

Hostel Room Charges and Entitlement Policy

Policy # ST205 Hostel Room Charges and Entitlement Policy V1.2

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Release Control

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Policy Details

1. OBJECTIVE

Shiv Nadar University is a fully residential University with accommodation facilities for students from undergraduate, graduate and other programs. The purpose of this policy is to define the entitlement, allocation and charges of available student residential accommodation (hostel rooms) at Shiv Nadar University. Student hostel rooms are a limited University resource. Requests for upgrades may be made by students in accordance with section 3.4 below, the up-gradation is at the discretion of the University and not a matter of right. This policy will help create a framework for assignment of hostel accommodation in a fair and transparent manner, at the same time optimizing the utilization of hostel infrastructure.

2. SCOPE

This policy is applicable to all schools and institutions of the SNU unless specified otherwise. This policy applies to resident students (herewith referred to as students), pursuing a full time degree program with SNU. For the purpose of this policy, students are deemed to be staying by themselves (single) on campus. SNU currently doesn't have family accommodation for students, the policy for family accommodation for certain category of students will be published in due course of time as and when family accommodation becomes available on campus.

Senior Manager Hostel Administration holds the inventory of all the rooms and is responsible for room allocation, upgrades and downgrades in consultation with the Dean Student Welfare (DSW) and the Wardens, and for maintenance, housekeeping, security and other services. Dean Student Welfare (DSW) decides the overall room distribution, hostel regulations, facilities, etc. and is the dispute resolution authority.

The policy is effective immediately on release and supersedes all the old policies, practices and communications on hostel room allocation/entitlement matters.

3. GENERAL GUIDELINES:

3.1. Terms of Hostel Living: Every student provided with a hostel room has to follow the rules and regulations of the hostel. The rooms and services in the hostel are shared resources and no individual student has a claim over them. Every hostel resident is expected to maintain peace and harmony in the hostel and treat all other residents and service providers with respect. The residents must not consume banned items inside

hostels. The students are expected to not cause any damage to University property or property of other residents. The students are responsible for safe upkeep of their personal items and valuables.

3.2. Room Entitlements: SNU is a residential University. Every full time student of University is entitled to an appropriate residential accommodation during the normal tenure of the course. There are no accommodation available for married students. Every degree program has an attached hostel room type allocation published at the time of admission. The fee is charged for the hostel rooms accordingly and defines the entitlement' of the student. In a situation where there are no hostel rooms available in the campus, the University may, at its discretion, provide an alternate residential accommodation inside or outside the campus, the charges for the same shall not exceed the charges for the entitled accommodation.

3.3. Involuntary Upgrades and Downgrades: Owing to operational requirements and availability of different types of rooms in the University, hostel room allocations may deviate from entitlements published at time of admission. When the entitled category of room is not available for allocation, the University may at its sole discretion allocate a different category of room (above or below the entitlement) to students. Such involuntary upgrade or downgrade does not change the original entitlement of the student.

Involuntary Upgrades and downgrades are valid for a pre-defined duration as per availability of room inventory and subject to change based on operational considerations. All upgrades and downgrades automatically end at the end of the academic year (even semester).

Students receiving the involuntary upgrade will continue to pay hostel fees associated with original entitlement.

Students receiving involuntary downgrade will be charged fees applicable to the downgraded room type. In case room allocations in degree programs where hostel fee is not charged to the student are downgraded, there will be no financial claim by the student on the University.

For involuntary upgrade or downgrade any of the following policies may be applied for prioritization:

- Across programs, number of years at the University
- Within a program, seniority within the program

- Within a program among equally entitled students – lottery basis
- Any other – rules defined by DSW

3.4. Voluntary Upgrades and Downgrades: Masters and Doctoral students are given the choice to upgrade their room types. Interested students may apply to Senior Manager Hostel Administration for upgrade of room type and such requests will be considered on merit basis and subject to availability. In case upgrade requests are more than the availability of rooms the candidates will be shortlisted based on rules specified in section 3.3 above.

On successful acceptance of requests, upgraded rooms will be allocated to students after payment of applicable additional charges (as per annexure) to Finance. Applications can be made any time before or during the academic year but upgrade charges will be paid for the complete academic year.

Allocations made to students' basis the acceptance of their voluntary upgrades requests are valid only for one academic year. In case, a student desires to continue the voluntary upgrade in subsequent years also, a fresh application requesting upgrade has to be made to DSW at beginning of academic year.

