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O. P. Jindal University
Raigarh

(Founded by the Jindal Education and Welfare Society)

Hostel Policy
Rules and Code of Conduct
for Hostellers

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HOSTEL POLICY, RULES AND CODE OF CONDUCT FOR HOSTELLERS

INTRODUCTION

O P Jindal University offers Hostel facility for students with the primary objective of imparting in every hosteller a spirit of bonhomie, self-confidence and self-discipline. Hostel accommodation, separately for men and women, will be provided by the University solely based on availability. The guiding principle towards the formulation of the Hostel Policy, Rules and Code of Conduct for Hostellers is to ensure a secure and comfortable environment which is conducive to learning, and, all hostellers are required to strictly abide by the same.

1.0 HOSTEL AUTHORITIES

Chief Wardens, Wardens, Assistant Wardens, care takers would reside in the hostel premises or nearby campus. They would be responsible for the day-to-day operations and play an advisory role in administration of all hostels. Responsibilities, roles and the powers of each of these authorities will be notified to the hostellers, as applicable.

2.0 PROCESS OF SEEKING HOSTEL ADMISSION

2.1 Students seeking admission to the University hostels must apply for the same at the time of Admission to the University. The student must pay the Hostel Fee as prescribed by the University (charged semester wise). At the time of the hostel room allocation, the students should produce the University Fee and Hostel Fee receipts to the concerned hostel authority. In case the hostel room is not allotted to the concerned student, due to non-availability of hostel room or any other reason, the Hostel Fee shall be refunded to the student at the earliest.

2.2 At the time of admission to the hostel, a declaration agreeing to abide by the Hostel Policy, Rules and Code of Conduct for Hostellers as may be notified from time to time shall be signed by the student and countersigned by his/her Parent/Legal Guardian/Local Guardian.

2.3 On admission, the student will be allotted a room/space as per his/her demand/need, subject to availability room will be allotted. These allotments can undergo change at any time, for administrative or other reasons considered appropriate by the Hostel Authority.

2.4 Students cannot vacate or cease using the hostel facility during the academic year. If they do so, they will forfeit the Hostel Fees paid by them for the entire academic year and no claim for refund shall be entertained. The refundable Hostel Deposit shall be refunded as per the conditions mentioned in Clause 2.2 above. (Student need to fill undertaking form).

2.5 Students, if vacate room in between of academic year for whatsoever reason. He/She will not be able to claim for room allotment in same academic year.

2.6 Detained/Year back students are not allowing to stay in the hostel. Hostel is for only regular students

3.0 FURNITURE & FIXTURES

3.1. On allocation of the hostel room, the hostellers will be provided with the essential furniture and fixtures on record. The students should ensure that such furniture and fixtures are maintained in good condition.

3.2. Hostellers are required to hand over furniture and other materials in good condition when they change/vacate the hostel room. Failing which the concerned student/s will be charged for the damaged furniture/materials which may be recovered from the Hostel Deposit as specified in Clauses 2.1 and 2.2.

4.0 MESS RULES

4.1. Hostellers must have food in the hostel mess, and they are strictly prohibited to take mess utensils in the room /outside mess.

4.2. All the utensils should be kept to washing tray after meal.

4.3. All the students should maintain dining etiquette while taking meals.

4.4. Student can give feedback about meal in the feedback register.

4.5. Girls are not allowed to take any meal in Boy's hostel mess and vice versa. They may take their meals in University Canteen.

4.6. Consumption of outside food is prohibited in the Mess.

4.7. Mess Menu will be framed by the mess committee and subject to change every month.

4.8. Parents/Authorized Local Guardians can avail mess facility with prior permission of the hostel authorities. This permission will be accorded for two to three days in a month only.

4.1. Mess timings are as follows:

Meal	**Timing***
Breakfast	07:30 am to 09:00 am
Lunch	12.30 pm to 02.00 pm (at the University Campus on all Working Days); 12:30 noon to 02:30 pm (at the Hostel Mess on Holidays).
Evening Tea and Snacks	05:00 pm to 06:00 pm
Dinner	07:30 pm to 09:00 pm

**All hostellers must observe the Mess timings.*

5.0 HOSTEL TIMINGS

5.1. No hosteller will be allowed to stay in the hostel during academic hours.

5.2. The hostellers are to be inside the hostel premises before 09.00 pm every day.

5.3. Silence hour is between 10.30 pm and 06.00 am on all days. Violation of the same will result in disciplinary action against the errant hosteller(s).

6.0 HOSTEL ATTENDANCE RULES

6.1. All hostellers should report to hostel before 09:00 pm on daily basis.

6.2. Attendance will be taken up to 10:00 pm.

7.0 PARENTS/VISITORS

7.1. Parents/Authorized visitors of the hostellers are permitted to visit their wards with the permission of the prescribed hostel authorities.

7.2. No Parent/Guardian/Visitor or any person is allowed to stay with the hostellers in their rooms. However, with prior intimation to the concerned hostel authority, Guest Room can be booked on payment basis. This provision is subject to availability of the Guest Rooms.

7.3. No Girls are permitted to visit Boys Hostels and no Boys are permitted to visit in the Girls Hostels under any circumstances.

8.0 PERMISSION FOR OUTING

8.1. Out pass

The hosteller must take the permission from concern authority and follow the due procedure in case of leave/absence from hostel campus.

8.1. Official Tour/Travel

Hostellers who are leaving the hostel to attend events/programs organized by the University should get prior permission from the concerned HOD/Dean and also their parents. The parents should give their consent in writing for the official tour/travel. Also, hostellers are required to inform the concerned hostel authority about the same.

8.1. Vacation

8.3.1 During notified vacations, students must remove all of their belongings from their allotted rooms in order to allow the hostel authorities to carry out maintenance work. All request and permission will be process through Digiicampus.

