
A GUIDE TO UNIVERSITY HOSTELS



**UNIVERSITY OF RAJASTHAN
JAIPUR
2014-15**

MESSAGE

Dear Friend,

We welcome you to the University Hostel. The University presently has seventeen hostels which cater to hundreds of students coming from India and abroad and provide an experience in youth-cultural living. Fifteen (9 boys and 7 girls) hostels are in the University campus and two hostels; Annie Besant/Mother Teresa and Gokhale are in the campuses of University Maharani and Maharaja Colleges respectively.

The hostel is a home away from home. The Warden therefore is not only an administrator or a controller, but one who is always there to share your problems and difficulties and ready to help you solve them. The Warden's endeavour would be to make your stay comfortable and your endeavour should be to follow the laid down rules, guidelines and maintain discipline in the hostel and to inculcate family culture rather than casteism and regionalism. Values like concern and consideration for others, understanding and respect for other opinions, sympathy and co-operation ought to be developed.

Insistence on strict adherence to the relevant rules and the code of conduct as laid down in the Guide is not to restrain you from having a good time but a training in discipline which is an integral part of education. In an institution of higher education your and our prime concern is the pursuit of academic excellence and to maintain the best tradition of community life. We are happy that Inter hostel youth festival has been revived after a long period of time with sincere commitment to offer opportunities to inmates to demonstrate their brilliance and creativity as well as to create a conducive homely environment.

We wish you a fruitful and rewarding stay in the hostel with the hope that you will make us feel proud of you.

Prof. (Mrs.) J.D.Sharma

Chief Warden (Girls)

University Campus Hostels

Prof. J.P. Yadav

Chief Warden (Boys)

University Campus Hostels

HOSTEL APEX ADMINISTRATION**I. Men's Hostels (Campus)**

Prof. J.P. Yadav
Phone (O) 2709165
Shri Dharm Gurjar

Chief Warden
(M) : 9414362125
Office Asstt.

HOSTELS AND THEIR WARDENS

S. No.	Name of the Hostel	Total No. of Seats	Name of the Warden	Contact Number
1.	Aravali Hostel Ph. No. 5121587	230	Dr. Rama Prasad	9414053730
2.	Ambedkar Hostel Ph. No. 2703051	60	Dr. Rameshwar Lal Jat	9414322646
3.	C.V. Raman Hostel	36	Dr. Rajesh Kr. Sharma	9414310889
4.	Dada Bhai Noroji Hostel Ph. No. 5121946	60	Dr. Dharmendra Singh Chauhan	9414054677
5.	H.J. Bhabha Hostel Ph. No. 5121410	110	Dr. Rajesh Kumar	9460458459
6.	J.C. Bose Hostel Ph. No. 5121403	60	Dr. Kartar Singh	9414795184
7.	Maharana Pratap Hostel	100	Dr. M.L. Sharma	9414441138
8.	Vivekanand Hostel Ph. No. 2704041	78	Dr. J. P. Jat	9414056313
9.	World University Service Hostel Ph. No. 2703416	23	Dr. Arvind Vikram Singh	9887399373 9460389042

II. Women's Hostels (Campus)

Prof. J.D. Sharma	Chief Warden
Phone (O) 2709165	(M) : 9414644047
Shri Dharm Gurjar	Office Asstt.

HOSTELS AND THEIR WARDENS

S. N	Name of the Hostel	Total No. of Seats	Name of the Warden	Contact Number
1.	Savitri Phule Hostel Ph. 5134056	140	Dr. Jamila Bano	9414606574
2.	Kasturba Hostel Ph. 2177756	125	Dr. Mithlesh Agarwal (Additional Charge)	9414537868
3.	Laxmi Bai hostel Ph. 2702167	100	Dr. Mamta Jain (Additional Charge)	9314505983
4.	Mahi Hostel Ph. 2703334	270	Dr. Mamta Jain	9314505983
5.	Malviya Hostel Ph. 2711087	160	Dr. (Mrs.) Mithlesh Agarwal	9414537868
6.	Meera Girls Hostel Phase I Meera Girls Hostel Phase II Ph. 5134052	26 24 <hr/> 50	Dr. (Mrs.) Darshan Kaur Narang	9414871402
7.	Saraswati Hostel	60	Prof. J.D. Sharma (Additional Charge)	9414644047

III. Gokhale Hostel (For Boys)

Total No. of seats - 160

1.	Principal Maharaja's College	Chief Warden
2.	Dr. H.S. Palsania	Warden - 9460144084
3.	Dr. Anil Bhardwaj	Associate Warden -9460871003

IV. Annie Besant/ Mother Teresa Hostel (For Girls)

Total No. of seats - 340

- | | | |
|----|---------------------|-----------------------|
| 1. | Principal | |
| | Maharani College | Chief Warden |
| 2. | Dr. Prabha Bhardwaj | Warden – 0141-2311174 |

HOSTEL MANAGEMENT

1. Every hostel is under the charge of Warden who is responsible for its administration. In the case of larger hostels, the Warden is assisted by one or more Associate and/or Assistant Warden(s).
2. The Chief Warden and the Committee of Wardens look after the general administrative problems of hostels.
3. There may be Hostel Advisory Committee to advise the Vice-Chancellor on policy matters.
4. Each hostel will have opportunities to organize and conduct its literary, cultural, games and social activities (Inter Hostel Youth festival/Hostel festival).