Under Graduate Students are normally not entitled to voluntary upgrades.

There are no voluntary downgrades; students have to pay the hostel fee for the room type entitlement published at the time of admission for their respective degree program year wise.

3.5. Residing Outside the University: Permission to stay outside the campus may be granted by the DSW based on individual requests by the students. The requests may be on account of a voluntary student exchange program or traveling out of town for project work, or for family functions, medical or any other reason. In such cases, hostel charges are to be paid for full academic year irrespective of the duration of stay outside the University. For such absence from hostels a request should be made to DSW in writing (e-mail) and a written approval for absence be taken.

3.6. Expulsion from Hostel: A student may be expelled from the hostel for any of the following reasons:

- Any change in the enrolment status of the student,
- Being on probation, not in good standing or violation of any SNU's rules and policies
- Disturbing peace and harmony in the Hostel and causing inconvenience to other residents
- As a result of a disciplinary action by the University
- Any other reason deemed fit by Dean Student Welfare

The decision of DSW or the Proctorol Board will be final in all matters relating to expulsion from hostel. Students who are asked to vacate their hostel rooms are not entitled for a refund of hostel charges.

3.7. Vacating Hostel Rooms: Every student is required to vacate the hostel room at the end of the academic year and/or semester by the date published by DSW. Any delay in vacating the hostel room by this published date will be treated as unauthorized stay in hostel and will make the student liable to pay fine of ₹500/- per calendar day for unauthorized stay. Students withdrawing from the University are required to vacate the hostel immediately upon withdrawal, proof of handing over the hostel room is required to process clearances and other related formalities by the Registrar's office.

At the time of vacating, students must hand over the keys, take all their belongings and leave their room in clean condition in which it was first handed over to them. Any missing or damaged items and extra cleaning will be charged to the student as assessed by DSW. In case a student doesn't vacate the hostel room as per rules, the University has the right to break open the locks and take possession of the room. All expenses incurred towards changing the locks, removal and disposal of items in the rooms will be charged to the respective student.

Students are required to leave the room clean and have the damages rectified before they vacate. If the room is vacated in an unclean condition and / or with broken items, the University will have it cleaned and make it fit for the next residents who will be moving in. The cost of cleaning and retrofitting will be recovered from the old residents of the room. The decision of DSW on the charges will be final.

3.8. Storing Personal Belongings During Vacation: The University will make efforts to provide cloak room facility to students for storage of personal belongings in a specified safe place in the hostels. The Hostel Wardens will facilitate this storage. The goods must be

stored in a locked, water proof, and strong container. The Hostel Wardens may refuse to accept goods for storage if in their opinion the belongings are not packaged properly or it is not fit for storage. The personal belongings of students are stored at the sole risk of the students, University does not take responsibility for damage to the student property due to situations beyond the control of the University. Students are advised not to keep any valuables in the cloak room.

3.9. Summer Term / Vacation: Students have to pay applicable hostel fees for stay on campus during the summer vacations. Students will be allowed to stay on campus on account of enrolment in Summer Term and/or any other project work approved by DSW. Hostel fees for this stay will have to be paid before the commencement of the Summer Term. If a student is registered for the Summer Term and alongside pursues some project work / on campus job, this policy ST205 shall supersede any other policy with regards to stay in hostel during vacations and the charges for hostel will be payable.

For internal projects which require stay on campus during vacations, department must take approval from the DSW office. The students' hostel stay during this duration would be charged to the respective department. In case of undergraduate students, the mentor/guide of said project must also sign and declare that she is also going to be there in the campus/visit the campus regularly during the stay of her student. She will also be responsible for any misbehaviour by the student during the stay.

For projects related to technical clubs and societies, the respective Faculty Advisor should inform the DSW office and get approvals for students' stay on campus during vacations. The students' hostel stay during this duration would be charged to the DSW department.

For students taking up On Campus Jobs and not doing any Summer course are entitled for free hostel accommodation. The Hostel Charges will be booked to the department employing the students.

The charges for summer term are for full term irrespective of duration of stay.

3.10. Payment of Hostel Fees: An academic year of the University consists of two semesters – Monsoon and Spring (odd and even semesters), as defined in the academic calendar. The academic year ends at the end of Spring (even) Semester. Hostel fees and related dues have to be paid by the student at the beginning of each academic year. Hostel allocations will be made only after total fees and related dues are paid in full. Hostel Room allocation is for one full academic year. For Summer Term refer to section 3.9 above.

