

HOSTEL MANUAL



Central University of Haryana
NAAC Accredited 'A' Grade University

Jant-Pali, Mahendragarh
Haryana-123031, India





Message from Vice-Chancellor

The University Hostels take great care to provide their students with a neat, clean environment and comfortable living spaces. Wardens and hostel staff are available round the clock to assist students. Each hostel is equipped with a dining hall, canteen, several desks and water coolers, a visitors' lounge, and typically an outdoor court for sports like badminton and volleyball. The mess offers a balanced diet at reasonable rates. The Common Room is well-equipped with current magazines, newspapers, indoor games, LCD TV, and a music system. Additionally, each hostel provides internet connectivity through Wi-Fi and cyber cafes. Architecturally, the hostels are aesthetically designed with ample open space and greenery. The rooms are comfortable, furnished with fans, lights, and sturdy furniture. Each wing of the hostel features several verandas and balconies.

While comfort is essential, social interaction is equally important. Resident students are encouraged to participate in cultural and social activities. Colorful evenings of song and dance are common on campus, along with talent shows, dramas, and literary events. Hostel residents are encouraged to live harmoniously, fostering a sense of unity and mutual support, which enriches the hostel experience. It's undeniable that lifelong bonds and friendships are forged during these formative years in the hostel, creating cherished memories. The university experience is a significant milestone in an individual's life, serving as a stepping stone to adulthood filled with responsibilities and care. The hostels at the Central University of Haryana strive to provide an ideal atmosphere for the holistic development of students' personalities and serve as a launching pad for successful careers ahead.

Prof. Tankeshwar Kumar

HOSTEL ADMINISTRATION

S.No.	Designation & Hostel	Email Id.	Cont. No.
1.	Provost, Boys Hostel	Provostb@cuh.ac.in	8946947671
2.	Provost, Girls Hostel	Provostg@cuh.ac.in	9530025450
3.	Warden, S N Bose Boys Hostel	w_snbose@cuh.ac.in	9555851874
4.	Assistant Warden, S N Bose Hostel	w_snbose@cuh.ac.in	8318767897
5.	Warden, S Ramanujan Boys Hostel	w_ramanujan@cuh.ac.in	9650122015
6.	Assistant Warden, S Ramanujan Boys Hostel	w_ramanujan@cuh.ac.in	9896211720
7.	Warden, Homi J Bhabha Boys Hostel	w_homi@cuh.ac.in	6388377160
8.	Assistant Warden, Homi J Bhabha Boys Hostel	w_homi@cuh.ac.in	8285717090
9.	Warden, Janaki Ammal Girls Hostel	w_janaki@cuh.ac.in	7973252939
10.	Assistant Warden, APJ Abdul Kalam Girls Hostel	w_apj@cuh.ac.in	8684838348
11.	Warden, Asima Chatterjee Girls Hostel	w_asima@cuh.ac.in	8588856470
12.	Warden, Kalpana Chawla Girls Hostel	w_kalpana@cuh.ac.in	9996363764
13.	Additional warden		9992153155

Emergency Contact No.

S.No.	Designation & Hostel	Cont. No.
1.	Health Centre	01285-260216, 8684086870
2.	Ambulance	01285-260216
3.	Security In-charge	9053822045
4.	CUH, Gate No. 1	01285-260223
5.	CUH, Gate No. 2	01285-260224

6.	Internal Complaint Committee (ICC)	8627804688
7.	Anti-Ragging Committee	9560869477

LIST OF CONTANTS:

Sr. No.	Subject	Page. No.
1.	GENERAL	05
2.	ABOUT THE UNIVERSITY HOSTELS	05
3.	ADMISSION TO THE HOSTEL	05
4.	HOSTEL ADMINISTRATION	10
5.	OFFICE OF THE HOSTEL	15
6.	RESIDENTS PARTICIPATION IN HOSTEL ACTIVITIES:	17
7.	RULES OF RESIDENCE	20
8.	ATTENDANCE AND LEAVE	22
9.	HOSTEL MESS RULES	22
10.	RULES FOR GUESTS OF HOSTEL RESIDENTS	24
11.	FURNITURE AND EQUIPMENT	25
12.	MAINTENANCE OF LAWNS AND CLEANLINESS	26
13.	DECLARATION OF VEHICLE DETAILS TO BE KEPT IN THE HOSTEL	26
14.	INTERNET FACILITY	27
15.	ELECTRICITY	27
16.	DISCIPLINE	27
17.	PROCEDURE FOR TAKING DISCIPLINARY ACTION	30
18.	GENERAL REGULATIONS	30
19.	FOR GIRLS HOSTELS ONLY	31
20.	PROHIBITION AND PUNISHMENT FOR RAGGING	32
21.	PROHIBITION AND PUNISHMENT FOR SEXUAL HARASSMENT	35
22.	INTERNAL COMPLAINT COMMITTEE (ICC)	35
23.	STUDENT GRIEVRANCE REDRESSAL CELL	35
24.	ANTI-RAGGING COMMITTEE	35
25.	GENERAL INSTRUCTIONS	36
26.	BREACH OF GENERAL RULES OF THE UNIVERSITY	36

27. VIOLATION OF THE GENERAL LAWS OF THE LAND 36

28. REMOVAL OF DIFFICULTY 36

1. GENERAL

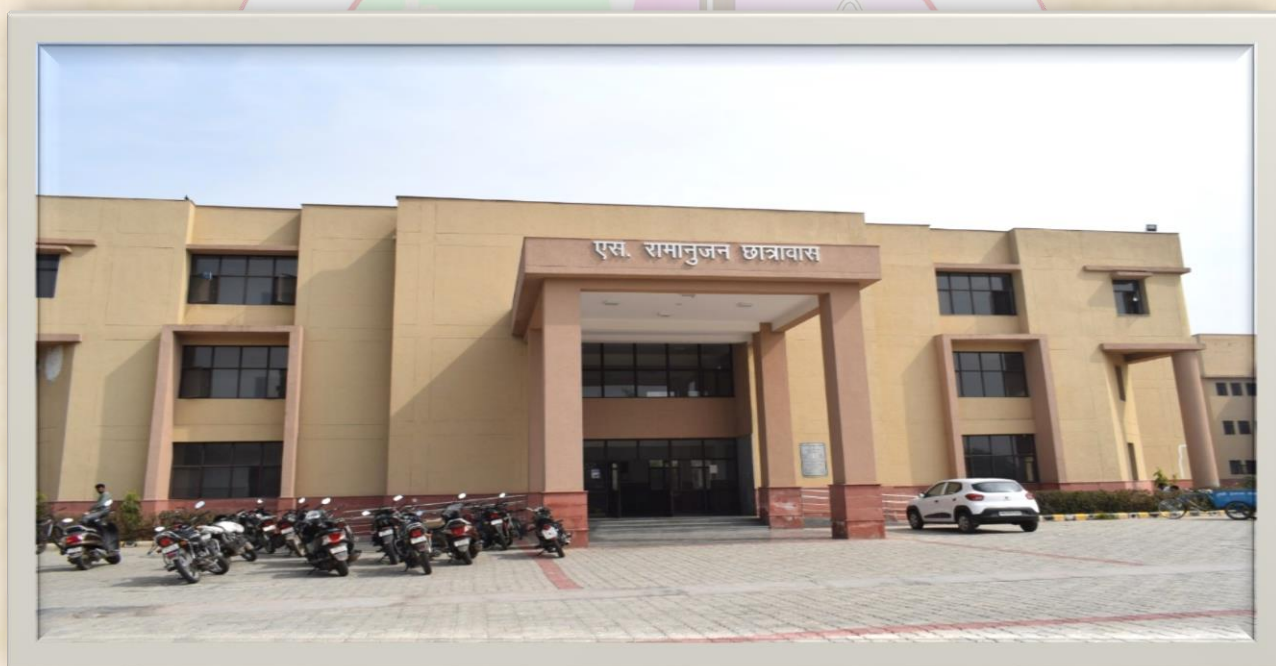
1.1 These rules shall be known as “Hostel Rules & Regulations”.

