

Hostel Manual

Central University of Haryana

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1. About the University Hostels

Hostels of Central University of Haryana were established in the year 2013 to provide accommodation to the full-time students of the University.

2. Admission to the Hostel

2.1. Application for admission to the hostel should be made on the prescribed form that can be downloaded from the Central University of Haryana website www.cuh.ac.in. The application form duly filled in, along with prescribed enclosures, has to be submitted to the hostel office by the date notified on the Hostel notice board. The admissions 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 Provost may issue necessary directions regarding Hostel admission rules from time to time and the same shall be displayed on the University website before admission.

The Provost shall be the final authority for admission to the hostel. In case the seats remain vacant, the Provost/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.

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 Ph.D, M.Phil, Postgraduate, Degree and Diploma programmes of the Central University of Haryana shall be eligible for admission to hostel. However, seats may allotted in order of priority among various programmes of study.
- c) He/she has not been debarred from hostel on earlier occasions.
- d) He/she is not employed or has joined any course outside Central University of Haryana.
- e) His/her parents are not residing within 60 kilometers from the University campus.
- f) He/she doesn't have the permanent address within the same distance limit mentioned at point no. e above.

- g) Admission shall not be granted to a student in case there is any disciplinary action pending against him/her.
- h) No dues must be pending against the student for being eligible for admission to hostel.
- i) Admission shall not be granted to a student against whom disciplinary action was taken by a department/hostel of the Central University of Haryana.
- j) Suppression of information or giving wrong information pertaining to any of these eligibility criteria would make the student ineligible for admission in the hostel.
- k) 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.
- l) Research students have to provide a certificate indicating the satisfactory progress of the research work from the supervisor duly forwarded by the Head of the Department.
- m) 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.
- n) A student who has passed one course/programme from Central University of Haryana shall not be eligible for hostel on his/her admission in the Course/Programme of the same level.

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 Entrance Test and Merit of previous year exam in case of second/third year students
- c. Distance to be determined based on Permanent Address/ residential address.
- d. Reservation of Seats: SC: 15%; ST: 7.5% and PwD: 3%.

2.4 Duration of Stay in Hostel

A student shall be eligible to stay in the hostel for the duration of his/her programme as per the University norms. No resident shall be allowed to stay beyond the prescribed duration of the Programme.

A resident shall vacate the hostel:

- Within a week of the end of the academic calendar.
- Within one month of his/her submission of dissertation/thesis in case of M.Phil/Ph.D programmes
- Within a week of his/her cancellation of admission.

2.5 Withdrawal of the Hostel Accommodation:

A student shall not be entitled to continue in the event of:

- a. Non-payment of hostel/mess dues for consecutive two months.
- b. Indulging in any anti-social 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 eviction process will be initiated by the warden in consultation with the Provost.

2.6 Accommodation of Students:

Due to the paucity of hostel rooms, hostel facility shall be available on sharing basis only. As far as possible: research scholars shall be provided with rooms on twin sharing basis; and a Masters/Degree/Diploma student shall share his/ her room with two more residents. However, keeping in view paucity of rooms Warden may allot one additional student to the hostel room.

3. Officers:

3.1 Provost

There may be one Provost (one each for boys and girls hostels) assisted by the Warden / Assistant Wardens. The Provost shall be the administration in-charge of the concerned hostels in matters related to the general administration, supervision and control of the

concerned hostels including all matters related to student welfare, maintenance of discipline, mess and security of the hostels.

3.1.1 Appointment

The Provost shall be appointed by the Vice-Chancellor from amongst the faculty members of the university preferably a professor.

3.1.2 Tenure

The Provost shall hold the office for a period of two years from the date of appointment. The Provost shall be eligible for re-appointment.

3.1.3 Honorarium

The Provost shall be entitled for honorarium at the rate fixed by the University from time to time.

3.1.4 Jurisdiction

The Provost shall look after the affairs of the hostel assigned to him/her and advise the Wardens on matters related to their function.

3.1.5 Powers and functions

(i) The Provost shall:

- a) Allot hostel rooms,
- b) Take measures to prevent incidence of Ragging.
- c) Maintain discipline and supervise the cultural activities of the students residing in the hostels.
- d) Grant permission, where it is expedient to do so, for stay of bonafide guest of hostel inmate up to seven days as per hostel norms.