4. HOSTEL ACCOMMODATION FOR STUDENTS EXCEEDING THE NORMAL PROGRAM TENURE (EXTENDED STAY)

- 4.1.** In case a student is unable to complete the degree in the standard program duration, the student may be permitted an extended stay in the hostels. The hostel room allocation for the extended period will be based on availability and is not guaranteed to the student.
- 4.2.** In such a scenario, hostel room charges will apply for the additional semester(s) on campus at rates prevailing for new admissions in that academic year.
- 4.3.** Some students may have been provided accommodation at a discounted rate during their standard program tenure. For extended stay the hostel fees and charges will have to be paid for the additional semester(s) on campus, at full rates prevailing for new admissions in that academic year. There would not be any waivers or discounting of hostel charges during the extended period of stay.

5. ENTITLEMENTS AND CHARGES

Please refer to relevant Annexures.

6. NORMS GOVERNING HOSTEL ROOM ALLOCATIONS

- 6.1.** Any allocated room is not an entitlement. No individual or department 'owns' the space they occupy. Everyone is a 'user' for a time and for a purpose.
- 6.2.** Each room is built in size and provisioned with amenities suitable for use by students. The suggestive list of amenities include a bed, mattress, wardrobe, chair, desk, curtain rods, curtain etc. The items may change at the discretion of the University. A detailed list of movable items will be handed over to each student at the time of occupying the room.
- 6.3.** Hostel Room allocations during the course of the degree program are valid for one academic year only.
- 6.4.** Request(s) to allocate specific room to a student or group of students will not be entertained. However, request(s) made basis relevant disability or medical reasoning and supported with qualified evidence will be taken by DSW for consideration. All such requests will be considered sympathetically and re-allocations may be done subject to suitability of request and availability of rooms.

7. EXCEPTIONS TO THE POLICY

Following exceptions will apply during the normal tenure of the program for following batches.

- 7.1. Students with admission year of 2011, 2012, 2013 and 2014 have been given information on entitled room type and related charge at the time of admission which may be different from the entitlements defined in this policy. The same shall continue to apply.
- 7.2. Doctoral students with admission year 2012 & 2013 will be given upgrades at no additional charge to single non AC room with attached toilet for the four year duration of their degree program ending with 8th semester.
- 7.3. Graduate students with admission year of 2013 will be given upgrades at no additional charge to single non AC room with common toilet for the two year duration of their degree program ending with 4th semester.
- 7.4. Undergraduate students with admission year of 2011, 2012 & 2013 were charged and committed quad rooms for the duration of their degree program. They will be upgraded to twin sharing rooms at no additional charge in the second, third and fourth year of their degree program, subject to availability of the rooms.
- 7.5. Undergraduate students with admission year of 2014 are committed and will be charged accordingly for quad rooms in the second year of their degree program. They will be upgraded to twin sharing rooms at no additional charge in the second year of their degree program.

8. RELATED POLICIES

- 8.1. ST202 Policy for Retention of Tuition Fee Waivers for Undergraduate Students
- 8.2. FN511 Fee Publication Policy

SNU reserves the right to alter, append or withdraw this policy either in part or in full based on discretion.