1.2 These rules shall supersede all the previous “Hostel Rules & Regulations”.

1.3 These rules shall come into force from such date as may be decided by the competent authority.

1.4 These rules shall apply to all Hostel residents of the Central University of Haryana.

2. ABOUT THE UNIVERSITY HOSTELS



विद्याधनं सर्वधनप्रधानम्

Hostels of Central University of Haryana were established in the year 2013 to provide accommodation to the full-time students of the University. The University has three girls (*Janaki Ammal Girls Hostel, Asima Chatterjee Girls Hostel and Kalpana Chawla Girls Hostel*) and four boy’s Hostels in campus (*S N Bose Boys Hostel, APJ Abdul Kalam Boys Hostel, S. Ramanujan Boys Hostel and Homi J. Bhabha Boys Hostel*). Each Hostel has 105 rooms and can accommodate approximately 315 students. TV room, reading Room, Internet room, Common Room facilities are available in all Hostels.

3. ADMISSION TO THE HOSTEL

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.
2. 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/University website. The admissions shall be made as per the Rules of the Hostel.
3. 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.
4. 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.
5. 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.
6. Students seeking admission to the Hostel must apply on the prescribed form (available online on university website).
7. All rights of admission to the University Hostels are reserved with the Provost.

3.1 ELIGIBILITY FOR ADMISSION

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

1. Applicant should be a full-time bonafide student of the University.
2. Students enrolled in Ph.D., Postgraduate, Degree and Diploma programmes of the Central University of Haryana shall be eligible for admission to Hostel. However, seats may be allotted in order of priority among various programmes of study.
3. He/she has not been debarred from Hostel/department on earlier occasions.
4. He/she is not employed or has joined any course outside Central University of Haryana.
5. He/she doesn't have the permanent address within the distance limit (60 KM) permitted by university.
6. Admission shall not be granted to a student in case there is any disciplinary action pending against him/her.

7. No dues must not be pending against the student for being eligible for admission to Hostel.
8. Admission shall not be granted to a student against whom disciplinary action was taken by a department/Hostel of the Central University of Haryana.
9. Suppression of information or giving wrong information pertaining to any of these eligibility criteria would make the student ineligible for admission in the Hostel.
10. Admission to the University Hostels will open at the beginning of the academic session and the regular students will be admitted through the HOD of the respective Teaching Departments strictly on the basis of Merit List to be approved by the Provost subject to the availability of accommodation.
11. In the case of same merit of students, distance of the student will be preferred.
12. Admission shall be sought afresh in every academic session subject to the satisfaction of the Provost/ Warden regarding proper conduct and regular payment of dues of Hostel, mess and canteen etc. in case of ex-residents.



13. Research scholars have to provide a certificate indicating the satisfactory progress of the research work from the supervisor duly forwarded by the Head of the Department.
14. Hostel administration may ask the residents to vacate Hostel rooms at the end of the academic year or during the summer/winter breaks for renovation/ electricity fittings or any other University need. In any situation Hostel resident will not insist

- on retaining the same room in the next academic session.
15. A student who has passed one programme from Central University of Haryana shall not be eligible for Hostel on his/her admission in the Programme of the same level.
 16. No student/resident will be allowed to admit/stay in the Hostel if FIR against him/her is pending.
 17. If any student gets Hostel accommodation on the basis of his/her admission in a particular department and subsequently he/she joins another department, Head of the concerned department must inform the Hostel authorities accordingly and allotment will be made as per merit in that department.
 18. Hostel accommodation is not transferable to any other person. In case of violation of this rule, the allotment shall be cancelled and disciplinary action will be taken against the allottee as well as the illegal occupant of the room according to law.
 19. A student suffering from an infectious disease will not be allowed to stay in the Hostel till he/she produces a certificate of medical fitness from the Medical Officer of the University.
 20. No employee or scholar cum employee will be allotted room in any of the Hostel.
 21. No student shall be entitled for a particular Hostel as a matter of right.
 22. Within a week of allotment, the students have to take possession of their allotted room failing which the allotment may be cancelled.
 23. Room allotment will be made by the concerned Warden only on production of the receipt of the payment of the prescribed charges/dues/fees/applications form. In case of students who have already lived in Hostel in preceding years, dues and furniture check is required prior to allotment of room.
 24. The Hostel administration reserves the right to refuse admission to any applicant without assigning any reason thereof.

3.2 CRITERIA FOR ALLOTMENT OF SEATS

1. Seats will be allotted Department-wise and programme-wise based on 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.
2. Distance to be determined based on Permanent Address/ residential address.
3. Reservation of Seats: SC: 15%; ST: 7.5% and PwBD: 4%.
4. Students of SC/ST and (PwBD on horizontal reservation basis) categories shall be given reservation in Hostel seats as per quota fixed according to GOI

rules.

3.3 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. Ph.D. student may be allowed to stay in the Hostel for a maximum of four years from the date of admission to the Ph.D. Programme.

A resident shall vacate the Hostel:

1. Within one week of the end of the academic calendar.
2. Within one month of his/her submission of dissertation/thesis in case of Ph.D. Programmes.
3. Within one week of his/her cancellation of admission.

3.4 WITHDRAWAL OF THE HOSTEL ACCOMMODATION

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

1. Non-payment of Hostel/mess dues for consecutive two months.
2. Indulging in any anti-social activities in or, outside the Hostel.
3. Causing any damage to the Hostel property.
4. Ceasing to be a regular and full-time student.
5. 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.
6. The eviction process will be initiated by the warden in consultation with the Provost.