Explanation: An expelled student or a student of this university against whom there is some disciplinary charge or police case shall not be considered a bonafide guest.

The Provost shall reserve the right to deny entry of any visitor or student guest who, in his opinion, is likely to disturb the peace of the hostel.

- e) Attend to the cases of misbehaviour and indiscipline of students residing in the Hostel.
- f) Attend to cases of illness of students residing in the Hostel.
- (ii)** The Provost in consultation with Warden/s shall plan and supervise the extracurricular activities of the hostel including social service.
- (iii)** The Provost shall nominate the Treasurer of the Hostel from amongst the Wardens who shall operate the funds and shall regulate hostel budget and handle temporary advances and its timely settlement. He/ She will be responsible for the custody as well as maintenance of impress account.
- (iv)** The Provost may sanction payment or refund of all kinds of security deposit to Mess contractors/ suppliers/ students.
- (v)** The Provost shall examine the bank reconciliation statement of all accounts pertaining to the concerned hostel/s.
- (vi)** The Provost shall expeditiously decide the matter of grievance of students and subordinate staff within the limitations of his/her responsibility. He/ She may impose or waive fines (as mentioned in the list of punishments) and transfer a resident from one wing of the hostel to another.
- (vii)** The Provost shall be Chief Executive Officer to implement the decision of the University Hostel Committees either personally or through Committee. He/ She shall be the overall in-charge of all the Establishments of the concerned hostel/s.
- (viii)** The Provost shall write annual confidential report of hostel employee and submit the same to registrar/ VC office.
- (ix)** The Provost shall properly pursue the complaint(s) concerning civil and electrical works, repairs/replacement or procurement of furniture, fittings etc.
- (x)** The Provost shall take an undertaking from each hosteller to abide by the Act, Statutes, Ordinances, Rules and Orders of the university regarding payment of mess dues etc.

- (xi) Provost shall maintain hostel discipline and shall take measures to stop misuse of room, electricity, furniture, fittings, water and treatment with the hostel and mess employees.
- (xii) In absence of the Provost the duties of Provost shall be performed by the warden/person to whom she/he hands over the charge.

3.2 WARDEN

There may be one Warden appointed by the University for each hostel. Assistant wardens may be appointed for every additional 100 students.

3.2.1 Appointment

The appointment of the Warden shall be made by the Vice-Chancellor from amongst the members of the teaching staff.

3.2.2 Tenure

The warden shall ordinarily hold the office for a period of two years from the date of his joining the duties of appointment. The warden shall be eligible for reappointment.

3.2.3 Honorarium

The warden shall be entitled for honorarium as per rate fixed by the university.

3.2.4 Jurisdiction

The Warden shall look after all the affairs of hostel assigned to him/her

3.2.5 Powers and functions

- (1) The Warden shall :
 - a) Assist the Provost of the concerned hostel in matters related to general administration, supervision and control of the concerned hostel including all matters related to student welfare, discipline, mess and security of the hostel.

- b) Make himself/herself available in the hostel office everyday (or he/she will assign somebody else) at specified hours to be notified in hostel office to attend the office business and the problems of the residents.
- c) Assist the Provost in the allotment of rooms to students.
- d) Take measures to prevent incidents of ragging
- e) Keep contact with the residents and take care of students in case of illness in the hostel.
- f) Enforce the rules relating to the management of the mess, extra-curricular activities and all other rules and orders relating to with the resident students of the hostel.
- g) Report to the Provost/Proctor/Dean, students' welfare/ Proctor all the cases of misbehavior/ indiscipline of a student.
- h) Attend to all matters of health, sickness, diet, sanitation and the cleanliness of the premise of the concerned hostel.
- i) Shall be responsible for the safe custody and the maintenance of property of the concerned hostel and for its repair with the fund allotted for the purpose.
- j) Shall assist the Provost in all matters of administration and supervision which have been referred to him/her by the Provost.
- k) Shall authenticate attendance of the employees of his/her hostel by putting his/her initials and date.
- l) Shall maintain the common room and its discipline during the organisation of sports and cultural activities
- m) Shall permit the opening of common room beyond the prescribed hours on special occasions and shall take care of complaints relating to common room.
- n) Shall supervise the functioning of the mess and the engagement and the working of the mess manager, cook, helper under his/her charge with the assistance of the mess committee.
- o) Shall conduct regular inspection of the dining hall, kitchen room and the food preparation to monitor cleanliness, discipline and food quality.
- p) Shall draw temporary advance for mess related work if necessary and ensure its proper adjustment.
- q) Shall examine the income and expenditure statement of the mess. The Warden may stop meals to a resident due to default in payment for bill and recommend the appropriate action to Provost.