HOSTEL FEE FOR UNDER-GRADUATE AND POST GRADUATE STUDENTS

- | | | |
|----|--|---------------------------------|
| 1. | Admission fee | Rs. 100/- |
| 2. | Room Rent | Rs. 100/- per month |
| | * (i) For research scholars/
fellows working for a
Ph.D. degree and drawing
a scholarship/fellowship of
Rs. 2500/- per month | Rs. 200/- per month per
head |
| | * (ii) For Post-Doctoral/research
associate | Rs. 400/- per month per head |
| 3. | Water Charges | Rs. 25/- per month |
| 4. | Electricity charges and electric plug
point charges | Rs. 50/- per month |

*The fee will be reviewed and revised on regular intervals.

5.	Electric fan charges	Rs. 100/- per annum per fan
6.	Establishment Charges	Rs. 100/- per annum
7.	Electronic gadget charges	Rs. 250/- per annum

LOCAL FUND FEES

8.	Mess charges	On the basis of actual expenditure.
9.	Mess and Hostel security deposit	Rs. 600/-
10.	Hostel improvement fee	Rs. 100/- per annum
11.	Common room fee	Rs. 150/- per annum
12.	Furniture charges	Rs. 150/- per annum
13.	Utensils/Misc. charges	Rs. 150/- per annum
14.	Maintenance of common facilities	Rs. 150/- per annum
15.	Mess advance	Rs. 3000/- per annum
16.	Maintenance Fee	Rs. 800/- per annum
17.	Hostel Festival	Rs. 150/- per annum
18.	Hostel I Card	Rs. 50/-

Admitted Candidates will deposit their fee in the respective hostels through Demand draft only, in favour of warden of the concerned hostel.

FEE FOR MID-TERM ADMISSION

- | | | |
|------|--------------------------------------|---|
| (i) | For admissions before 15th January : | Full charges for 12 months, as the case may be. |
| (ii) | For admissions after 15th January : | 50% of the charges for 12 months, as the case may be. |

Notes :

1. Room rent and other fee shown at monthly rates above will be charged for 12 months in an academic year for all students.
2. Room rent and other fee payable for the session will be charged at the time of admission. Fee shall be accepted by demand draft. **Failure to deposit the fee in readmission cases by the prescribed date shall entail a fine of Rs. 25.00 per day for the next 7 days. After the expiry of the 7 days the name of the defaulter shall be removed from the rolls and he/she will be liable to be expelled from the hostel. The inmate shall be disqualified for further admission/re-admission to the hostel.**
3. **EACH HOSTELLER SHALL SUBMIT A 'NO DUES CERTIFICATE' FROM THE WARDEN WHILE DEPOSITING TUITION AND OTHER FEE FOR THE SECOND TERM IN HIS/HER DEPARTMENT/COLLEGE.**
4. **AT THE END OF THE SESSION THE CONCERNED WARDENS SHALL SEND LISTS OF THOSE HOSTELLERS AGAINST WHOM HOSTEL DUES ARE OUTSTANDING TO THE REGISTRAR/ PRINCIPAL/DIRECTOR/HEAD OF THE DEPARTMENT AND TO THE CHIEF WARDEN. RESULTS OF SUCH DEFAULTERS MAY BE WITHHELD BY THE UNIVERSITY.**
5. **HE/SHE DOES NOT VACATE THE HOSTEL ROOM WITHIN 48 HOURS AFTER LAST EXAMINATION. HIS/HER RESULT MAY BE WITH HOLD BY THE UNIVERSITY**
6. Charges for students activities, service and securities may be realized by the wardens as and when deemed necessary.
7. Accounts of local fund fees shall be maintained by the respective wardens and these will be subject to audit by the University Auditors. Hostel improvement fee is to be utilized for hostel development and it should in no case be spent for student functions.
8. A student who is a ward of Defence personnel (or who himself is an ex-defence personnel) who was either permanently disabled or killed during :
 - (i) NEFA/LADDAKH operations of 1962 or
 - (ii) Indo-Pak-War of 1971 (iii) Kargil War-1999 shall be exempted from payment of hostel room rent provided: –

-
- (a) The family is now permanently settled in Rajasthan.
 - (b) The family is not in receiving of a pension exceeding Rs. 10,000/- p.m. and
 - (c) The student submits a certificate in duplicate from the Commanding Officer of the unit concerned under the seal of his office in the proforma given below:

CERTIFICATE

This is to certify that Shri/Miss/Mrs.
 who is studying in is
 an Ex-Service person who has been rendered permanently disabled and is
 settled in Rajasthan/ is a dependent of Ex-Service person
 Shri/Miss/Mrs. who has been killed/rendered
 permanently disabled as a result of hostilities in NEFA AND
 LADDAKH/Indo-Pak War 1971/Kargil War 1999 and has settled in
 Rajasthan. He/she is drawing a salary pension of Rs. per month
 (which is below Rs. 400/- per month).