3.5 ACCOMMODATION OF STUDENTS



Hostel facility shall be available on sharing basis only. However, keeping in view paucity of rooms Warden may allot one additional student to the Hostel room.

4. HOSTEL ADMINISTRATION

4.1 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.

4.1.1 APPOINTMENT

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

4.1.2 HONORARIUM

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

4.1.3 ACCOMMODATION

Provost shall be entitled for accommodation in the University Campus on priority basis as per entitlement.

4.1.4 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. He/She will be responsible for the allotment of Hostel rooms in accordance with the policy laid down by the university and for the maintenance of discipline within the Hostel premises.

4.1.5 POWERS AND FUNCTIONS

The Provost shall:

1. Allot Hostel rooms,
2. Take measures to prevent incidence of Ragging.
3. Maintain discipline and supervise the cultural activities of the students residing in the Hostels.
4. 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.

5. The Provost shall reserve the right to deny entry of any visitor or student Guest who, in his/her opinion, is likely to disturb the peace of the Hostel.
6. Attend to the cases of misbehavior and indiscipline of students residing in the Hostels.
7. Attend to cases of illness of students residing in the Hostels.
8. The Provost in consultation with Warden(s) shall plan and supervise the extracurricular activities of the Hostel including social service.
9. The Provost shall nominate the Treasurer of the Hostel from amongst the Wardens/assistant 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 imprest account.
10. The Provost may sanction payment or refund of all kinds of security deposit to Mess contractors/ suppliers/ students.
11. The Provost shall examine the bank reconciliation statement of all accounts pertaining to the concerned Hostel(s).
12. 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.

13. 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).
14. The Provost shall write annual confidential report of Hostel employee and submit the same to registrar/VC office.
15. The Provost shall properly pursue the complaint(s) concerning civil and electrical works, repairs/replacement or procurement of furniture, fittings etc.
16. 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.
17. 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.
18. In absence of the Provost the duties of Provost shall be performed by the warden/person to whom she/he hands over the charge.

4.2. WARDEN

There may be one Warden appointed by the University for each Hostel.

4.2.1 APPOINTMENT

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

4.2.2 HONORARIUM

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

4.2.3 ACCOMMODATION

Warden shall be entitled for accommodation in the University Campus on priority basis as per entitlement.

