

**MAHARAJ VINAYAK GLOBAL UNIVERSITY, JAIPUR**  
**HOSTEL RULES & REGULATIONS**

**GENERAL**

1. These rules known as “MVGU Hostel Rules & Regulations” shall apply to both MALE and FEMALE students residing in the hostels. Violation of any rule will make the student liable to disciplinary action including expulsion from the hostel and also from institution.

**ADMISSION TO THE HOSTEL**

2. Admission to new students to hostel will be communicated to the desirous students by admission office along with their admission result after which they will be required to deposit their full hostel fees. A photocopy of the bank receipt along with hostel admission form completed in all respects will be submitted to the respective hostel office before occupying the accommodation. The duration of hostel-stay will commence from the day of admission to the last day of the academic year. On completion of the academic year, the hostellers will be required to hand over their accommodation along with allocated furniture items, room and Almirah keys to the respective Hostel Offices. Over-staying in the hostel is not permitted. However, special cases may be recommended by head of the institution/ General Manager (Administration).
3. Old students desiring admission in the hostel will apply to General Manager (Administration), who will decide about their admission or otherwise. On grant of permission they will be required to deposit full hostel fee before the due date and submit photocopy of the payment receipt to the concerned hostel office before moving into the hostel.

**ACCOMMODATION**

4. Single and Twin sharing rooms with or without attached Bathrooms are available in the hostel, which are allotted to students by respective Wardens.
5. Each UG hosteller (**Free of Cost**) is provided with a Bed, Mattress, Pillow, Pillow cover, Bed Sheets, Heavy Blanket, Study Table, Study Chair, Table Cloth, Bucket & Mug, Bath Met, Dustbin, Foot-met and an Almirah besides standard electrical fittings such as tube lights and fans. Individual hosteller is responsible for any damage to the items provided to him/her and would be required to make good the loss by paying for cost of damages. In case of damages, if the defaulter is not identified, collective penalty would be imposed.
6. Students must occupy rooms allotted to them only. They are not allowed to change rooms without written permission of the Warden/Chief Warden. However, students have the option of pairing up within the first few days, in consultation with their Hostel Warden. Change of accommodation from one room to another is generally not permitted during a term.
7. Each unit has a separate electric meter. Electricity bill **upto Rs. 500/- is free**. Thereafter, any excess amount is to be borne by the room inmate.
8. All PG Students hereby informed that those who have employed private servant/maid from outside source in their respective rooms are hereby instructed to make sure that the servant/maid to whom you have employed should compulsory undergo Police verification from nearby Police Station.

**UPKEEP OF THE ROOMS**

9. Adequate numbers of “Safai Karmacharies” have been employed for general cleaning of rooms and upkeep of hostel premises. Students are expected to ensure cleanliness of their rooms and help maintain general upkeep of hostel premises. All fans tube lights & electrical appliances when not required should be switched off.
10. Pasting of posters/pictures on wall & doors, writing, wall chalking and unnecessary nailing is not allowed. Slogan of any kind or defacing the hostel in any form is strictly prohibited.
11. Any damage to the hostel property must be reported to the authorities. Hostellers will be charged for all damages or loss of hostel property except when caused due to fair wear and tear.