Signature of the Commanding Officer
 of the Unit concerned together with
 the seal of his office

WITHDRAWAL OF CAUTION MONEY

The caution money deposits will be refundable through Account payee cheque after clearance of dues, if any and if claimed within three sessions, to be counted from the date on which the result of the final year examination for degree is declared.

HOSTEL ADMISSION RULES

1. (a) Only those students who are admitted in the University Department/Institute/College will be eligible for admission to a University Hostel.
- (b) State of Rajasthan and University of Rajasthan provide Hostel accommodation on subsidized rates only. Therefore, the facility to seek admission in the University Hostel is restricted only to the students who are bonafide residents of Rajasthan State. However, the University Hostel administration may have discretion to allocate 10% of the Hostel accommodation to the students who are bonafide resident of any state other than Rajasthan.
- (c) Only those students who are admitted in the University department/institute/college will be eligible for admission to the University Hostel. Students who are pursuing Self Finance Scheme courses can be considered for Hostel re-admission

-
- subject to fulfillment of other eligibility criteria. It must be noted that students who are pursuing SFS courses can be considered for Hostel admission only if the seats are vacant in the respective Hostel.
2. 16% of vacant seats in each hostel will be reserved for S.C. candidates and 12% of vacant seats in each hostel for S.T. candidates and 21% of vacant Seats in each hostel for O.B.C. candidates other than general category. (excluding those who are eligible for admission in general category on merit) In case there is no S.C./S.T./O.B.C. candidate, the vacant seats, if any, will be transferred to general category.
 3. (a) Candidates who have represented the nation in games and sports/co-curricular activities at the International level or have represented the State in the Inter-State Tournaments (Sr./ Jr. School Nationals) at least once in the immediately preceding two years and are desirous of seeking admission to a University Hostel may be admitted irrespective of their merit position. All such applications will be first reviewed by the Hostel Admission Committee.

Note: Such games and sports/co-curricular activities should be recognized by the University sports Board or by the Rajasthan State Sports Council.
 - (b) Candidates who have participated in All India Inter-University Tournaments held under the auspices of the Inter-University Sports Board may be considered for outright admission to the extent of 2% of the total seats in the hostel subject to a minimum of one student in each hostel. The Hostel Admission Committee may decide with respect to such cases after verification of documents in consultation with a suitable expert/authority wherever necessary. The Admission Committee may get such certificates (original) verified from the University Sports Board.
 4. Admission of Foreign Students :
 - (a) **Foreign students coming on Government of India Scholarships** and seeking admission in the University may be given hostel facility on a priority basis provided they submit all necessary documents required for the purpose of their admission in the hostel.
 - (b) Foreign students who do not fall in category (a) above shall not be given preferential treatment for the purpose of their admission in the hostel. The rules applicable to other

students of the University in this regard shall apply to them as well.

- (c) A foreign student seeking admission to a hostel shall have to submit all original documents to the Hostel Admission Committee. He/she shall also be required to have his/her application for admission forwarded by the Dean, Students' Welfare, University of Rajasthan.
- (d) Foreign students admitted in the University hostels shall have to submit a written declaration to the effect that they shall follow the hostel rules and that they shall be liable to be evicted from the same in case they receive any discredit.
- (e) Foreign students admitted in the hostel shall have to deposit a sum of Rs. 2000/- as mess and hostel security.

5. **Admission to Research Hostels :**

Given the multi-disciplinary nature of applications to research hostels, the following special provisions shall hold good:

- (a) **New admissions as well as re-admission shall be made annually only.**
- (b) For new admissions in DBN/Ambedkar/Laxmi Bai Hostels the Research Scholars shall submit fresh applications on prescribed proforma in each term in July/January. **Old applications forms will not be considered for fresh admission.** For re-admission, candidate has to submit an application form in July of each year on the prescribed proforma along with a certificate from the supervisor, duly certified by the head of the department stating that the candidate is working as full time research scholar and not engaged in other full/part-time job and is paying the University tuition fee regularly. Similar certificate has to be submitted in every January of the year at the time of deposit of the fee for the second term.
- (c) For the admission of the Research Scholar in the Hostels, it is essential that **he/she must be admitted in one of the University teaching departments** as per ordinance O.132 which states Rs. 100/- p.m. payable on quarterly basis. It shall be paid till the candidate submits his/her thesis to the University. Registration of Research Scholar must be completed within a period of 1 year from the date of admission in the hostel, failing which his/her admission will automatically stand cancelled.
- (d) Merit list of applicants shall be made on the basis of marks obtained in qualifying examination. However, admissions will be made so as to ensure at least one seat to each department in the faculty during the same academic session.