4.2.4 JURISDICTION

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

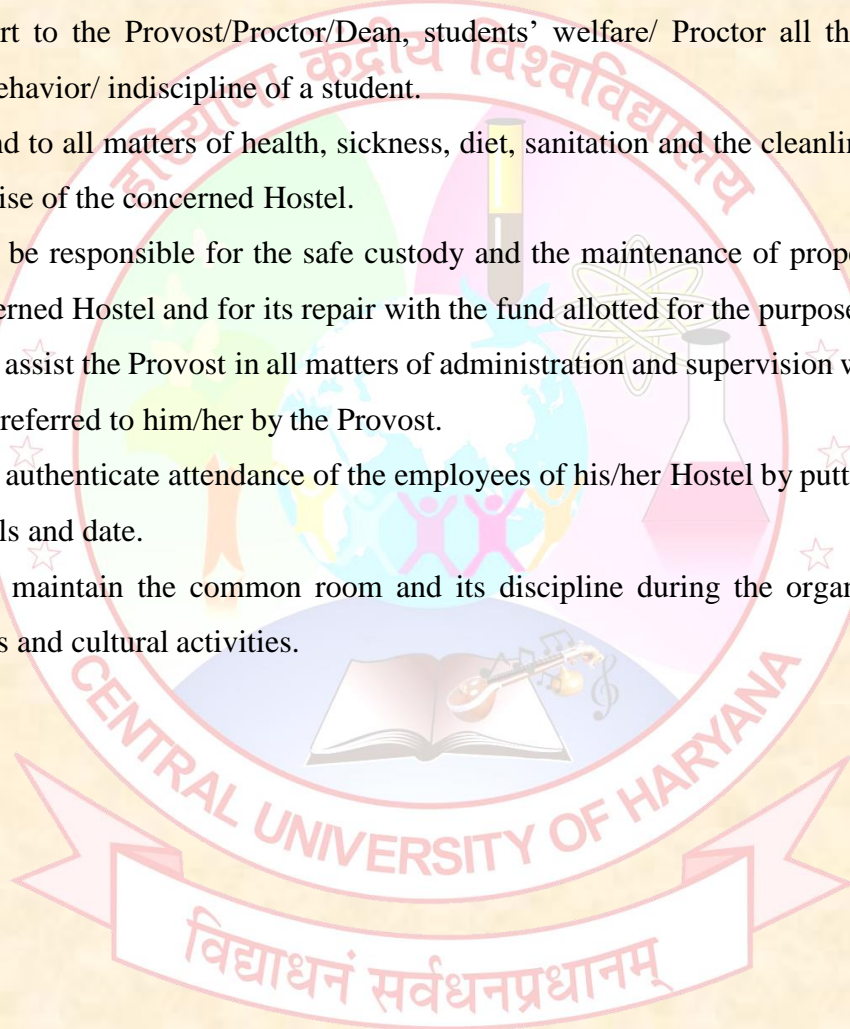
4.2.5 POWERS AND FUNCTIONS

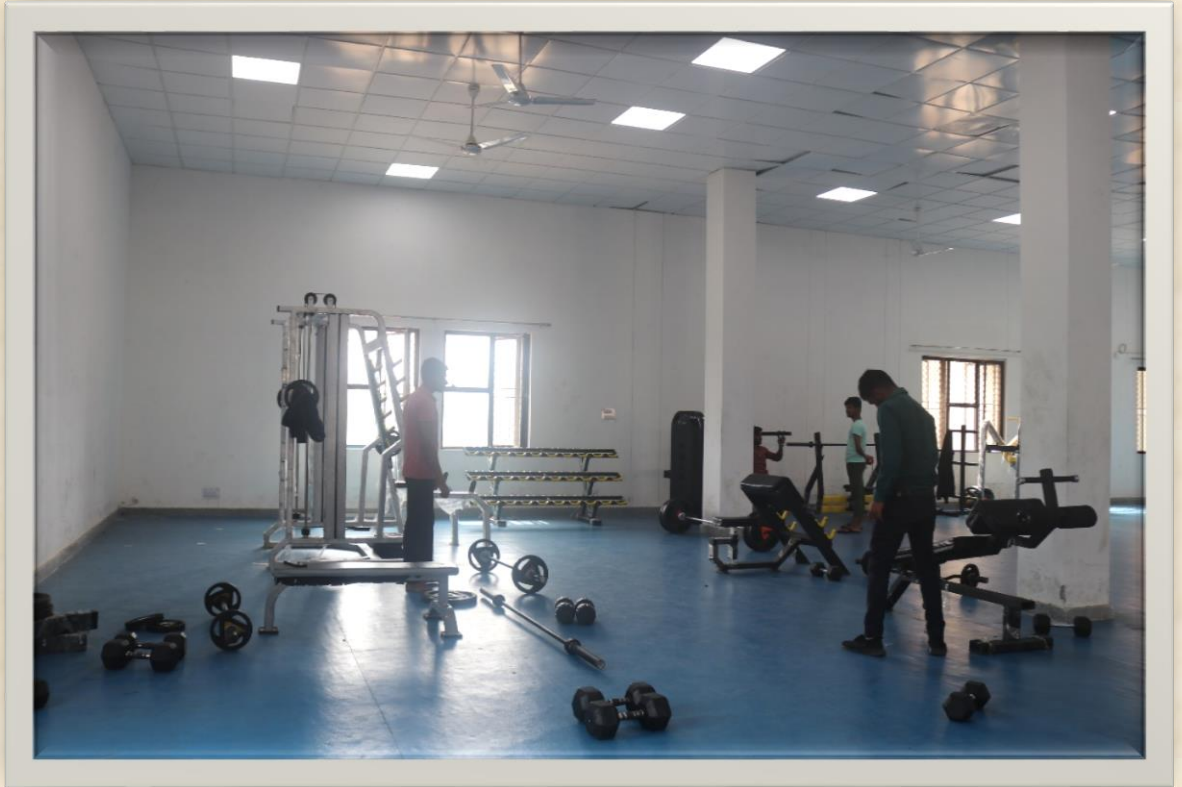
The Warden shall:

1. 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.
2. 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.

3. Assist the Provost in the allotment of rooms to students.
4. Take measures to prevent incidents of ragging.
5. Keep contact with the residents and take care of students in case of illness in the Hostel.
6. 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.
7. Report to the Provost/Proctor/Dean, students' welfare/ Proctor all the cases of misbehavior/ indiscipline of a student.
8. Attend to all matters of health, sickness, diet, sanitation and the cleanliness of the premise of the concerned Hostel.
9. 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.
10. Shall assist the Provost in all matters of administration and supervision which have been referred to him/her by the Provost.
11. Shall authenticate attendance of the employees of his/her Hostel by putting his/her initials and date.
12. Shall maintain the common room and its discipline during the organization of sports and cultural activities.





13. Shall permit the opening of common room beyond the prescribed hours on special occasions and shall take care of complaints relating to common room.
14. Shall supervise the functioning of the mess and the engagement and the working of the mess manager, cook, and helper under his /her charge with the assistance of the mess committee.
15. Shall draw temporary advance for hostel related work if necessary and ensure its proper adjustment.
16. 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.
17. Shall examine cases of the mess security refund to the student.
18. Shall take appropriate measures for purchase /procurement of newspapers and magazines and also their sale proceeds.
19. He/She shall normally attend the Hostel office daily for one hour on all working days.
20. He/She shall report to the Medical Officer all cases of illness or accidents and ensure that the students concerned receive proper medical care. He/She will also

inform the Provost of all such cases.

21. He/She will inspect the kitchen, the dining room, the common room, the bath rooms and lavatories etc. regularly, and when any defects are noticed, he/she will have it set right by his/her staff. If the defect is such as cannot be remedied by his/her staff, he/she will report to the Executive Engineer, under intimation to the provost.
22. He/She shall, with the help of his/her staff, check the unauthorized use of electrical appliances.
23. He/She shall be responsible for the proper organization and conduct of Hostel functions, festivals, etc.
24. Warden will work in coordination with Provost.
25. Expulsion from Hostel in consultation with the Provost.
26. Warden will supervise the work of Hostel Warden/Hostel staff in the matters related to discipline/ragging/food arrangements/welfare activities in the Hostels.

4.3 ASSISTANT WARDEN/S

4.3.1 APPOINTMENT

Assistant warden(s) will be appointed by Vice Chancellor from time to time as per the requirement of Hostels. Assistant wardens may be appointed for every additional 150 students. Assistant warden will function as per duties assigned to him/her from time to time by warden/ Provost. In the absence of warden assistant warden will function as warden.

4.3.1 HONORARIUM

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

4.3.2 ACCOMMODATION

Assistant Warden shall be entitled for accommodation in the University Campus on priority basis as per entitlement.

4.3.3 JURISDICTION

The Assistant Warden shall look after all the affairs of Hostel assigned to him/her.

4.3.4 POWERS AND FUNCTIONS

1. The assistant warden will have the authority to enter in the room of any student and also make a search of the room, when necessary.
2. The assistant warden will have the authority to confiscate any unauthorized electric appliances/gadgets being used by a resident and also to impose or recommend the imposition of a fine for such unauthorized use in consultation with warden.
3. Subject to the instructions that may be issued from time to time by the Provost/ Warden, the

assistant warden will make allotment/ re-allotment of rooms in his/her Hostel and such allotment shall be final.

5. OFFICE OF THE HOSTEL

There shall be one office in each Hostel having an attendant/Clerk and at least one Peon. The office shall ordinarily function from 9.00 AM to 5.30 PM on each working day.

5.1 OFFICE ATTENDANT/CLERK

The Office Clerk shall perform following functions:

1. The office clerk will have Supervisory control over the staff including chowkidar, sweeper, etc.
2. He/she will check the attendance register of Hostel staff and student resident and keep it under his/her custody.
3. He/she will keep liaison with all Wardens of the Hostel.
4. He/she will maintain list of Hostel residents along with their guardian's permanent address and such other information as necessary for smooth running of the Hostel.
5. He/she will account for the cash balance and its verification at the end of the month and will have in his custody receipts and cheque books.
6. He/she will check the bills and maintain all the ledgers, registers of deposits, contracts and stock books.
7. He/she will issue no-dues certificates to students/staff in consultation with warden/assistant warden and attend to the observations of internal audit department.
8. He/she will attend to internal audit objections, initiate write-off proceedings of unusable items and prepare bank reconciliation statements. He/she will maintain leave account of staff.
9. He/she will keep in his/her custody, impress money and vouchers and maintain its account, prepare wage bills of daily wagers, deposit the collected charges of different accounts to Hostel account.
10. He/she will collect cash/cheque and issue receipts and pay bills, if any, after due scrutiny and on the authority of Warden.
11. He/she will deposit cash to bank and maintain its receipts and keep safe custody of receipt books used. He/she will maintain temporary advance register, manage adjustment of advances and will retain paid vouchers and counterfoils of cheques.

