictly and failure shall attract stringent action against the erring/defaulting residents.

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- (2) Residents in girls' hostels shall present themselves for daily roll call at 8.00 P.M. No guest entry after 8.00 P.M will be allowed.
- (3) Hostel gate will be closed fifteen minutes before attendance and shall be opened at 6.00 A.M in the morning.
- (4) Beyond 05 late entries; intimation to this effect will be sent to their parents. If persisted, it would attract disciplinary action and expulsion from the hostel.

## VII. Food

1. Hostels have mess facilities for breakfast, lunch and dinner as well as canteen services. It is mandatory for every resident to open their mess and canteen account in respective hostel at the time of taking hostel admission.
2. Residents will not enter the cooking area.
3. All complaints requiring immediate action of the warden should be made in oral/ writing through a member of the Mess/Canteen Committee.
4. Ordinarily residents will take food in the hostels and for that they have to pay monthly mess bill. If the mess facility is cooperative, the residents are required to take at least 15 diets per month failing which a minimum charge of 15 diets is to be paid by them in the messes where they are residing. If the mess facility on contract basis, the residents are required to take at least 20 days meals per month failing which a minimum charge of 20 days meal is to be paid by them in the messes where they are residing. In contract mess the rate for monthly meal will be decided by warden/ chief warden/ contractor.
5. Guests residing in hostel with the permission of the warden may be served meals on a surcharge of Rs.10/- per diet.
6. It will be obligatory on the part of the residents to inform the Contractors/Cooperative Mess Secretary/ Wardens beforehand if they want to miss a meal for 8-10days / weekend or other days so as to avoid the wastage and loss. To miss lunch/dinner the residents must mention in the register meant for the purpose at least 8 hours in advance.
7. Cooking in the rooms is strictly prohibited.
8. No meals will be served in the rooms except in cases of illness or any other justified reason and that too with the permission of the warden. Residents or contractors will be fined, Rs. 100/- for violating this rule. Meals should be taken only in dining hall only.

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9. Complaints, if any, against the conduct of the contractors/servants may be made by the residents to the warden in writing.
10. A resident of the hostel cannot take his/her meals as a guest of another resident of the same hostel.

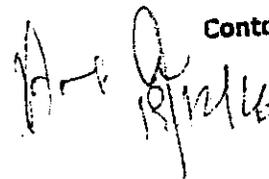
## VIII. General

1. Residents shall see the warden in the office during the fixed hours only. In case of emergency, inform warden immediately.
2. No vehicle without written permission, issued by the warden or chief warden, should be permitted to be parked in the hostels. The residents shall park their cycles/motor vehicles/cars in the parking area of the hostel on payment of the prescribed parking fee. Registration number of the vehicles of the residents must be entered in the register with the security of the hostel failing which a fine would be imposed.
3. Hostel authorities will not be responsible for any theft, damage or loss of a vehicle/Mobile Set/Desktop/Laptop/Computer/Audio-Video system etc. The residents are advised to keep due care of all their belongings.
4. Smoking is prohibited at campus. Smoking, drinking & use of any intoxicant in the hostel is strictly prohibited including mess/ canteen areas. Those found indulging in taking intoxicants, drugs/smoking/drinking/gambling and any such banned material/activity shall be fined 2000/- or expelled straightway from the hostel.
5. Acts of indiscipline/ misbehaviour in the hostel premises including rooms shall be severely dealt with. A resident guilty of any of these shall be liable to expulsion or a minimum fine of Rs. 500/- or both. Any resident found in possession of any weapon shall be liable to minimum fine of Rs.10,000/- and expulsion from hostel and the matter shall be reported to the police.
6. All rooms (including almirahs & belongings) can be opened for inspection on the orders of warden(S)/ chief warden at any time of the day.
7. Any student opening a room by breaking the hostel lock or seal or window-panes etc. shall be liable to a minimum fine of Rs.2000/-. In case this kind of conduct is repeated, students will be liable for expulsion from the hostel.
8. It will be obligatory for the parents of the residents to meet the respective wardens at least twice a year and a record of the same be maintained in the concerned hostel. It will also be obligatory for the local guardian/parents of the residents to attend him/her at the time sickness/emergency.