Distribution of vacant seats in each term will be made in the ratio of 2:2:1 amongst

- (i) Science
 - (ii) Humanities, Social Sciences, Law and Fine Arts./ Education
 - (iii) Commerce and Management
- (e) Candidates having qualified the NET/GATE examination for JRF or holding such other fellowships having specific directives for hostel accommodation shall be admitted outright irrespective of their merit position in their respective departments.
- (f) **Candidates pursuing any other non-research course of study alongwith their Ph.D. shall not qualify for admission to Research Scholars' hostel. If information in this regard is concealed, disciplinary action including criminal proceeding will be taken against such inmates even after admission.**
- (g) It is mandatory for research scholars to obtain **No. Dues Certificate** from the hostel before submission of thesis. Failing to comply, thesis can not be submitted (instructions to be issued to the Head of the Department and Research Section regarding the same).
- (h) Defaulters and students disrupting discipline and peace shall be given warning in writing. Failing to comply, they will be referred to Discipline committee and letters shall be sent to the Guide HOD and parents leading to cancellation of admission in the hostel.
6. A hosteller who has passed an examination of the University and has not received any discredit in the Hostel/Institution and/or outside will be eligible for re-admission to the same hostel or fresh admission to any other hostel subject to other relevant rules.
7. A hosteller shall earn discredit if:
- (i) His/Her stay in the hostel has not been found congenial to the hostel atmosphere.
 - (ii) Disciplinary action has been taken against him/her or a criminal charge has been registered or is pending against him/her from previous year or a FIR has been lodged/an enquiry is in progress against him/her.
 - (iii) He/She has been a habitual defaulter in making payment of Mess/Hostel and/or other College/Department dues.

-
- (iv) He/She has been irregular in attending the class lectures and/or has failed to show good performance in studies or has failed to appear in the examination/tests.
 - (v) He/She has failed to vacate his/her room **within 48 hours** after completion of his/her examination as required under the rules or has not obtained the 'No Dues Certificate' from the Warden on leaving the hostel after vacating the room.

Note: - A 'No Dues Certificate' should always be obtained from the Warden concerned and preserved since it is required for re-admission.

- (vi) He/She has persistently shown non co-operation in hostel activities.
- (vii) He/She was found guilty of misbehaviour with the hostel employee(s)/Warden/Asstt. Warden or fellow hostellers, and had failed to improve his/her conduct inspite of verbal/written warning by the hostel administration.
- (viii) He/She has been found stealing hostel property like, fans electric bulbs, tube-lights, curtains, utensils, etc.
- (ix) He/She tries to cause any damage to the hostel property.
- (x) He/She is has in possession any article belonging to the Hostel/University which he/she had taken away without prior permission of the concerned authorities.
- (xi) **He/She is found sharing his/her room with any outsider without the written prior permission of the Warden.**
- (xii) He/She is found involved in other illegal activities including gambling, gherao and making noise at night etc.
- (xiii) If any student is involved in any act of ragging, his/her admission may be cancelled and University may take any other suitable action as per directives of the Hon'ble supreme court.

- 8. If any student fails at the main examination or does not appear in the examination/Compartment/Back/Due, even in compulsory subject then he/she will not be eligible for admission/ readmission in the hostel. even if he/she gets admission in the College/University. However, if the student drops from the examination due to illness with the written permission of the Warden, his/her case may be considered by the admission committee if he/she gets admission to the college/University in the same faculty department.**

-
- (a) Failures even with excellence in games and sports, will not be re-admitted in any University hostel.
- (b) Students who do not appear in examination for any reason whatsoever or are declared supplementary /compartment/Due/Back in an optional subject/Compulsory subject will be treated as failures and will not get admission in the Hostel.**
- (c) Students who drop out or boycott any paper will not be entitled for re-admission. Drop-outs for any reason whatsoever, will be treated as failures.
- Note:* - Rule 8 (b) may be waived by the Hostel Admission Committee if a candidate is declared 'passed' in the supplementary examination, and is granted admission in the college to the next higher class but the admission will be given only if any seat is vacant.
9. An inmate who voluntarily discontinues, or is made to discontinue, his/her stay at the hostel in any session for any reason, will forfeit his/her claim for re-admission for the following year. He/she can, however, be considered as a case of fresh admission, in which situation all the rules relating to fresh admission, for example, allotment of the hostel, qualifying examination, determination of merit etc. will be applicable to him/her.
10. Re-admission will be for one degree only following which the candidates will have to compete with fresh candidates for admission.
11. (a) The maximum period for which a student can be allowed to stay in the University Hostels shall be as under:
- (i) 3 years for B.A., B.Sc., B.Com. Pass and Honours courses and Three Year LL.B. Courses.
 - (ii) 2 years for M.A., M.Sc., M.Com., M.B.A. and LL.M. courses.
 - (iii) 1 year for M.Phil., M.Lib. Sc. And B.Lib. Sc. courses.
 - (iv) 3 years for a Ph.D. Degree (From the date of Registration/date of commencement of work whichever is earlier.
 - (v) 4 years for B.F.A.
- (b) The total period of stay of student in the hostel/hostels shall not exceed six years irrespective of the fact whether he/she has completed his/her courses(s) of study or not, or he/she has submitted his/her dissertation/thesis or not, or the viva-

voce on his/her dissertation/thesis has been held or not. **For those who get admission only for Ph.D. degree the maximum duration will be 4 years beginning from the date of registration or admission in the department/hostel, whichever is earlier. After the submission of Ph.D. thesis candidates has to vacate hostel within 48 hours.** However for viva-voce examination he/she may be provided facility as guest for 15 days in the hostel.

