

Hostel Admission Rules 2016



knowledge to wisdom

Central University of Jharkhand
Brambe, Ranchi – 835 225,
Jharkhand

Central University of Jharkhand provides separate hostel facilities for boys and girls students. All CUJ students are eligible to apply for Hostel seats. This is their home away from home and a place where we can see the 'Unity in Diversity' of India. Students from different parts of the country with different cultural and religious background are living in complete harmony.

INFRASTRUCTURE

Common Facilities

The Hostels are spread in different blocks which allow adequate air circulation and courtyard space for the hostellers. Blocks have a common room as a recreation facility. The facilities include television with DTH connection, indoor game facility, News papers and Magazines. The hostel blocks are fitted with RO-water purifiers to provide safe drinking water.

Rooms

Each room is furnished with three lights (CFL/Fluorescent Tube Light), one fan and three plug points. The rooms are properly ventilated with windows having mosquito nets. The facilities given to each hosteller (per room) include.

1. One bed with mattress
2. One Chair
3. One Computer Table with rack
4. One cupboard

Hostel Representative

To assist the Wardens in the smooth functioning of the Hostels, there are two student representatives from each semester. They are selected on snap polls conducted among the Hostel inmates every year.

Hostel Mess

Hostels have few common kitchen and dining hall (approximately one hall per nearly 250 students). It is mandatory that, each hosteller should be a part of one hostel mess, allowed to the respective blocks by warden. The management of the mess is made by a Food Committee which has Hostel Representatives as member.

Rules and Regulations for Hostels

1. Hostel Admission

- 1.1 Application for admission to the Hostel shall be made in the prescribed form. The Hostel Application Form shall be available at the Hostel Office or may be downloaded from the University website www.cuj.ac.in.
- 1.2 A Parent/ Guardian must accompany the candidate to the University to complete the formalities of admission.
- 1.3 No student shall be allowed to stay in the Hostel without admission.
- 1.4 Before admission to the Hostel, the student must give an undertaking in writing that he/she shall abide by the rules and regulations of the Hostel.
- 1.5 The undertaking should also be signed by the Parent/ Guardian in the Declaration Form.
- 1.6 All charges/ expenses prescribed in the application form or any other document(s) are subject to change.
- 1.7 All students who wish to avail the hostel facility should pay in advance all Hostel dues, including University and Mess Caution Money. The counterfoil of the fee receipt(s) should be submitted to the Warden prior to occupying the Hostel room/seat. Those senior students who wish to continue to stay in the Hostel in the next semester should submit their fees within 15 days of starting of the next semester, failing which he/she shall forfeit the Hostel seat.

- 1.8 No Student shall be permitted to stay in the Hostel during the summer vacation and they shall vacate the Hostel within 72 hours after the conclusion of end semester examinations.
- 1.9 Students who fails to have at least 75% attendance both in academic and University recognized extracurricular activities (sports, music etc.) shall forfeit his/her seat in the next semester.
- 1.10 The hostellers shall leave their rooms unlocked and they shall have to deposit the room keys to the Warden office during summer vacation. All belongings can be locked and stored in a room allotted for the purpose during long vacations.
- 1.11 The result of any semester/ course shall be withheld by the University Administration if there is any due against the student or pending decision for violation of any of the Hostel rules. The Hostel Administration shall bring such cases to the knowledge of the Controller of Examination for necessary action.

2. Room Allotment

- 2.1 The management shall allocate hostel seats to students of varying academic, cultural, social, national backgrounds together to inculcate cross cultural/ academic / social and national understanding. All the hostellers shall have mutual respect for all the inmates of the Hostels.
- 2.2 Allotment of room is not by one's own choice. The basis of allotment shall be at the sole discretion of the Administration.
- 2.3 Allotment is done on a double/triple occupancy basis (i.e two or three persons per room) depending upon the availability of seats.
- 2.4 Students must occupy rooms allotted to them and should not interchange without the prior permission of the concerned Warden.
- 2.5 The wardens without assigning any reason, may relocate/ shift a hosteller from one room to another or from one Hostel to another.