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9. Residents should not keep cash or jewellery or other valuables in their rooms. The risks and responsibility for the safety of their belongings including Mobile sets /Laptops /Desktop/Audio system/ Vehicles will be entirely that of the residents. Use of strong and reliable lock is recommended.
10. Residents should use electrical bulbs/ tube lights optimally & preferably CFL/LED lamps be used. They must switch off the light/fan while going out of the rooms. The defaulters will be fined a minimum of Rs.50/- each time on defying.
11. Residents will not tamper with or damage the electrical and sanitary installations. The cost of repairs/replacement due to any damage done to them will be realized from the resident/s in addition to fine which may be imposed by the warden.
12. Hostel fees will be charged from all the residents annually/ bi-annually (for six months at a time) in the following installments: (i). First Installment (on admission): July to December (ii) Second Quarter (in December): January to July.
13. Residents getting admission to hostel at any time during the month will be charged full fee for the month.
14. Securities (Hostel Mess and Canteen) will be refunded to a resident only after he/she has cleared all the dues and properly handed over the possession of the room. Securities will not be adjusted against the bills. Application for refund of securities along with a certificate from the HOD regarding the date of leaving the department/last date of examination and the hostel identity card will be submitted three days before the intended date of leaving the hostel (when his/her mess/canteen accounts will be closed and he/she will eat on cash payment). The security will be refunded online directly in the account of the resident.
15. The students who take admission in the hostel but fail to take the possession of the room, the room rent will be deducted up to the period he informs to the warden in writing. He will be given refundable securities after deducting the charges pertaining to the minimum diet and Mess/Canteen Charges etc. as per rules. **THE SECURITIES WILL STAND LAPSED AFTER ONE YEAR OF LEAVING THE HOSTEL.**
16. All residents of the university hostel shall be required to clear all dues of previous month including the hostel, mess and canteen charges on the 15th of every proceeding month, failing which they shall be liable to disciplinary action. The residents of the university hostels shall not be paid any scholarship unless they clear their dues by the date indicated above. Normally the fees will be collected without fine up to 15th of every month. However, the students will have to pay Rs.10/- per day for each bill in case of delay in paying the mess/canteen charges and hostel charges after 15th. However, the total amount of fine will not exceed the 100% of principal amount due to each bill.



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17. IF THE LAST DATE OF PAYMENT IS A HOLIDAY, THEN THE FEE/CHARGES WILL BE ACCEPTED WITHOUT FINE ON THE NEXT WORKING DAY.

18. If the total amount of mess and canteen dues from a resident exceeds the security deposits to mess and canteen on the 20th of the month, he/she will not be eligible for mess and canteen services after 21st of the month.

19. Admission of a resident who fails to pay the dues for two consecutive months shall stand cancelled and possession of the room shall be taken by the warden and belongings removed to the store without any liability.

20. All residents are required to clear their hostel, mess, canteen and other dues and obtain a no-dues certificate before they take their examination roll numbers and again all their dues must be cleared before they vacate the hostel, failing which their names will be forwarded to the HOD concerned for withholding the declaration of results/award of degree. Other disciplinary action, including forfeiture of their securities, may also be taken.

21. 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. The student aggrieved from the decision of the University shall be entitled to appeal to enquiry committee to be constituted for the purpose by the Vice-Chancellor.

**22. AS PER THE ORDERS OF THE HON'BLE SUPREME COURT OF INDIA, RAGGING IS STRICTLY BANNED IN EDUCATIONAL INSTITUTIONS. THE STUDENTS FOUND INDULGED IN RAGGING SHALL BE SUSPENDED AND EXPELLED FROM THE INSTITUTION ON PROVING THE CHARGES.**

**Note:** The fine collected on disobeying the above hostel rules will be deposited in warden's bank account and may further be used for residents welfare/ recreation activities. The record for the same will be maintained in hostel records.

  
Registrar

Dated: 19.12.16

Endst. No. IKGPTU/REG/N/4568-4572

1. Secretary to Vice Chancellor: For kind information to Vice Chancellor
2. All HODs, IKGPTU
3. Chief Warden, IKGPTU
4. All Warden, IKGPTU
5. File Copy

  
Registrar