**LEAVE/ OUTPASS FROM HOSTEL**

12. The students are allowed to visit their local guardian on weekends and holidays and stay overnight after obtaining due permission and out pass from respective Wardens. Before issuing out-passes to students, the Warden must inform parents about their child’s request for out-pass. The warden must ask the parents to send email \ fax or alternatively a SMS from their registered mobile numbers to the Warden.
13. **Day out Pass.** Day out passes are permitted from 9AM to 6PM on weekends /holidays only. On other working days, in case of an emergency, the hosteller will first obtain permission from respective Heads of Institution / Departments. Thereafter, the application will be forwarded to General Manager (Administration) for his approval, based on which the Wardens will issue the out pass.
14. **Holiday / Break out-pass.** Will be issued by Wardens during MVGU Holidays / Breaks.
15. The students are to show the out pass while leaving and on returning at the main security gate, to the security staff on duty.
16. The student has to check out \ check in, in the register maintained in the hostel and submit the out pass in the warden’s office on return.
17. Overnight stay with the local guardian is permitted only once in a month, with prior approval of parents and special prior permission from the Hostel Warden/General Manager (Administration). Under any circumstance, they are not allowed to overstay or miss the College.
18. **NIGHT OUT PERMISSION:** NO STUDENT SHOULD STAY AWAY FROM HIS/ HER ROOM DURING NIGHT, WITHOUT PRIOR WRITTEN PERMISSION OF THE HOSTEL WARDEN/GENERAL MANAGER (ADMINISTRATION). STUDENTS, WHO WISH TO LEAVE THE CAMPUS TEMPORARILY OR OTHERWISE, SHOULD OBTAIN THE PERMISSION OF THE WARDEN IN WRITING. THE APPLICATION FOR PERMISSION MUST STATE, THE DATE AND TIME OF HIS/HER INTENDED DEPARTURE AND RETURN, AS WELL AS THE DESTINATION. ALL THESE DETAILS ARE TO BE ENTERED IN THE IN-OUT REGISTER MAINTAINED IN EVERY HOSTEL.
  - a) Any **UG student** without Parent/Guardian will not be allowed to enter in University campus **for Girls:** In winter (till 06:30 p.m.) & in summer (till 07:30 p.m.) and **for Boys:** In winter (till 07:00 p.m.) & in summer (till 07:30 p.m.), if any student comes on next day he/she will be allowed to enter in the hostel. He/she will be only allowed with his/her Parents/Guardian.
  - b) **PG student** staying in hostel will not be allowed to move out of the hostel premises after 09:00 p.m. unless or until if any emergency situation exists meanwhile in this situation, permission must be taken from the concerned Dean/Principal/Warden/General Manager (Administration).

**ATTENDANCE**

19. The Muster for both male & female hostellers’ will commence at 10:00 PM. All hostel doors will be shut for the night at 10:00 PM. Thereafter no hostellers are permitted to leave the hostel premises
20. In case any student is unable to present himself / herself for attendance due to sickness, he/ she should inform the warden in time.
21. A student coordinator (nominated on each floor) is responsible for discipline and attendance of the students.

**ATTENDANCE OF CLASSES BY HOSTELLERS**

22. Hostel staff will conduct regular checks to identify students staying back in the hostel during working hours i.e. 8:30AM to 3:30 PM. Repeated offenders, who stay back in the hostel without any valid reasons will be asked to vacate their accommodation in the hostel. **In case of any emergency medical condition, hosteller may go outside after getting approval from the concerned competent authority.**

**GUESTS/VISITORS FOR BOYS HOSTEL**

23. If any outsider including parents, spouse or any guest wants to stay in the PG Hostel Room, a prior permission has to be taken from the General Manager (Administration).
24. Guest room accommodation facility will be available on payment only for parents/grandparents after seeking prior permission, well in advance, from Warden but duly signed by General Manager (Administration) in a prescribed Performa of the University.

**RAGGING**

25. **RAGGING: RAGGING IN ANY FORM IS BANNED. IT IS A COGNIZABLE OFFENCE AND VIOLATION WILL INVITE ACTION AS PER LAW OF THE LAND IN ADDITION TO RUSTICATION FROM THE INSTITUTE. BEING A SILENT SPECTATOR AND NOT REPORTING/STOPPING OTHERS INDULGING IN RAGGING IS ALSO AN OFFENCE AND WILL INVITE SIMILAR DISCIPLINARY ACTION. ACCEPTING/UNDERGOING RAGGING AND NOT REPORTING TO THIS IS ALSO AN OFFENCE. PLEASE REPORT ANY INCIDENT IMMEDIATELY TO ANY MEMBER OF THE ANTI-RAGGING**

**COMMITTEE/ WARDEN/ CAMPUS ADMINISTRATOR/ SECURITY PERSONNEL/ DEPUTY DIRECTOR/ DIRECTOR DIRECTLY AT ANY TIME OF THE DAY/NIGHT.**

**NOTE** Each student and his/her parents/ guardian shall have to furnish an affidavit/undertaking along with the application form to the effect that they will not participate in or abet the act of ragging and that, if found guilty, shall be liable for punishment under the penal law of India.