Looking to the requirement of the Research candidate and availability of seats, after proper examination of the suitability of the candidature and the attendance certificate for his/her work from the supervisor and Head. Simultaneously, recommendation received by supervisor, Head and warden, the Vice-Chancellor may use his discretionary **power to extend the period for one year only.**

12. The following categories of applicant will not be considered for admission/re-admission in the hostels:
 - (a) Those who are found guilty of serious misconduct or misbehavior in the College/Department of the hostel where they were residing in the previous session.
 - (b) Those who are residents of Jaipur or have a house in Jaipur (personal or rented) belonging to their parents within the limit of JDA and JMC.
 - (c) Those who have sought admission to a courses of only one year duration. This rule will however not apply to M.Phil., M.Lib. Sc. and B.Lib.Sc. students.
 - (d) Those who are in service/gainful employment/business at the time of their admission/re-admission.
 - (e) Those who are enrolled only for foreign languages or courses taught in evening classes.
 - (f) Those who have been convicted of criminal charges or against whom such charges are pending or who have been charged of indiscipline under Ord. 88 or whose admission is likely to disturb peace and tranquility of the hostel or who indulge in unlawful activities after they are admitted to the hostel.
 - (g) Those who are suffering from contagious, venereal or infectious and mental disease.
 - (h) Those who failed to vacate their room during the summer vacation.
 - (i) Those who are evicted from a University hostel during his/her stay in the past.

-
- (j) Those who were found providing shelter to any unauthorized person(s) or guests.
 - (k) The applicants having Ph.D. degree taking admission in any other course of study (excluding PDF) **or having LL.B. degree taking admission in any other course of study except LL.M. shall not be considered for admission/readmission in the University hostel.**
 - (l) Candidates seeking admission to P.G. hostels having more than one year gap will not be eligible for admission.
13. **Immediate disciplinary action will be taken on the basis of Anti Ragging Act against Students who are found guilty of ragging in the hostel or in University campus.**
14. (a) An inmate who allows a guest without the written permission of the Warden or sublets his room to any body else will be evicted from the hostel without any notice. Furthermore, such inmates will have to pay the penalty for the period of unauthorized stay/occupancy of the room as per rule 14(b).
- (b) Any student or group of students involved in misusing the hostel campus & disturbing the hostel peace, thereby creating public nuisance, shall be liable to disciplinary action
15. (a) Admission/re-admission to a hostel shall be for one academic year only at time. All inmates, except research scholars/fellows working for a Ph.D. degree will have to vacate the hostel within two days i.e. 48 hours of their last theory/practical viva-voce examination.
- (b) A penalty of Rs. 100/- per day will be charged from those who overstay and do not vacate the hostel when required to do so.
16. The Chief Warden and the committee of Wardens shall have the right to transfer any hosteller from one hostel to another as and when deemed necessary.
17. No security can be guaranteed to any hosteller indulging in fights and violence inside or outside the Hostel University Campus.
18. Fresh admission to various hostels will be made on the following basis:
- (i) One student from each P.G. department will be allotted seat initially on the basis of merit and reservation rules. Remaining vacancies will be filled up strictly on the basis of general merit in each faculty.
 - (ii) For the implementation of reservation rules, following formula will be operative for each faculty:

Out of total number of seats allotted in each faculty, reservation & general quota will be decided and admission will be done on the basis of merit in each category.

(iii) **No Student will be permitted to act as local guardian of any hosteller.**

(iv) Hostels are earmarked as under:

Men's Hostels

1. Aravali Hostel All U.G & P.G - SC Candidates.
2. Ambedkar Hostel P.G. Science.
3. H.J. Bhabha Hostel P.G. Arts and Social Science.