- r) Shall examine cases of the mess security refund to the student
- s) Shall take appropriate measures for purchase /procurement of newspapers and magazines and also their sale proceed.

3.3 Assistant Warden/s:

Assistant warden/s will be appointed by Vice Chancellor from time to time as per the requirement of hostels. Assistant warden will function as per duties assigned to him/her from time to time by warden/ Provost. Assistant warden will be entitled to remuneration as decided by the university from time to time. In the absence of warden assistant warden will function as warden.

4. Committees of hostel and their function

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

4.1 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 Provost
- c) One nominee of Registrar;
- d) One nominee of Finance Officer
- e) Any other member nominated by the Provost

4.2 Function of Mess Committee

The Mess Committee shall;

- a) Supervise the working of the mess.
- b) Ensure execution of mess rules.
- c) Ensure the safety and security of kitchen and dining areas including safe installation and service of equipment.
- d) Prepare the mess menu to be adopted for each month/ week in tune with the agreement between 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 dinner, etc.
- g) Determine the cost of meal per diet from time to time in case of cooperative mess system.
- h) Arrange special dinner or other desired function in the mess and fix the financial limit of expenditure to be incurred on such occasions.
- i) The mess committee will ensure proper arrangement for mess facilities - Dining table, water container, crockery, safety, security, cleanliness and mess finances.

4.3 Mess Secretary

The Mess Secretary shall be nominated by the Provost from amongst one of the members of the mess committee by rotation;

The Mess Secretary shall:

- a) Convene meeting of the mess committee in consultation with the warden and shall maintain minutes for such meetings duly signed by the member
- b) Put up complaints of the residents , if any, before the mess committee for redressal;
- c) Assist the mess committee in purchase of mess related materials;
- d) Ensure the expenditure of the mess bill within normal limit except that of special dinner etc;
- e) Scrutinize and countersign monthly mess bill and ;
- f) Shall prepare the list of students making default in payment of mess bill and report the matter to the Chairperson of mess committee.
- g) Discharge all such other duties as assigned to him/her by the mess committee in connection with the mess matter.

4.4 Infrastructure Maintenance Committee:

This committee will ensure proper maintenance of hostel infrastructure such as building, adjoining park, water facility, electricity, hostel entrance, safety and security system, common room, guest room, furniture etc.

The committee will consist of the following:

- i. Warden: Ex-officio Chairperson
- ii. Three Students nominated by the Warden
- iii. One nominee of each FO and Registrar

4.5 Cultural and Literary Committee:

The objective of this committee is to develop an academic ambience in hostel life of the students. This committee will organize various events such as talks, collage, developing art galleries, hostel night, farewell party, etc.

The committee will consist of the following:

- i. Warden: Ex-officio Chairperson
- ii. Three Students nominated by the Warden
- iii. One nominee of each FO and

5. Rules of Residence

- I. No resident shall be allowed to shift from one room to another without the prior permission of the Warden/Provost. No furniture should be shifted from one room to another.
- II. 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 arrangements made.
- III. The resident shall hand over the complete charge of their room before vacating the hostel, and obtain a clearance certificate from the hostel office. A copy/ photocopy of clearance certificate is to be handed over to the Security Guard on duty before leaving the hostel premises.
- IV. The resident, who takes up a job, discontinues his/her studies or research, or who has completed his/her Ph.D./ M.Phil program in the middle of the session, shall inform the hostel office in writing and leave the hostel within one month after clearing all dues.