5.2 CHOWKIDAR (SECURITY GUARD)

The Hostel chowkidar will:

1. Check the entry of unauthorized persons.

2. Safe custody of keys of entry points and office rooms, ensure that no property belonging to the Hostel/university is removed by unauthorized persons.
3. Brag stray cattle/dogs from the Hostel and its surroundings.
4. Patrolling of building and other installation.
5. Report the cases of theft, sabotage or fire, etc., to Hostel authorities and security officers at once.
6. Overall watch and ward duty.
7. Report the incident of ragging.
8. Any other duty assigned by the Hostel authorities/security officer.

5.3 SAFAIWALA (SWEEPER)



Safaiwala will;

1. Keep building premise, roads, lavatories etc., neat and clean.
2. Make economic use of cleaning materials.
3. Bring to the notice of the Hostel authorities those places (not allotted to him/her) where insanitary conditions are noticed by him/her.
4. Dispose-off garbage etc., at the appropriate place.
5. Co-operate with other safaiwalas wherever required.
6. Perform other duties as may be assigned by Hostel authorities/in-charge, Sanitary &

Support Services.

6. RESIDENTS PARTICIPATION IN HOSTEL ACTIVITIES:

The students shall be involved in the functioning of Hostel through various committees constituted by the respective Hostel Warden/Assistant Warden.

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:

6.1 Mess committee



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

- The warden, and assistant warden, if any, as the ex-officio chairperson.
- Five student representatives nominated by the warden and assistant warden.
- Any other member may be nominated by the Provost.

6.2 Function of Mess Committee

The Mess Committee shall;

- Supervise the working of the mess.
- Ensure execution of mess rules.

- c) Supervise/monitor the quality and shall suggest improvement of food and services in the mess.
- d) Arrange special dinner or other desired function in the mess.
- e) The mess committee will ensure proper arrangement for mess facilities-Dining table, water container, crockery, safety, security, cleanliness.

6.3 Mess Secretary

The Mess Secretary shall be nominated by the warden/assistant warden 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/assistant 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) Shall prepare the list of students making default in payment of mess bill and report the matter to the warden/assistant warden.
- d) Discharge all such other duties as assigned to him/her by the mess committee in connection with the mess matter.

6.4 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, and assistant warden, if any, Ex-officio Chairperson.
- ii. One member from infrastructure branch.
- iii. Five Students nominated by the Warden.

6.5 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, and assistant warden, if any; Ex-officio Chairperson.
- ii. Five Students nominated by the Warden/assistant warden.

6.6. Sports and culture Committee



Sports and culture committee shall organize different sports and cultural activities in consultation with warden/assistant warden. Inter Hostel sports and cultural activities may be organized by the Provost/warden.

The committee will consist of the following:

- i Warden and assistant warden if any: Ex-officio Chairperson.
- ii Five Students nominated by the Warden/assistant warden.

6.7. Discipline Committee

The committee will consist of the following:

- i Provost, Warden and Assistant Warden.

- ii Two students nominated by the Provost/Warden.

7. RULES OF RESIDENCE

1. 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.
2. 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.
3. 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.
4. The resident, who takes up a job, discontinues his/her studies or research, or who has completed his/her Ph.D. 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. ☆
5. 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.
6. The resident shall not engage any person for personal service in the Hostel.
7. The residents are expected to come to the Dining Hall, Common Room and Visitor's Room properly dressed.
8. 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.
9. 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.
10. The resident is required to keep his/her vehicle (two wheelers only) locked in earmarked place for parking.
11. The resident is allowed to entertain his/her Guest/Guests only in Visitor's Room/ reception area from 9 AM to 8 PM.
12. 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. If found violating this would be fined Rs. 2000/- in first instance (One thousand rupees only) and found guilty in second instance would be terminated from the Hostel. All the residents of that room will be punished equally.

13. Possession of any weapon, gun, iron rods, etc. are strictly prohibited in the Hostel premises. If found violating this would be fined Rs. 2000/ in first instance (two thousand rupees only) and found guilty in second instance would be terminated from the hostel.
14. Any of the Hostel authorities has the right to inspect the room of any resident at any time, if considered necessary or expedient.
15. In order to maintain peaceful academic ambience in the Hostel, loud music, shouting or hooting is not permitted. If found violating this would be fined Rs. 1000/ in first instance (one thousand rupees only) with seizing of appliance by the hostel administration and if found guilty in second instance suspension for 15 days from the hostel.
16. Any kind of political, communal or partisan activity in the Hostel shall invite disciplinary action.
17. Performing any kind of religious activity in the common rooms/space of the hostel without permission of the competent authority is not permitted.
18. Holding of any meeting, assembly or organizing any celebration in the Hostel premises without the permission of Hostel authorities may lead to disciplinary action.
19. 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 Ph.D. thesis.
20. In case of any contagious disease, the resident may be asked to vacate the Hostel and the parents may be intimated accordingly.
21. If a research scholars gets scholarship/fellowship under which resident is entitled to house rent allowance, he/she shall pay HRA as per entitlement to the University Hostel.
22. Hostel administration believes in managing the Hostel with the active participation of residents. Provost/Warden may assign appropriate responsibility to any of the residents for the smooth functioning of Hostel.

23. An undertaking to adhere the hostel manual will be compulsorily filled by the all residents at the time of hostel allotment.

24. Damaging to hostel property will be taken seriously and double the cost of damage will be taken from the residents as fine and in case of unidentified person responsible for damage of property, entire floor/wing/hostel will be penalized equally.

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.

8. ATTENDANCE AND LEAVE

1. Leave for absence from the department shall not automatically entitle a student to leave the Hostel without the permission of the Hostel Warden/Warden. When a student wishes to leave the Hostel for one or more days or night, he/she may apply to the Hostel Warden/Warden, in writing and get his/her permission. Leave should be sanctioned before it is availed of.
2. A student absenting himself/herself from the Hostel without getting his/her leave sanctioned may be subjected to a fine or other disciplinary action. If found violating this would be fined Rs. 1000/ in first instance (one thousand rupees only) and found guilty in second instance suspension for 15 days from the hostel.
3. A register will be maintained for the purpose by the security guard in which due entries will be made by boarders coming late in the night or after closing time of Hostel gate whichever is applicable.

9. HOSTEL MESS RULES

1. Every Hostel will have a mess or messes which are run by private contractors under the supervision of the Hostel administration.
2. All the messes have to use LPG as fuel for cooking. Maintenance, operation, refilling and security of LPG gas connections will be the responsibility of the contractor running the mess. The connections of LPG in the Hostel messes should be commercial.
3. The mess arrangement of the Hostel is compulsory for all the inmates without any

exception that is no student is allowed to stay in the Hostel without being a member of the mess.