ANNEXURE 1: TABLE WITH ENTITLEMENTS AND UPGRADATION CHARGES FOR HOSTEL ROOM ALLOCATION FOR ADMISSION YEARS FROM 2011-12 to 2015-16										
Student Category by year of enrolment	Entitlement									
	Room Type	Cost per semester	Cost per year	Cost per Summer Semester ①		Single C/T	Single A/T	Single AC C/T	Single AC A/T	Studio
UNDER GRADUATES STUDENTS (Applicable to all degrees programs)										
1 st Year	Quad	₹ 27,500	NA	₹ 11,000						
2 nd Year	Twin	₹ 35,000	NA	₹ 11,000						
3 rd Year	Twin	₹ 35,000	NA	₹ 11,000						
4 th Year	Single C/T	NA	₹ 1,00,000	NA						
GRADUATE (MASTERS) STUDENTS										
1. Students of Programs which are Assistantship bearing										
1 st Year	Twin	NA	No Charge to Student	No Charge to Student		₹ 30,000	₹ 40,000	₹ 60,000	₹ 70,000	NA
2 nd Year	Twin	NA			₹ 30,000	₹ 40,000	₹ 60,000	₹ 70,000	NA	
2. Students of Masters in Business Administration (MBA)										
1 st Year	Single C/T	NA	₹ 1,00,000	No Charge to Student		NA	₹ 10,000	₹ 30,000	₹ 40,000	₹ 85,000
2 nd Year	Single C/T	NA	₹ 1,00,000		NA	₹ 10,000	₹ 30,000	₹ 40,000	₹ 85,000	
3. Students of all other Programs ②										
1 st Year	Twin	NA	₹ 70,000	No Charge to Student		₹ 30,000	₹ 40,000	₹ 60,000	₹ 70,000	NA
2 nd Year	Twin	NA	₹ 70,000		₹ 30,000	₹ 40,000	₹ 60,000	₹ 70,000	NA	
DOCTORAL (Ph.D.) STUDENTS										
1 st Year	Single C/T	NA	No Charge to Student	No Charge to Student		NA	₹ 10,000	₹ 30,000	₹ 40,000	₹ 85,000
2 nd Year	Single C/T	NA			NA	₹ 10,000	₹ 30,000	₹ 40,000	₹ 85,000	
3 rd Year	Single C/T	NA			NA	₹ 10,000	₹ 30,000	₹ 40,000	₹ 85,000	
4 th Year	Single C/T	NA			NA	₹ 10,000	₹ 30,000	₹ 40,000	₹ 85,000	
Notes:										
1. ① During Summers, there will be reallocation of Hostel Rooms to the operational hostel blocks for all students.										
2. ② Residential Post Graduate Diploma Programs are to be read as equivalent to Year 1 of other Graduate Programs										
3. Quad - Quadruple Occupancy; Twin - Twin Occupancy; Single - Single Occupancy										
4. All Quad and Twin Rooms types have common toilets										
5. A/T – Attached Toilet. C/T - common toilet;										
6. NA: Not Applicable										

ANNEXURE 2: TABLE WITH ENTITLEMENTS AND UPGRADATION CHARGES FOR HOSTEL ROOM ALLOCATION FOR ADMISSION YEAR 2016-17

Student Category by year of enrolment	Entitlement								
	Room Type	Cost per academic year	Cost per Summer Semeste		Single C/T	Single A/T	Single AC C/T	Single AC A/T	Studio
UNDER GRADUATES STUDENTS									
(Applicable to all degrees programs)									
1 st Year	Quad	₹ 62,000	₹ 12,500						
2 nd Year	Twin	₹ 79,000	₹ 12,500						
3 rd Year	Twin	₹ 79,000	₹ 12,500						
4 th Year	Single C/T	₹ 1,13,000	₹ 12,500						
GRADUATE (MASTERS) STUDENTS									
1. Students of M.Tech. Programs (with financial assistance) @70% waiver									
1 st Year	Twin	₹ 23,700	₹ 12,500		₹ 34,000	₹ 45,000	₹ 67,000	₹ 78,000	NA
2 nd Year	Twin	₹ 23,700	₹ 12,500		₹ 34,000	₹ 45,000	₹ 67,000	₹ 78,000	NA
2. Students of Masters in Business Administration (MBA)									
1 st Year	Single C/T	₹ 1,13,000	₹ 12,500		NA	₹ 11,000	₹ 33,000	₹ 44,000	₹ 85,000
2 nd Year	Single C/T	₹ 1,13,000	₹ 12,500		NA	₹ 11,000	₹ 33,000	₹ 44,000	₹ 85,000
3. Students of all other Masters Programs – M.Sc., M.A., MFA									
1 st Year	Twin	₹ 79,000	₹ 12,500		₹ 34,000	₹ 45,000	₹ 67,000	₹ 78,000	NA
2 nd Year	Twin	₹ 79,000	₹ 12,500		₹ 34,000	₹ 45,000	₹ 67,000	₹ 78,000	NA
Doctoral (Ph.D.) Students (with financial assistance) @ 70% waiver									
1 st Year	Single C/T	₹ 33,900	NA		NA	₹ 11,000	₹ 33,000	₹ 44,000	₹ 85,000
2 nd Year	Single C/T	₹ 33,900	NA		NA	₹ 11,000	₹ 33,000	₹ 44,000	₹ 85,000
3 rd Year	Single C/T	₹ 33,900	NA		NA	₹ 11,000	₹ 33,000	₹ 44,000	₹ 85,000
4 th Year	Single C/T	₹ 33,900	NA		NA	₹ 11,000	₹ 33,000	₹ 44,000	₹ 85,000
Notes:									
1. During Summers, there will be reallocation of Hostel Rooms to the operational hostel blocks for all students									
2. Residential Post Graduate Diploma Programs are to be read as equivalent to Year 1 of other Graduate Programs									
3. Quad - Quadruple Occupancy; Twin - Twin Occupancy; Single - Single Occupancy									
4. All Quad and Twin Rooms types have common toilets									
5. A/T – Attached Toilet. C/T - common toilet;									
6. NA: Not Applicable									