3. Sanctity of the Hostels

- 3.1 The Hostel being a part of the University deserves a revered status.
- 3.2 A Hostel campus is a place where student can have the best possible conditions for study and adequate rest. As such due consideration must be accorded to other hostellers at all times. Voice must be kept at a reasonable low level to avoid disturbance and to allow others to study or sleep with comfort. Television etc provided in the common room must be switched off or volume toned down after 10:00 PM. These rules are intended to ensure a favorable study environment for all hostellers.
- 3.3 Students should not indulge in any illegal and/or unethical activity in the Hostel premises/ campus.

4. Behavior and Discipline

- 4.1 Students are expected to display acceptable form of behavior, maintain discipline, decency and decorum in the Hostel complex.
- 4.2 CUJ is a non smoking zone. Smoking is strictly prohibited in the campus especially Hostel complex at anytime.
- 4.3 Possession, distribution and consumption of alcoholic drinks, chewable tobacco and use of narcotic and prohibited drugs in the University/ Hostel premises are strictly prohibited. Neither the students nor their visitors are allowed to bring or consume liquor, drugs or any other intoxicants in the University/ Hostel premises. Disciplinary action shall be taken against those in possession of drugs or found under their influence.
- 4.4 Parties, social or political gatherings in the University/ Hostel complex are not permitted without the prior and written consent of the Hostel Warden/ University Administration.

- 4.5 In the room, students are not permitted to keep crackers, dangerous weapons, firearm, contraband items, instruments or any materials that can cause injury in any way to anybody.
- 4.6 In case of any unacceptable behavior by the room-mate(s), the other room-mate(s)/ Hostel representative must immediately inform the respective Warden.
- 4.7 All hostellers should be back in their Hostel as per respective Hostel norms.
- 4.8 The warden may grant permission for late entry to Hostel only on a written request.
- 4.9 A hosteller who stays outside for any duration without the written permission of the Warden may forfeit his/her hostel seat.
- 4.10 The warden may grant permission for overnight outside stay on a written request from the parents/ local guardian of the hostellers. The letter of permission shall mention the date and time of return to the hostel.
- 4.11 Sound from musical instruments / TV/ radio etc should not disturb other hosteller(s) at any time. Use of mobile or any other gadgets should not disturb other hosteller(s).

5. Upkeep of the Hostel

- 5.1 Residents shall be personally responsible for the care and cleanliness of allotted rooms and Hostel premises. They shall also be responsible for the safe upkeep of the fittings in the rooms, furniture and other items supplied to them. Furniture more than prescribed shall not be allowed in the Hostel rooms.
- 5.2 No resident shall remove any property from the common room or dining room to his/her room.
- 5.3 The hostellers are not permitted to take the Common Room newspapers and magazines to their rooms.
- 5.4 All fans, lights and electrical appliances must be switched off when not in use. Violation of this will invite "Fine" to all the inmates of the room.

- 5.5 Cooking, making tea etc is not allowed in the Hostel rooms.
- 5.6 Common hostel furniture must not be moved without the permission of the Hostel Warden.
- 5.7 Any damage to the Hostel property must be reported immediately to the Hostel Warden. Students shall be charged for all damages except damages caused by normal wear and tear.
- 5.8 Pasting of posters, graffiti, writings, wall chalking, slogans of any kind, spitting on the walls and tiles or defacing the Hostel in any form is punishable offence.
- 5.9 The University Administration reserves the right to make spot checks on the Hostel and rooms without giving prior notice to the students.
- 5.10 Electricians, contractors or any other service person may enter rooms, as and when necessary in the course of their duty under the directive of the Hostel Warden/ University Administration. However every effort shall be made to respect the privacy and dignity of the hostellers.
- 5.11 The Hostel Management reserves the right to move hosteller to other hostel units or any other alternative place whenever a necessity arises.