4. Mess/food charges will be as per mess tender rule decided on yearly basis.

5. Any student of the University who is not the resident of the Hostel concerned shall not be allowed to join the mess of that Hostel. Only authorized Guests (authorized by the Warden in writing) may take food by paying additional charge (as decided by the Hostel administration) over and above the regular diet charges. (Guest Diet Charges).
6. Resident students must not waste food and observe cleanliness in the dining hall.
7. Students should not ask mess employees to prepare special dishes for them.
8. Students and those not on duty should not enter into kitchen. Duration of dining hours will be decided by the Warden in consultation with Mess Committee.
9. The mess timing has to be adhered by the students and their Guests if any. A breach of the above rules will render the students liable to fine and/or disciplinary action, including expulsion from the Hostel, removal from the university, etc.

9.1. DIET REGISTER

1. There will be maintained date wise account of the diet taken by each member of the mess in a register. The responsibility of maintaining diet register shall be of the Contractor running the mess.
2. Prior to taking a meal, every student has to make entry in the diet register kept in the dining hall. Failure to sign this register will not excuse the student of the liability to pay meal charges.

9.2 DINNING HALL



1. All the resident students and their Guests, if any, will have to take meals in the dining hall. Sick students may be allowed to have sick diet in their rooms with the permission of the Warden.
2. In no case students will be allowed to take the mess food outside dining hall.
3. Impersonation i.e., eating or signing the diet register for bonafide student is prohibited and defaulters will be dealt with as per disciplinary rules.
4. Any altercation with the mess manager and the mess staff is not allowed. If there is any grievance, it may be recorded in the suggestion book which will be brought to the notice of the Mess Committee.
5. Taking alcoholic drink or smoking in the dining hall is strictly prohibited and is punishable offence.
6. Taking of mess utensils outside dining hall is not permitted.
7. Residents shall have their meals in the Dining Hall as per the schedule notified from time to time.
8. Residents are not allowed to cook food inside their rooms.

9.3. MESS PAYMENT SCHEME

1. Display of Bill: 3rd of every month.
2. Last date of Payment of Bill: 10th of every month.
3. After 10th of every month, a fine of Rs. 10/- per day shall be imposed till the day of clearance.
4. Name of defaulters shall be submitted to the Hostel Administration on 15th of the month.
5. Suitable action shall be taken by the Mess Committee **in consultation with hostel administration** against the defaulter.
6. The residents shall have to take Hostel and Mess Dues Clearance Certificate without which they shall not be allowed to take University examinations.
7. Day scholars may be allowed to eat in the mess on payment of Guest charges (revised time to time) after prior permission of the warden.
8. Every resident shall give an undertaking that he/she will shoulder the responsibilities as assigned to him/her and observe the rules of mess.
9. The mess will be run according to the rules framed for the purpose by the Hostel authorities.

10. RULES FOR GUESTS OF HOSTEL RESIDENTS

1. A resident shall inform the Provost/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.
2. 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.
3. 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.
4. 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.
5. 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.

6. Charges of Guest room in Hostel (as decided by the University)
7. No resident shall keep a Guest in his/her room except with the prior permission of the Hostel Warden/Warden.
8. Names of the Guests staying in the Hostel shall be entered in the Guest's Register maintained in the Hostel.
9. The guest room at the gate of the Girl's Hostel complex will be kept open only during the visiting hours as notified from time to time. It may be opened during non-visiting hours if a relative comes to meet a resident but only on permission from the Hostel Warden.
10. A student keeping a Guest without the permission of the Warden/ Hostel Warden shall be liable to disciplinary action.
11. Residents are required to meet their Guests in reception area only.

11. FURNITURE AND EQUIPMENT

1. Residents shall keep their rooms neat and tidy and shall be responsible jointly and severally for the furniture/Fan/fittings and any other items present/issued in their rooms at the time of occupation. If a student observes any damages or defect in the above at the time of occupation, it will be his/her duty to bring it in the notice of the Hostel office, failing which it will be presumed that everything was in order at the time of occupation.
2. Furniture shall not be removed from one room to another. The furniture belonging to the Common Room, Dining Hall, Hostel Office and the Hostel Guest Room shall not be taken out or brought into the rooms. Anybody indulging in this will be liable to disciplinary action. **If found violating this would be fined Rs. 500/ in first instance (five hundred rupees only) and found guilty in second instance would be fined Rs. 1000/ (One thousand rupees only).**
3. When a student vacates his/her room before the summer break or after withdrawal or expulsion, he/she shall return furniture and other property issued to him/her to the Hostel office in good condition, failing which he/she shall be liable to pay the entire cost of such furniture/equipment or other property. Repair charges for any damage to the furniture will have to be paid by the residents. In case of any willful

damage to the University property (including furniture, cots, rescanning of chairs etc.) the cost of damage along with penalty will be realized from the defaulter (s) and will be punished according to law if the authority thinks proper.

12. MAINTENANCE OF LAWNS AND CLEANLINESS

1. The lawns around the Hostels are meant for the benefit of the residents and for improving the ambience of the Hostels. Students are expected to help and take interest in their maintenance. They shall avoid crossing the lawns and shall use only the passages that are provided. Hedges shall not be tampered with nor shall flowers be plucked.
2. Cycling/vehicle driving/vehicle parking in the lawns and verandas is strictly prohibited.
3. Spitting, except at places meant for such purposes, is strictly forbidden.
4. Walls, furniture and doors etc. shall not be disfigured or damaged with ink, pencil, chalk or knives etc.
5. Wash basins shall not be plucked/block with sand, mud or any other extraneous material.

13. 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.

If found violating this would be fined in the first instance Rs.500/- (Rupees Five Hundreds). If found guilty second time, the fine will be Rs. 1000/- (Rupees One Thousand) and found guilty for the third time, he/she will be evicted from the Hostel.

14. 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.

15. ELECTRICITY

1. 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/laptops.
2. The use of LED tube light/bulbs only will be permitted in Hostel rooms. Students may have their own table lamps. LED bulbs are supplied by the University one time only at the time of allotment. Students should bring their own after that.
3. Residents using desert/room coolers will be charged Rs. 600/- per month per room/per cooler with the prior permission of the Warden/assistant warden. Residents will not be allowed to use heater/electric iron/electric rod/induction etc. However electric kettle is allowed. Any violation of this rule will be liable to disciplinary action.
4. Tampering with the electric installations shall be treated as a serious offence & the wrong done will be punished according to law. When there is need for carrying out a repair, the electrician should be called in. **If found violating this would be fined double the actual cost of that items.**

16. DISCIPLINE

16.1 General Discipline

1. Every resident may be provided an identity card from the Hostel office which should be kept in his personal possession for verification on demand.
2. Every resident will strictly follow Hostel timings as notified by university authorities from time to time with respect to entry from main gate, Hostel building and mess timings. If found guilty would be fined in the first instance Rs.500/- (Rupees Five Hundreds). If found guilty second time, the fine will be Rs. 1000/- (Rupees One Thousand) and found guilty for the third time, he/she will be evicted from the Hostel.
3. Guests shall be received only in the reception area of the Hostel. They shall not be entertained in the living room of the residents. A Hostel resident found guilty of harboring unauthorized person(s) in his/her room would be fined in the first instance **Rs.1000/- (Rupees one thousand only). If found guilty third time, he/she will be evicted from the Hostel.**
4. Every resident shall follow the Entry/Exit policy of the Hostel.
5. Entry and exit timing of the hostel will be decided by the University administration and tentatively it will be 5.00 AM to 10.00 PM for summer and 6.00 AM to 9.30 PM for the winter season.