- V. The resident who does not inform the Provost/Warden of his/her taking up a job and does not obtain special permission to stay, shall be charged penal rent as decided by the hostel authorities.
- VI. The resident shall not engage any person for personal service in the hostel.
- VII. The residents are expected to come to the Dining Hall, Common Room and Visitor's Room properly dressed.
- VIII. Every resident shall inform the Hostel administration in writing about his absence from the hostel. He should also give his contact address (including email and telephone) during his absence from the hostel.
- IX. The resident is required to use their locks and not to leave the room unlocked when he/she is not in his/her room, in order to safeguard their personal belongings against theft.
- X. The resident is required to keep his/her vehicle locked in earmarked place for parking.
- XI. The resident is allowed to entertain his/her guest/guests only in Visitor's Room/ reception area from 9AM to 8PM.
- XII. The possession or consumption of any tobacco products, alcoholic drinks, narcotics and drugs is strictly prohibited in the hostel. Any resident or his/her guest violating any of the above rules shall invite disciplinary action against the resident.
- XIII. Possession of any weapon, iron rods, lathi, etc. are strictly prohibited in the hostel premises.
- XIV. Any of the hostel authorities has the right to inspect the room of any resident at any time, if considered necessary or expedient.
- XV. In order to maintain peaceful academic ambience in the hostel, loud music, shouting or hooting is not permitted.
- XVI. Any kind of political, communal or partisan activity in the hostel shall invite disciplinary action.
- XVII. Holding of any meeting, assembly or organizing any celebration in the hostel premises without the permission of hostel authorities may lead to disciplinary action.

- XVIII. The residents are required to obtain 'No Dues Certificate' from the hostel office at the time of taking admit cards for their University examinations and for submission of M.Phil/ Ph.D. thesis.
- XIX. In case of any contagious disease, the resident may be asked to vacate the hostel and the parents may be intimated accordingly.
- XX. If a research student gets scholarship/fellowship under which resident is entitled to house rent allowance, he/she shall pay HRA as per entitlement to the University hostel.
- XXI. Hostel administration believes in managing the hostel with the active participation of residents. Warden/Provost may assign appropriate responsibility to any of the residents for the smooth functioning of Hostel.

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

6. Rules pertaining to Mess:

- i. Every Hostel resident shall have to join the Hostel Mess except in case of medical grounds.
- ii. Every resident shall pay the diet charges for at least 15 days.
- iii. In case a student has to go out on long duration for research project, field work or on health grounds, in his/her case mess charges may be waived off for the said period.
- iv. In case of any leave, he/she has to inform Hostel Mess in writing at least one day before leaving.
- v. **Mess Payment Scheme:**
 - a. Display of Bill: 3rd of every month.
 - b. Last date of Payment of Bill: 10th of every month.
 - c. After 10th of every month, a fine of Rs. 10/- per day shall be imposed till the day of clearance.

- d. Name of defaulters shall be submitted to the Hostel Administration on 12th of the month.
- vi. Suitable action shall be taken by the Mess Committee and administration against the defaulter.
- vii. The residents shall have to take Hostel and Mess Dues Clearance Certificate without which they shall not be allowed to take University examinations.
- viii. Day scholars may be allowed to eat in the mess on payment of guest charges after prior permission of the warden.
- ix. Every resident shall give an undertaking that he/she will shoulder the responsibilities as assigned to him/her and observe the rules of mess.
- x. No meals will be served in the rooms. Meals should be taken only in Dining Hall.
- xi. The mess will be run according to the rules framed for the purpose by the Hostel authorities.
- xii. No rebate of any kind shall be given to the member for breakfast, lunch or dinner missed by him.
- xiii. Residents shall have their meals in the Dining Hall as per the schedule notified from time to time.
- xiv. In case of illness, a resident may be served food in his/her room with the permission of the warden.
- xv. Residents are not allowed to cook food inside their rooms.

7. Rules for Guests of Hostel Residents:

- i. A resident shall inform the warden well in advance (at least one day) about the arrival of his/her guest. Female guest shall not be allowed to stay in boy's hostel and vice-versa. 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.

- ii. The resident shall be directly responsible for the conduct of his guest. The guest should also produce the photo identification card while availing the guest facility in the hostel.
- iii. No guest shall be allowed to stay in the Guest Room for more than three days. In case an extension of stay is required permission has to be obtained from the Provost. A visitor can not become guest of a resident too often.
- iv. 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.
- v. Guest shall be charged at the rate decided by the Warden in consultation with the Provost from time to time. Guest has to stay in the guest room only. No guest shall be allowed to stay with the residents during the night. All guest charges should be paid in advance. Guest room will be booked on a first come-first serve basis with at least one day advance booking.