**CODE OF CONDUCT**

26. All hostellers are required to carry their valid Identity cards issued to them by the university/Institute.
27. Time of departure and arrival should be mentioned in the register kept at the entry gate of the hostel.
28. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
29. The students are advised not to keep large amount of cash or valuables in the room. The students are responsible for his/ her belongings inside the room.
30. Insurance of Laptops/ Valuables: It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured themselves.
31. Security of ATM/Debit cards: All residents must take care of their ATM/ Debit cards.
32. Any damage/breakage to hostel property will be charged to the occupants of the room/ block with a fine. Disciplinary action will also be initiated.
33. Cooking in UG Hostel inside the rooms is strictly not allowed. Anyone found doing so will be punished.
34. Cooking is allowed in PG student allotted one unit i.e., one living room with an attached Kitchen and a Washroom. **COOKING IS NOT ALLOWED IN THE NEW PG HOSTEL ROOM DUE TO NON-ATTACHED KITCHEN.**
35. **Smoking, consumption of alcoholic drinks, theft/stealing, vandalism/destruction of public property, gambling, unlawful assembly or gathering for committing acts i.e. illegal gossip, abusing, fighting and possession of illegal materials is prohibited IN THE HOSTELS AND IN THE UNIVERSITY CAMPUS. Offenders are liable for appropriate legal action by the disciplinary committee, as per university regulations.**
36. **Smoking weed / consuming drugs will invite immediate expulsion from the hotel.**
37. Playing of loud music or disturbing fellow hostel inmates will not be permitted. Use earphones while listening to music. Playing outdoor games inside the hostels/ corridors is not permitted. **Silence Hours will be observed from 10 p.m. to 06 a.m. on all days.** No noise of any sort will be permitted during the Silence Hours. Serious action will be taken on the breach of this rule.
38. Partying in the rooms/corridors or anywhere in the hostel will not be permitted whatever be the occasion. Residents must not go to another's room and disturb the inmates. Complaints from other residents will be investigated and action taken accordingly.
39. Possession and consumption of liquor, drugs, cigarettes and any tobacco product is strictly prohibited. Defaulters will be required to vacate the hostel and will be liable for legal action.
40. Fire Hazards and Safety: Candles and incense are a fire hazard and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted as well. **BURSTING CRACKERS, CARRYING CRACKERS TO THE ROOMS AND LIGHTING OF LAMPS/CANDLES ARE STRICTLY PROHIBITED IN AND AROUND THE HOSTEL PREMISES AT ALL TIMES.**
41. The Chief Warden/Warden or his representative may enter any room for verification at any time of the day or night. The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any valid reason. This will be carried out by the security personnel in the presence of the hostel Warden and at the discretion of the Chief Warden/ Warden. The items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report will be sent to the higher authorities.
42. No unauthorized person will be allowed to enter or stay in the hostel premises.
43. Televisions are not permitted in the hostel rooms. Television is provided in the common TV rooms in every hostel.
44. The entry of all males is strictly forbidden inside ladies' hostel except on University official duty with valid passes. Likewise, ladies are not permitted to enter the gents' hostels.
45. Use of powered vehicles by students has been banned. Residents violating this rule are liable for punishment. Powered vehicles brought to the campus will be confiscated and huge penal charges will be levied. Confiscated vehicles will be released only at the end of the course completion. **Helmet is compulsory while driving.**
46. Residents will be personally responsible for the safety of their belongings.

**MESS**

47. No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Institute Medical Officer/Warden to the effect that the students' condition requires the food to be served in their rooms.
48. Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
49. No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
50. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
51. If any diner is medically ill and requires a special diet (eg.Oil-less food) he / she can request the Warden to arrange for the same at the mess.

**TIMINGS FOR HOSTEL/MESS (to be strictly followed)**

**HOSTEL TIME (GIRLS HOSTEL)**

**15<sup>th</sup> October to 28<sup>th</sup> February : Till 6:30 p.m.**  
**1<sup>st</sup> March to 14<sup>th</sup> October : Till 7:30 p.m.**

**HOSTEL TIME (BOYS HOSTEL)**

**15<sup>th</sup> October to 28<sup>th</sup> February : Till 7:00 p.m.**  
**1<sup>st</sup> March to 14<sup>th</sup> October : Till 8:00 p.m.**

**Mess Timings**

**Breakfast:** 7.30 am to 8.25 am

**Lunch:** 12.00 am to 1.30 pm

**Snacks:** 3:30 pm to 4:00 pm

**Dinner:** 7.15 pm to 8.30 pm

**Sunday Lunch:** 1.15 pm to 2.30 pm

These timings shall be strictly followed by the hostellers.

**Note: All students staying in hostel are required to observe hostel rules and regulation as listed so as to ensure a conducive atmosphere for their studies and growth.**

**Signature of Parent/Local Guardian**

**Signature of Candidate**