6. 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.
7. At the time of admission, every student shall be required to sign a declaration that he submits himself to the disciplinary jurisdiction of the discipline committee.
8. 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 **double of the** original price of the article.
9. 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.
10. 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/Assistant Warden.
11. No resident shall indulge in any activity other than academic and co-curricular.
12. 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.
13. 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. **If found violating this would be fined Rs. 2000/ to all the involved residents in first instance (two thousand rupees only) and found guilty in second instance would be terminated from the hostel.**
14. Any kind of provocative meeting or assembly by a group of students shall amount to an act of indiscipline.
15. For organizing any group event of cultural or religious significance, resident/residents concerned shall take prior permission of the Hostel authorities.
16. There will be provision of furniture in the resident's room according to prescribed norms. No demand for additional furniture will be entertained.
17. The inmate of a room is responsible for the care of all furniture and fittings in and near his room. Before leaving the Hostel at the end of the session, he/she must hand over the room with all the furniture and things to his Warden and obtain a receipt thereof. Any damage other than wear and tear will be chargeable. In fact, the care of Hostel property under use of a resident is his responsibility. The residents found responsible for any damage or loss of the Hostel property will be charged thereof individually or

collectively, as the case may be, and they may also be liable to disciplinary action. The decision of the Provost/Warden will be final in this regard.

18. The residents shall switch off lights, fans and other electrical gadgets of their rooms while going out of the room.
19. The students must not tamper with the electrical fixtures in their rooms in the Hostel premises or use any unauthorized electrical gadget like TV, room/water heater, desert cooler etc. Students are authorized to use only one personal computer, mobile phone charger, laptop charger and a table lamp as electrical/ electronic gadget in his/her room. Any violation will amount to breach of Hostel rules. Room cooking is strictly prohibited. **If found violating this would be fined Rs. 2000/ in first instance (two thousand rupees only) and found guilty in second instance would be terminated from the hostel.**
20. The university shall not be responsible for any loss or damage of the personal belonging of the residents. They have to use their own locks in their rooms and take care of their personal belongings.
21. An indulgence in any act of intimidation or violence or riotous behavior will be taken seriously and firmly dealt with. **If found violating this would be fined Rs. 2000/ in first instance (two thousand rupees only) and found guilty in second instance would be terminated from the hostel.**
22. Use of narcotics, tobacco, consumption of alcoholic beverages and gambling in the Hostel are strictly prohibited.
23. The residents shall not organize any religious or political function (other than those related to student's activities) within the premises of the Hostel except with the prior permission of the Vice-Chancellor.
24. Students can't hold any meeting or organize any activity within the Hostel premises without the prior permission of the Hostel administration concerned and such permission should be normally sought at least 48 hours in advance.
25. No Resident shall leave Central University of Haryana, Jant-Pali, Mahendergarh during the teaching and examination schedules (except holidays/breaks). In case of emergency resident may leave with the written permission of the Provost/Warden.
26. Any issue related to Hostel premises (mess, water, electricity, etc.) should be raised with immediate authority; initially to warden and assistant warden; next Provost and if issue has not been resolved resident may approach to competent authority.
27. All types of misbehavior and violation of university rules and regulations done by

students outside the Hostel premises, action to be taken by Proctor in consultation with Provost and warden of concerned Hostel.

17. PROCEDURE FOR TAKING DISCIPLINARY ACTION

1. The Provost (through Hostel Warden) can take disciplinary 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 behavior, or for any other reason deemed sufficient for taking a disciplinary action.
2. The Provost or Warden may issue any warning, intimate the parent/guardian, Head of Department/Supervisor, if any, impose fine, double lock the room, change the Hostel, 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:

1. 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.
2. 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.
3. If no reply is received from the defaulting resident within the stipulated time, the Provost may take appropriate disciplinary action.
4. 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.
5. In the absence of the Provost, the cases of indiscipline shall be reported to the Warden.
6. 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 Hostel authorities.

18. GENERAL REGULATIONS

1. All powers relating to discipline and disciplinary action are vested with discipline committee.
2. Without prejudice to the generality of power to enforce discipline, the following shall amount to acts of gross indiscipline. Same will be taken seriously and appropriate action will be taken by the University administration.
3. 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.
Carrying of/use of/ or threat to use any weapons.

4. Any attempt at bribing or corruption in any manner.
5. Destruction of institutional property.
6. Creating ill-will or intolerance on religious or communal grounds.
7. Causing disruption in any manner of the academic functioning of the University system.
8. 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, discipline committee may order or direct that any student or students:
9. Be expelled; or
 - a) Be rusticated for a specified period; or
 - b) Be not for a stated period, admitted to a course or courses of study in the University; or
 - c) Be fined with specified sum of rupees; or
 - d) Be debarred from taking any University Examination for one or more years; or
 - e) Be disqualified from the Examination(s) in which he/she has appeared.

19. FOR GIRLS HOSTELS ONLY

1. At the time of admission of their ward, parents/guardians must submit a list of relatives with ID proof to the Hostel Warden, whose names and signs will be approved by the parents who will be allowed to see the girl and accompany her. The guests are expected to sign the guest's register and state their relation.
2. The resident staying in the department after the regular departmental hours should submit written permission from the HOD/Supervisor of the Department to the Hostel Warden.
3. All applications for any kind of leave should be written by the resident student herself and submitted to Hostel Warden giving full address of the place where they intend to go. If a girl student who wants to visit persons or families living in the university campus. Further the persons or families will own the responsibility of the resident in writing.
4. Leave must be sanctioned before a student avails it. Residents, who absent themselves in anticipation of sanction, will ordinarily be considered as absent without leave.
5. The resident should bear the Hostel identity card.
6. All the residents are expected to be in their rooms at the time of roll-call which will be taken by the lady staff on timings fixed time to time by university.
7. The Hostel gate will close 15 minutes earlier before the attendance. After the above-mentioned

hours late entries will be made in the register maintained for the purpose by the night attendant.

8. In case of late entry in the girl's Hostels, appropriate disciplinary action will be taken.
9. Residents returning from home must report themselves before the roll call time.