ANNEXURE 3: ENTITLEMENTS AND UPGRADATION CHARGES FOR HOSTEL ROOMS FOR ADMISSION YEAR 2017-18									
Student Category by year of enrolment	Entitlement								
	Room Type	Cost per academic year	Cost per Summer Semester		Single C/T	Single A/T	Single AC C/T	Single AC A/T	Studio
UNDER GRADUATES STUDENTS (Applicable to all degrees programs)									
1 st Year	Quad	₹ 65,000	₹ 13,000						
2 nd Year	Twin	₹ 84,000	₹ 13,000						
3 rd Year	Twin	₹ 84,000	₹ 13,000						
4 th Year	Single C/T	₹ 1,20,000	₹ 13,000						
GRADUATE (MASTERS) STUDENTS									
1. Students of M.Tech. Programs (with financial assistance) @70% waiver									
1 st Year	Twin	₹ 25,200	₹ 13,000		₹ 36,000	₹ 46,000	₹ 69,000	₹ 80,000	NA
2 nd Year	Twin	₹ 25,200	₹ 13,000		₹ 36,000	₹ 46,000	₹ 69,000	₹ 80,000	NA
2. Students of Masters in Business Administration (MBA)									
1 st Year	Single A/T	₹ 1,30,000	₹ 13,000		NA	NA	₹ 23,000	₹ 34,000	₹ 75,000
2 nd Year	Single A/T	₹ 1,30,000	₹ 13,000		NA	NA	₹ 23,000	₹ 34,000	₹ 75,000
3. Students of all other Masters Programs – M.Sc., M.A., MFA									
1 st Year	Twin	₹ 84,000	₹ 13,000		₹ 36,000	₹ 46,000	₹ 69,000	₹ 80,000	NA
2 nd Year	Twin	₹ 84,000	₹ 13,000		₹ 36,000	₹ 46,000	₹ 69,000	₹ 80,000	NA
Doctoral (Ph.D.) Students (with financial assistance) @ 70% waiver									
1 st Year	Single C/T	₹ 36,000	NA		NA	₹ 10,000	₹ 33,000	₹ 44,000	₹ 85,000
2 nd Year	Single C/T	₹ 36,000	NA		NA	₹ 10,000	₹ 33,000	₹ 44,000	₹ 85,000
3 rd Year	Single C/T	₹ 36,000	NA		NA	₹ 10,000	₹ 33,000	₹ 44,000	₹ 85,000
4 th Year	Single C/T	₹ 36,000	NA		NA	₹ 10,000	₹ 33,000	₹ 44,000	₹ 85,000
Notes:									
1. During Summers, there will be reallocation of Hostel Rooms to the operational hostel blocks for all students									
2. Residential Post Graduate Diploma Programs are to be read as equivalent to Year 1 of other Graduate Programs									
3. Quad - Quadruple Occupancy; Twin - Twin Occupancy; Single - Single Occupancy									
4. All Quad and Twin Rooms types have common toilets									
5. A/T – Attached Toilet. C/T - common toilet;									
6. NA: Not Applicable									

ANNEXURE 3A: CHARGES FOR HOSTEL ROOM ADMISSION YEAR 2017	
Room Type	Cost per academic year (2 semesters)
Quad Share	₹ 65,000
Twin Share	₹ 84,000
Single C/T	₹ 1,20,000
Single A/T	₹ 1,30,000
Single C/T with AC	₹ 1,53,000
Single A/T with AC	₹ 1,64,000
Studio	₹ 2,05,000

Notes:

1. Quad - Quadruple Occupancy; Twin - Twin Occupancy; Single - Single Occupancy
2. All Quad and Twin Rooms types have common toilets
3. A/T – Attached Toilet. C/T - common toilet;
4. Studio has two rooms with single AC and Attached Toilet