Registrar

8. Declaration of vehicle details to be kept in the hostel

Hostel residents shall not keep four wheelers (Car, Jeep, SUVs/ MUVs etc. and other four wheelers) in the university hostels. However the residents may be allowed to have two wheelers with prior permission of the Provost/ warden concerned. The residents who intend to keep a two wheeler have to submit following information at the time of admission:

- a. Type of vehicle
- b. Copy of vehicle registration certificate
- c. Copy of driving license.
- d. If vehicle is not owned by the resident, he/she must have to submit the details/identity proof and consent of the owner.
- e. Consent of the parents/ guardians.

9. 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 he/she shall abide by the wi-fi access policy of the University. Non-compliance with the Internet usage rules shall invite disciplinary action.

10. Electricity:

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

11. Hostel Fees

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

11. Discipline

11.1 General Discipline

- a. Every resident should get an identity card from the Hostel office and keep it in 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 student 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.
- f. At the time of admission, every student shall be required to sign a declaration that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor, the Proctor, the Provost and other authorities of the Hostel.

- g. In case any furniture/fixture issued/allotted to the student 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.
- 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. 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 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.

11.2 Procedure for Taking Disciplinary Action

The Provost (through Hostel Warden) can for any default on the part of the resident, shall 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 for any other reason deemed sufficient for taking a disciplinary action. The Provost or 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 Provost 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 Provost may take appropriate disciplinary action.
- d. The disciplinary action taken by the Provost shall be final which may be communicated to the Head of the Department or Research Supervisor concerned, if any, and the parent/guardian.
- e. In the absence of the Provost, the cases of indiscipline shall be reported to the Warden.
- f. The eviction shall be undertaken by an Eviction Committee to be constituted by the Provost 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.

11.3 General Regulations:

- i.** All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
- ii.** The Vice-Chancellor may delegate all or such powers as he deems proper to the Provost and to such other persons as he may specify in this behalf.
- iii.** Without prejudice to the generality of power to enforce discipline, the following shall amount to acts of gross indiscipline:
 - a. 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.
 - b. Carrying of/use of/ or threat to use any weapons;

- c. Violation of the status, dignity and honour of students belonging to the Scheduled Castes and Scheduled Tribes, Minorities, Women or Persons with Disabilities;
- d. Any attempt at bribing or corruption in any manner;
- e. Destruction of institutional property;
- f. Creating ill-will or intolerance on religious or communal grounds;
- g. Causing disruption in any manner of the academic functioning of the University system; and
- h. Ragging

iv. Without prejudice to the generality of 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 Provost, may in the exercise of his powers aforesaid, order or direct that any student or students:

- (a) Be expelled; or
- (b) Be rusticated for a specified period; or
- (c) Be not for a stated period, admitted to a course or courses of study in the University; or
- (d) Be fined with specified sum of rupees; or
- (e) Be debarred from taking any University Examination for one or more years; or
- (f) Be disqualified from the Examination(s) in which he/she has appeared.

11.4 Prohibition of and Punishment for Ragging

- i.** Ragging in any form is strictly prohibited, within the premises of hostel/Department and any part of Central university of Haryana system as well as on Public transport.
- ii.** 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.

iii. 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—

- a) Has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) 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.
- d) Prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploits the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Involves physical assault or threat to use of physical force.
- g) Violates the status, dignity and honour of women students;
- h) Violates the status, dignity and honour of students belonging to the Scheduled Castes and Scheduled Tribes;
- i) Exposes students to ridicule and contempt and affect their self-esteem;
- j) Entails verbal abuse and aggression, indecent gestures and obscene behaviour.

Following will also be covered under the act of ragging:

- a) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- b) 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;

- c) 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.
- d) 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.

iv. The Provost/Proctor or Warden shall take immediate action on any information of the occurrence of ragging.

v. Notwithstanding anything in Clause (iv) above, the Provost/Proctor may also *suo motto* 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.

vi. The Provost/Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.

vii. 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.

viii. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.

ix. 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.

x. Abetment to ragging, whether by way of any act, practice or incitement of ragging, will also amount to ragging.

xi. All the Hostels within the Central University of Haryana 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>.

12. 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 Haryana Ordinance No. 19 which is available at the University Website www.cuh.ac.in.

13. GENERAL INSTRUCTIONS

- i. 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.
- ii. Residents are expected to actively participate in the Hostel activities including managing of dining hall and the maintenance of gardens, etc.
- iii. 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 Provost 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 Provost shall be the competent authority to clarify the same. Any appeal against the orders of the Provost may lie with the Vice Chancellor.