20. PROHIBITION AND PUNISHMENT FOR RAGGING



DON'T 'RAG'
ALSO
DON'T BE A
MUTE WITNESS
TO 'RAGGING'

What is Ragging?
Any act resulting in:
■ Mental / Physical / Sexual abuse
■ Verbal abuse
■ Indecent behaviour
■ Criminal intimidation / Wrongful restraint
■ Undermining human dignity
■ Financial exploitation / Extortion
■ Use of force

A student indulging in ragging can be:
■ Expelled from the institution
■ Banned from the mess / hostel
■ His/ her scholarship can be withdrawn
■ Debarred from examinations
■ Denied admission to any institution
■ Prosecuted for criminal action
■ Institutions have been asked to file FIR with local police against those who RAG / ABET ragging

Each of the above is a criminal offence

GO AHEAD, REPORT RAGGING

RAGGING IN ANY FORM IS PUNISHABLE

Join Hands to make your Campus Ragging Free

1. 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.
2. 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.
3. Ragging, ordinarily means any act, conduct or practice by which dominant power or status of senior student is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which-
 - i. Has the effect of teasing, treating or handling with rudeness a fresher or any other student.
 - ii. Is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
 - iii. Has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

- iv. Prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- v. Exploits the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- vi. Involves physical assault or threat to use of physical force.
- vii. Violation of the status, dignity and honor of students belonging to the Scheduled Castes and Scheduled Tribes, Minorities, Women or Persons with Disabilities.
- viii. Exposes students to ridicule and contempt and affect their self-esteem;
- ix. Entails verbal abuse and aggression, indecent gestures and obscene behavior.

Following will also be covered under the act of ragging:

1. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students. 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 dangerto health or person;
2. 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 embarrassment to fresher or any other student.
3. 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.

21. PUNISHMENTS FOR RAGGING

Punishments may comprise of one or more of the following:

1. An order rustivating a student for a stated period, under intimation to other Universities in India.
2. An order expelling a student from the University whether for all time to come for a stated period, under intimation to other Universities in India.
3. An order directing banishment of a student from a faculty or a Hostel whether for all time to come for a stated period, under intimation to other Universities in India.
4. An order suspending a student for a period exceeding three months from all activities of the University, Faculty or Hostel or only from specified activities.
5. An order directing a student to pay fine up to, but not exceeding Rs.1000/-.
6. An order causing eviction of a student from the Hostel.

7. An order directing entry of adverse remarks in the character roll of a student.
8. An order directing a student to vacate the Hostel and prohibiting him from re-entering the Hostel for a period not exceeding 10 days.
9. An order directing a student to cease and desist from indulging in any act or acts of indiscipline.
10. An order warning a student.
11. The Provost/Proctor or Warden shall take immediate action on any information of the occurrence of ragging
 - i. Notwithstanding anything in Clause above, the Provost/Proctor may also suo motto enquire into any incident of ragging and make a report to the Anti-Ragging Committee of the identity of those who have engaged in ragging and the nature of the incident.
 - ii. The Provost/Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
 - iii. 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 Anti-Ragging Committee accordingly.
 - iv. The Anti-Ragging Committee may in the 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.
 - v. Abetment to ragging, whether by way of any act, practice or incitement of ragging, will also amount to ragging.
 - vi. All the Hostels within the Central University of Haryana shall be obligated to carry out instructions/directions issued under this Manual.

Note: Above mentioned punishments are subject to types, and severity of ragging activities.

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>.

22. PROHIBITION 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.

Internal Complaint Committee

The Internal Complaint Committee (ICC) for Prevention, Prohibition, and Redressal of Sexual Harassment of Women employees and students, established in accordance with Section 4(1) of the UGC Regulations, 2015 and re-constituted on 09.03.2022, plays a pivotal role in safeguarding the rights and dignity of women within the Central University of Haryana. Comprising members dedicated to ensuring a safe and respectful environment, the ICC operates to address complaints of sexual harassment promptly and impartially. It facilitates awareness programs, provides support mechanisms, and conducts fair investigations, aiming to prevent instances of harassment, prohibit inappropriate behavior, and effectively redress grievances. Through its functions, the ICC upholds the institution's commitment to fostering a culture of equality, respect, and inclusivity for women employees as well as students.

The Students Grievance Redressal Committee (SGRC)

The Students Grievance Redressal Committee (SGRC), in alignment with the UGC Grievances of Students Regulations, 2023, formed on 11.4.2023, serves as a vital entity within the Central University of Haryana, dedicated to addressing concerns and grievances raised by students. Comprised of representatives committed to ensuring fairness and transparency, the SGRC operates to provide a platform for students to express their grievances and seek appropriate resolutions. Its functions encompass facilitating the submission and processing of complaints, conducting thorough investigations, and offering recommendations for resolution in a timely manner. Through its proactive approach and adherence to regulatory guidelines, the SGRC plays a crucial role in promoting a conducive and supportive academic environment conducive to the holistic development of students within the university.

Anti-Ragging Committee of the University

In line with the guidelines set by the University Grants Commission (UGC), the Central University of Haryana has proactively established an anti-ragging committee. This committee is dedicated to creating a safe and conducive learning environment for all students by promptly addressing any

instances of ragging on campus. Comprised of faculty members, administrative staffs, and student representatives, the committee's responsibilities include strictly enforcing regulations against ragging, conducting regular inspections, and organizing awareness initiatives to educate students about its repercussions. Through adherence to UGC directives and the implementation of effective measures, the university seeks to cultivate an environment where every individual can pursue their academic endeavors without fear or harassment, promoting a culture of respect and solidarity among its diverse student community. University has also established an anti-ragging squad for hostels and nearby areas comprising the members from the teaching staff to prevent any event of ragging and harassment of students.

23. GENERAL INSTRUCTIONS

1. 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. Residents are expected to actively participate in the Hostel activities including managing of dining hall and the maintenance of gardens, etc.
2. Residents shall not plead ignorance of the Rules and Regulations contained in this Manual and/or any notified modification made from time to time.
3. 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.

24. BREACH OF GENERAL RULES OF THE UNIVERSITY

The students of the University shall abide by the general rules of traffic, health, sanitation, messing, extra-curricular activities and security of property. Any breach on their part will render them liable to such disciplinary action as may be taken by the University.

25. VIOLATION OF THE GENERAL LAWS OF THE LAND

All cases of indiscipline amounting to violation of the law of the land, shall be reported to the Proctor, who may after holding preliminary investigation, hand over the person concerned to the Police for initiating proceeding according to law.

26. REMOVAL OF DIFFICULTY

1. Any question of allotment and discipline not covered by these Rules and Regulations and other rules framed by the Academic Council, shall be dealt with by the Vice-Chancellor.
2. Any doubt or dispute about the interpretation of these rules and regulations shall be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman, Academic Council, shall be final.
3. Notwithstanding anything contained in these rules, the Vice-Chancellor may take appropriate decision on the Hostel related issues not covered by these rules.