4. D.B.N. Hostel Ph.D. Research scholars (Arts, Science, Commerce and Social Science)
5. Raman Hostel Ph.D. Research Scholars and M.Phil (Students)
6. W.U.S. Hostel PG. Commerce.
7. J.C. Bose Hostel LL.B and LL.M.
8. Vivekanand Hostel U.G Arts, B.Lib., B.F.A, B.P.Ed and M.P.Ed
9. Maharana Pratap Hostel U.G. Commerce and M.B.A.
10. Gokhale Hostel U.G. Science. (Maharaja College Campus)

Women's Hostel

-
- | | | |
|----|---------------------|---|
| 1. | Malviya Hostel | P.G. Arts, Science and Commerce |
| 2. | Kasturba Hostel | L.L.B., L.L.M, M.B.A. (R.MAT), B.F.A., M.F.A., M.V.A., B.Lib., & M.Lib. |
| 3. | Meera Hostel | B.P.Ed, Ph.D. Research scholar, M.Phil. and M.P.Ed. |
| 4. | Savitri Phule | P.G. Arts, Science and Commerce, ST Candidates |
| 5. | Mahi Hostel | P.G. Arts, Science and Commerce, SC Candidates |
| 6. | Laxmi Bai Hostel | Ph.D. Research Scholar (Arts, Science, Commerce and Social Science) & Foreign Students. |
| 7. | Saraswati Hostel | Ph.D. Research Scholar. |
| 8. | Annie Besant Hostel | U.G. Arts, Science and Commerce (Maharanis College Campus) |

* **Only those students who are admitted in the University department/institute/college will be eligible for admission to the University Hostel. Students who are pursuing Self Finance**

Scheme courses can be considered for Hostel re-admission subject to fulfillment of other eligibility criteria. It must be noted that students who are pursuing SFS courses can be considered for Hostel admission if the seats are vacant in the respective Hostel. Hard copy of filled forms of S.F.S. courses will be submitted to respective Head/Principal/Director of Department / College/ Institute and Centre.

Procedure of Admission/re-admission :

19. (a) After admission/re-admission in the respective Department/Constituent College, the candidates should submit their applications to the Heads of their Department/University for admission to a hostel in the prescribed form who will forward the same after necessary verification of their result, marks and attendance (in the case of candidates who were

hostellers in the preceding year), with their recommendation to the Warden of the concerned hostel, together with a certificate that the student concerned is not in service without which the form will be treated as incomplete and it will be rejected. Incomplete forms or forms having inadequate documents in support of the merit of the applicants will not be considered. Research scholars/fellows should submit their applications to the Heads of their Departments after getting the same forwarded by their Supervisors. Applications submitted directly to the Wardens will not be entertained.

For new admissions and readmission to campus hostels complete application on prescribed proforma with all the necessary documents should be submitted in the concerned Warden's office on all working days, on or before the last date fixed for specific hostels and the receipt should be obtained. The last date shall be announced on the office notice boards.

The merit list shall be prepared from the forms received and the admission shall be made in order of merit against the available seat on the recommendation of the Central Admission Committee.

The application for new admission of Gokhale and Annie Besant hostels shall be submitted in the respective hostels' offices.

- (b) Admission/re-admission in campus hostels will be made by the Central admission committee constituted by the Chief Wardens.

Admission to University hostels will be made strictly on the basis of marks obtained at the last qualifying examination. Last qualifying examination does not include "Merit of the pre-entry test." Original marks-sheet is required for the purpose. List of candidates admitted in any hostel will be put on the Notice Board of that hostel and a maximum period of three days will be given for the deposit of hostel fee by a Demand Draft. In case of default in payment of hostel fee, admission will be cancelled.

For Gokhale and Annie Besant hostels respective College Principal (Chief Warden) will constitute an admission Committee for respective hostels.

- Note :-* 1. In the case of students switching over from Science to Arts/Commerce or from Arts to Commerce or from Commerce to Arts (undergraduate courses only), a deduction of 5% marks shall be made from the percentage of marks actually obtained by the students at the qualifying examination for preparing the merit list so as to give corresponding weightage to the

students seeking admission to the same faculty in the which they passed the qualifying examination (As per admission policy of the University **for under-graduate courses**).

2. Students taking admission to any other P.G. course after post-graduation in one subject will not be eligible for admission in the University hostels.
 3. For the admission in Annie Besant hotel ratio of seats amongst B.Sc./B.A./B.Com. applicants shall be decided by the Principal in consultation with the Warden.
 4. For admission in Bhabha Hostel ratio of seats amongst M.A./M.Com is 2:1 In case of M.A., a minimum of 50% seats shall be reserved for students coming from B.A. stream.
 5. A separate Joint merit list will be prepared for students coming from other streams like B.Sc., B.Com., B.E. etc. and admitted to M.A. course. Similar norms shall be followed for the admission of M.A. Students in Malviya Girls' Hostel.
 6. For the admission of Law Students in the University Hostels, separate merit list shall be prepared for Arts, Science and Commerce students. The available seats shall be filled up from the above merit list in the ratio of 2:2:1
- (c) Students seeking admission in the university shall be eligible for admission in the hostel only during the first year of their course. Applications for admission of students who are studying in the second or third year of their course shall not be considered by the Hostel Admission Committee unless they submit documentary evidence to the satisfaction of the Committee that their parents have been transferred from Jaipur since their admission in the University to the First Year of their course. For this purposes, the student has to submit the certified copies of transfer order relieving order and joining report of his/her parent alongwith the application. Admission will be subject to availability of seats.
- (d) The admission of a student to a hostel will be provisional subject to the satisfactory report of his/her medical examination.
- (e) **In matters of admission to a hostel, the discretion of the Chief Wardens shall be final and any admission can be refused without assigning any reason for the same.**