6. Visitors/ Guests

- 6.1 Visitors including Parents are allowed only into the visitor's area of the Hostel during the visiting hours mentioned below:
- 6.2 All visitors must register at the guard cabin/ Warden's office and provide all details and document(s) as required by Security before entering the Hostel complex. All visitors must leave the Hostel complex by 6:00 PM.
- 6.3 Students are not permitted to allow visitors into Hostel rooms at any time for whatever reason. Under any casualty/emergency situation, the Parent/ Guardian/ Local Guardian may be allowed to enter into the Hostel room with permission from Warden. Any hosteller(s) found violating this rule shall be expelled from the hostel.

- 6.4 The Warden shall have the right to deny entry to any visitor into the respective hostels.
- 6.5 Non-hostel students are prohibited in the hostel without the permission of the Hostel Warden. The student who violates this shall be punished.
- 6.6 No guest will be allowed for more than three days in each semester. A hosteller who is found to accommodate a guest for more than three days is likely to forfeit his/her seat.
- 6.7 Any damages caused to CUJ property by guest shall be recovered from the concerned hosteller.

7. Mess

- 7.1 All hostellers are required to join the Hostel Mess. Each shall be a member of the Mess until he/she vacates the Hostel officially.
- 7.2 Strict discipline and decorum should be maintained in the Dining Hall.
- 7.3 Students should come into the dining room in proper dress.
- 7.4 Menu shall be decided by the Food Committee and changes may be made on requirement basis.
- 7.5 Non-Hostellers are not allowed in the Hostel Mess.
- 7.6 Food shall be served at specific timings decided by the Hostel Administration.
- 7.7 Food shall not be served in rooms. No food shall be carried to the room from the Mess. If a hosteller is ill, the warden shall make suitable arrangements.
- 7.8 No hosteller should enter into the kitchen, except the Food Committee members.
- 7.9 Wasting food is an offence. If any student is found wasting food, he/she shall be fined.

8. Ragging

Ragging is a criminal offence. Ragging in any form is strictly prohibited. Severe punishment shall be taken against those who indulge in such activities as per the guidelines set by UGC and Supreme Court of India (www.cuj.ac.in/hostel/anti-ragging_guidelines.pdf). Central University of Jharkhand prides to be a Ragging Free Campus. The Hon'ble Supreme Court of India has given a more comprehensive meaning of ragging:

“Ragging is any disorderly conduct, whether by words spoken or written, or by an act which has the effect of teasing, treating or handling with rudeness any student, indulging in rowdy or indisciplined activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student.”

8.1 Forms of Ragging

Different forms of ragging are Dress Code Ragging/ Formal introduction/ Verbal Torture/ Sexual Abuse/ Hostel Ragging/ Drug Abuse/ Any other form of physical/ psychological abuse/ torture/ harassment etc.

8.2 Punishments against Ragging

Depending upon the nature and gravity of the offence as established by the Anti Ragging Committee of the University, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

- a) Suspension from attending classes and academic privileges.
- b) Debarring from appearing in any test/ examination or other evaluation process
- c) Withholding of results
- d) Suspension / expulsion from the hostel

- e) Cancellation of Admission
- f) Rustication from the University for a period
- g) Expulsion from the University
- h) Fine of Rs. 25,000/-
- i) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

9. Security

- 9.1 Hostellers are advised to lock all their valuables (e.g; mobile phones, laptops, watches, camera, money etc) at all times.
- 9.2 While the usual and necessary precautions for security of residents would be taken, the University, however, shall not be responsible for any loss of private property of the residents of the Hostels. Residents should take measures for the safe keeping of their belongings.
- 9.3 Hostellers are not permitted to change rooms or sleep anywhere other than their own rooms.
- 9.4 Any student, who finds anything unusual about his/her room-mates or finds him/her missing for more than 24 hours, must report to the Hostel warden immediately. This is to enable the University Administration to take immediate action, if any untoward incident takes place.
- 9.5 Keeping electrical appliances such as T.V., heater, oven etc in the rooms is prohibited.
- 9.6 Putting extra load on power points (sockets) is not allowed. Drawing extra power from sockets by the use of adaptors may lead to short-circuit and fire hazard.
- 9.7 Keeping of pet(s)/ animal(s) in the hostel is strictly prohibited.
- 9.8 In case of any accident/mishap in the Hostel premises, the warden should be informed immediately.