-
- (f) Allotment of rooms will be made by the Warden. Rooms with two or three beds will be allotted preferably to under-graduate students or to new entrants in case of Campus Hostels.
 - (g) Change or occupancy of a room without permission of the Warden shall be unlawful.
 - (h) J.R.F. will be given outright admission in DBN/C.V. Raman for boys hostels and Laxmi Bai & Meera Hostel for Girls hostels. (the student must qualified course work exam to get the admission in the respective Hostel).
20. The admission of a student to hostel can be cancelled by the Warden, Chief Wardens or any other competent authority on finding that a student is guilty of:
- (i)
 - (a) Suppression or misrepresentation of fact/information which he/she is supposed to disclose under hostel rules.
 - (b) Violation of the hostel rules including non-payment of dues.
 - (c) An act of indiscipline in or outside the hostel.
 - (d) Not putting up required percentage of attendance in class or not showing good performance in studies.
 - (e) Misbehaviour, using abusive language, manhandling of hostel employees/inmates.
 - (f) Sharing of his/her room with other persons without prior permission of the Warden.
 - (g) On taking drugs, liquors and other intoxicating substances.
 - (ii) The admission of a student will be cancelled by the Warden from the day he/she joins any service/gainful employment and he/she will have to vacate the hostel room within a period of 7 days from the date of gainful employment/service.
 - (iii) Admission of a student to a hostel may be cancelled if he/she is found suffering from such physical/mental ailments as are likely to cause disturbance/infection to other inmates.
 - (iv)
 - (a) If anybody is found involved in any illegal activities, he/she would be expelled from the Hostel.
 - (b) If FIR is lodged against any student and found guilty he will be immediately asked to vacate the hostel.
 - (c) Character credentials of a student will be thoroughly checked before allotting them hostel.
 - (d) Students have to maintain overall discipline on and off campus.
 - (e) A joint counseling will be done at the time of admission in the hostel with student.

-
- (f) Tobacco/Alcohol and drug abuse/spitting inside or outside the hostel will be considered as an offence.
 - (g) Result of defaulters students shall be withheld unless no dues certificate is obtained from the warden. Instructions may be issued to the concerned authority (Head/Principal/Controller of Examination) regarding the same.
 - (h) Keeping any inflammable articles in Hostel room is strictly prohibited.
21. Since there is an earmarking of various hostels for students coming from different courses of study/classes (see Rule 17), no student shall claim any right on any ground whatsoever, to be admitted to a hostel to which he/she is not entitled. Thus, sisters/brother belonging to different courses of study/classes shall not be admitted to same hostel merely on the ground of their relationship.
22. M.Phil. students shall not be admitted in the hostels as Ph.D. students.

Hostel Regulations

1. Hostellers will be responsible for their rooms and the furniture's provided to them. Any breakage or damage or theft of furniture etc. must be reported to the Warden/Asstt. Warden will immediately in writing impose the required fine for such damages recoverable from hostel security or take other appropriate action. Students must obtain a "No Dues Certificate" before leaving the hostel at the end of the session.
2. Mess Management :
 - (a) The warden will constitute a Mess Committee amongst the inmates of the hostel.
 - (b) Each hosteller is required to deposit an additional amount of Rs. 200/- per month as Mess Service Charges.
 - (c) If the monthly dues are not deposited by the 7th of every month a fine of Rs. 20/-per day be imposed for 10 days and after that the hosteller will cease to avail of mess facilities even as a guest in any other hostel.
 - (d) Those inmates who allow such defaulters mentioned above as guests shall attract disciplinary action including expulsion from the hostel.
 - (e) **The maximum no. of guest diets allowed to an inmate in a month is restricted to 20 (Twenty) only.**

-
- (f) **No person other than inmate of the hostel will be allowed mess facility.**
 - (g) The purchase bills of grocery and other mess items shall be verified by the Mess Committee.
 - (h) The mess system in hostels is subject to any modification that may be decided by the University authorities.
 - (i) **No meals shall be served in hostel rooms.**
 - (j) **No student is allowed to Cook meals in the rooms.**
 - (k) **Every inmate will have to pay minimum charges equal to 15 days per month irrespective of the fact whether one avails the mess facility or not.**
3. (a) No visitors are allowed into the hostel after 10.00 p.m. in boys hostels and 8.00 p.m. in girls hostels.
(b) No vehicles of any type are allowed in and out of the hostel campus after the time mentioned above.
(c) Visitors of opposite sex are not allowed into hostel at any hour.
 4. **Since ragging is crime any hostel inmate involved in ragging is liable to be expelled from the hostel.**
 5. Possession and use of liquor or any form of intoxicant by a resident within hostel premises is strictly forbidden. Further if a student is found drunk within the hostel premises, his admission to the hostel may be cancelled by the warden. All such cases shall be referred by the Warden to the Vice-Chancellor through the Chief-Warden for his information.
 6. Gambling is prohibited in the hostel premises.
 7. The Warden/Assistant Warden and the Chief Warden will be free to inspect the room at all hours.
 8. Written permission of the Warden/Assistant Warden is necessary for staying out of the hostel overnight or for going out of town or for returning to the hostel after closure time. **For women's hostels, the rules laid down by the Chief Warden (Girls) shall apply.**
 9. No. weapons or fire arms or even a big knife is allowed in the hostel. Visitors also shall not carry them along with them.
 10. Hostellers themselves will be responsible for the safety of their personal articles as well as the safety of articles issued to them in the hostel for their use and advised not to keep:-
 - (a) any precious article/cash in their rooms which may, be deposited with the Bank or Post Office for safe-keeping.
 - (b) any vehicle if he/she has not furnished the relevant information as required in the Hostel Application Form.

11. Hostel workers are not allowed to do personal work of the inmates.
12. Meals will be served in the Dining Hall during fixed hours.
13. Complaints against hostel staff, if any, should be made to the Asstt. Warden/Resident Warden in writing.
14. A case of illness must be immediately reported to the Resident Warden who in turn will inform the Medical Officer.
15. Visit to the Resident Warden/Chief Warden should be restricted to the prescribed hours only.
16. **Telephone provided at the residence of Wardens are meant for Wardens.** The facilities provided to resident students do not include telephone facilities.
17. Attendance of resident of the women's hostels will be called every day by the Wing Prefects/Matron/Asstt. Wardens and the same will be intimated daily to the concerned Warden.
18. **Electrical gadget can be used in the hostel rooms with the prior permission of the warden and after paying the charges. Strict action shall be taken against students violating this provision.**
19. Inmates of women's hostel going for field work or for such other academic work shall have to seek prior written permission of the Warden concerned. They are required to submit an appropriate certificate to this effect from their concerned Supervisor. Parents should be duly informed.
20. Any inmate of women's hostel who remains absent from the hostel for more than one month without securing the permission of the Warden, shall be liable to have her admission cancelled.
21. **No guest shall be kept by an inmate of the hostel without the prior-permission of the Warden. An inmate who keeps a guest after such permission shall be charged 'guest charge' for staying at the rate of Rs. 50/-per day and diet charge extra. No inmate shall keep more than one guest at a time. The period of stay for any particular guest in the hostel shall not exceed 6 days. The Chief Warden's permission shall be mandatory when the stay of the guest is required for a period exceeding 6 days in very special circumstances. If any guest is involved in any act of indiscipline within the hostel premises, action will be taken against the host.**
22. The University reserves the right to withhold the result of a hosteller who has violated hostel rules and regulation and/or against whom hostel dues (including Library books) are outstanding.
23. **The Chief Warden and the Warden are authorised to get unauthorized occupants in the hostels evicted with the help of district and police authorities.**

24. If a student is found to share his/her room with any other person or allow to use his/her room to some one in his/her absence, he/she shall be liable for eviction without any notice.
25. If a student obtains admission in any University hostel on the basis of wrong information or concealed some facts about himself/herself, he/she shall be liable for immediate expulsion from the hostel and disciplinary action.
- N.B.: (i) Any breach of Rules, 3, 4, 5, 6, 9, 21 and 24 shall result in immediate expulsion from the hostel without notice.
- (ii) Any rule can be substituted, added or deleted without prior notice in the interest of the management of the hostels.
- (iii) For the women's hostels, in addition to the above rules, other rules may be specified by the Chief Warden concerned as and when she deems it necessary.

Specific attention of all inmates of University Hostels is invited to O.114-A of the University Hand-Book (Part-II) which is reproduced below.

O. 114-A

Every inmate or occupant of a University Hostel shall abide by the rules framed by the University from time to time with the approval of the Syndicate/Vice-Chancellor, pay the prescribed fee and other dues, behave properly and comply with the direction of the Hostel Warden. An inmate who fails to pay the hostel fee and other dues or whose conduct or behaviour is not found to be satisfactory or who defies the authority or directions of the hostel Warden shall be liable to be expelled from the hostel. The Hostel Warden shall be competent to expel an inmate on ground of non-compliance of hostel rules/regulations, misbehaviour, misconduct, non-payment of hostel fee of other dues etc. Any inmate who is expelled from a University hostel shall vacate the hostel within the time allowed to him for the purpose. An inmate who does not vacate the hostel within the time allowed for the purpose shall make himself liable to further punishment by way of his expulsion/rustication from the University/College/Department of which he is regular student. Such action will be taken by the Head of the University/College/Department on receipt of an advice from the concerned Hostel Warden. In case an inmate

absconds without vacating the hostel, the University may break the lock open after informing the police and in the presence of at least two witnesses make inventory of all the movable belongings of the inmate found in the hostel room. Such belongings of the inmate will be disposed of by the University in such manner as it deems fit.