10. Revision of Rules and Regulations

The University Administration reserves the right to revise the rules and regulations, as and when required and shall keep the hostellers informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules shall not be accepted as an excuse.

11. Complaints and Suggestions

Any complaints, suggestions or enquiries are always welcome. All complaints should be routed through the warden of the respective block/hostel.

12. Hostel Allotment Rules:

- 12.1 A student seeking admission into a hostel will apply in writing in the prescribed form to the Dean, Students' Welfare or to his authorized officer (administrative Warden) along with documentary evidence of registration for a program of study of the University and residential proof.
- 12.2 Fresh applications will be required for re-admission into the hostel.
- 12.3 Admission in the hostel is in accordance with the merit cum distance basis. Merit shall be based on the admission merit prepared by respective centres (only for fresh students) or on the basis of previous semester examination result which is declared before the last date of form submission date (only for re-admission to old students).
- 12.4 Allotment of hostel will be made by the Dean, Students' Welfare or by an officer authorized by him.
- 12.5 No students shall be entitled to go to a particular hostel or room as a matter of right.
- 12.6 The students are expected to take possession of the allotted room soon after allotment of hostel including depositing of the prescribed dues, but not later than five days of such allotment.

- 12.7 The allotment of rooms will be made by the concerned Administrative Warden for Boy's and Girl's Hostel in consultation with respective wardens.
- 12.8 Priority shall be given to the students who are not residents of Ranchi. (List of documents should be furnished along with the application form, original documents should be submitted at the time of hostel allotment)
- a) Residence Certificate issued by **BDO/ SDM/ Tehsildar** or any other competent authority or at least two of the following documents showing the permanent address of the applicant i) **Domicile certificate** issued by the competent authority ii) **Valid passport** iii) **Voter ID** iv) **Aadhar Card** v) Appointment/ transfer letter of parents/ guardian, If parents or guardian is an Central/State Government Employee.
 - b) Local students whose parents / guardians are transferred outside Ranchi, subject to their furnishing satisfactory documentary evidence to this effect from the employer and evidence of ward not staying in own accommodation, may also be considered.
- 12.9 When an expelled student becomes eligible for hostel re-allotment, the student shall not be allotted the same hostel in which he/she was residing before expulsion.
- 12.10 Allotment of rooms to JRF/ SRF working in projects, and Guest faculties will be made only when vacancy exists after allotment of room to regular JRF/ SRF/ Students on first come first serve basis.
- 12.11 Students belonging to OBC/SC/ST/ PC categories shall be given reservation in the hostel as per Government of India norms.

Note: If any seat is still available it will be allotted to senior students applying fresh. For senior students who were allotted hostels during previous year, re-allotment of hostel will be made to the students merit wise.

12.12 No year back student shall be allowed the hostel facility.

12.13 Students who accept employment or join any course outside CUJ in the course of their study will lose their entitlement to hostel accommodation excluding UGC/CISR JRF or any other research fellowship. The students concerned shall be responsible to immediately inform the hostel administration/Warden in this regard. Concealment of any information or failure to inform about joining a course outside CUJ or undertaking employment and salary shall lead to disciplinary action, including eviction from hostel.

12.14 Ph.D. student will get maximum hostel accommodation for 5 years or till the submission of thesis/ removal of name from department where they are registered, whichever is earlier.

12.15 All senior students belonging to PC category with back paper will be provided hostel accommodation.

Note: Before admission / during period of stay, if the resident is found not fulfilling any of the above conditions, he/ she will be required to vacate the hostel immediately. Suppression of facts/ furnishing wrong information pertaining to any of these eligibility criteria would lead to cancellation of allotment or suitable disciplinary action will be taken by the hostel authorities and in such case fees paid will not be refunded and also appropriate disciplinary action will be taken.