8.3.2 Students, who prefer to stay back in hostel during the end semester vacation for Internship/Professional Practice etc., should take prior permission from the HOD/Dean of the concerned Department/School and hostel authorities. Accommodation during this period shall be as per university norms.

9.0 PERSONAL VEHICLE

Hostellers are not allowed to use any personal vehicles. Parents are requested not to provide any vehicle for their ward. Students are strictly instructed to use the transportation provided by the University. Violation of this rule will result in the withdrawal of the Hostel facility for the errant hosteller.

10.0 CELEBRATING FESTIVALS AND BIRTHDAYS

Hostellers may celebrate festivals and birthdays in the hostel premises with prior permission from the concerned hostel authority. However, all the functions/celebrations are to be concluded before 10 pm, and students should confine themselves to their allotted rooms thereafter. There should not be any kind of discomfort caused to other Hostellers and other occupants in the hostel premises. No outside guest(s) or interference of any kind will be permitted.

11.0 RECREATION (Details of specific room number and indoor games)

A recreation room and facilities for indoor games are provided within the hostel premises. Hostellers are allowed to use these facilities as per the following timings:

- Morning: 05:00 AM to 07:00 AM
- Evening: 05:00 PM to 10:00 PM
- Holidays: Till 10:00 PM

12.0 MEDICAL EMERGENCY

Any accidents or sudden illness should be reported immediately to the concerned hostel authority for necessary action.

12.1. In case of a medical emergency, the hosteller will be given first aid medical care and Parents/Guardians will be informed immediately. Hence, it is very important that the Phone/Contact numbers must to be updated by the hostellers/parents.

12.2. The University will take all precautions in providing minor first aid medical care within the University Hostel, and if deemed necessary, move the concerned hosteller to a local hospital for medical attention and hospitalization. The University shall not be liable in torts or any other Law for any accident injury or damage caused to a hosteller due to any act or omission or commission by the concerned hosteller and /or if such injury or damage arises due to the concerned student failing to adhere to prescribed safety norms or directions or instructions or failure to adhere to the code of conduct prescribed.

12.3. If required, the cost/medical expenses of initial medical treatment will be paid by the University and the same shall be recovered from the Hostel Deposit (Refer Clause 2.2) and/or as an additional amount due from the hosteller.

13.0 ROOM INSPECTION

All rooms are subject to periodic and/or unscheduled inspection by the hostel authorities. The authorities shall be entitled to inspect the entire room, including personal bags and belongings.

14.0 TEMPORARY ACCOMODATION

Temporary accommodation is available on a payment basis, subject to room availability. Charges are available on the notice board and hostel office. Students must send a request through email to the chief warden at least two days in advance.

15.0 ACCOMODATION CHARGES

Accommodation charges are subject to periodic updates and can be found at the chief warden's office as well as on the Notice boards of the hostel.

16.0 HOSTEL COMMITTEES

These committees are constituted and notified by the University Authorities. There are a few essential committees such as Hostel Committee, Mess Committee and Anti-Ragging Committee consisting of students and Wardens to look after the day-to-day functioning of the Hostels.

17.0 CODE OF CONDUCT FOR HOSTELLERS: DO'S & DON'TS

General

Do's	Don'ts
■ Maintain discipline inside and outside the Hostel and University Premises. ■ Keep your University Identity Card always with you. ■ Show your Identity Card to security personnel or any other authorities of Hostel / University as and when demanded. ■ Lock your room always, even when going out for short durations for security reasons. ■ Keep your rooms and room tidy, neat and clean at all times. ■ Dress appropriately when you are in hostel premises. ■ Lodge a complaint to the on-duty caretaker for any maintenance work. ■ Share your problem(s) individually with the authorities. ■ Take special care of your mobiles and give your number to only authorized persons. ■ Keep your valuables and cash under lock. ■ Save electricity and water. ■ Switch off the fans and lights whenever you leave hostel room.	■ Keep any valuable belongings/ electronic devices and gold ornaments. ■ Use/bring any personal vehicles to the hostel premises. ■ Unauthorized stay in hostel or helping other(s) to stay in hostel without warden's concern. ■ Cook foods in hostel. ■ Keep or feed pets of any kind in your room or hostel premises. ■ Play or create disturbance in the corridors. ■ Involve/get involved in any un-lawful activity, violate any rules and regulations of the Hostel and University leading to un-becoming of a student. ■ Smoke and Drink. ■ Hang your clothes other than in the designated place. ■ Hire services of housekeeping staff for personal work even on payment basis. ■ Bring extra furniture and/or fixture into the room except with the permission of the concerned hostel authority. ■ Steal, cheat or spread rumors. ■ Never use things without the permission of the owner (fellow hosteller). ■ Never engage in abusive or physical classes/Fighting with any one for any reason. It is a punishable offence (refer to clause 20.0).

Electrical / Electronic Equipments

Do's	Don'ts
■ Students can keep their own personal Laptops at their own risk. However, hostel authorities will not be responsible for any theft or damage of the same. ■ Use the laptop for academic requirements only, failing which the hostel authority may initiate disciplinary action.	■ Do not use sound system with speakers, or any other type of electrical and electronic appliances/gadgets in the hostel premises. However, a few items found to be essential can be permitted provided: ■ permission is obtained from the concerned hostel authority. ■ fellow hostellers do not complain /object. ■ Do not download / screen / circulate any pirated/restricted/pornographic/unlicensed movies or video clips in your computers inside the hostel rooms, common areas and the University campus. Any violation will be dealt very severely, including expulsion from the hostels ■ Personal expensive electronic gadgets are not permitted inside the room.

Hostel Mess

Do's	Don'ts
■ Inform your absence for a particular meal to the on-duty caretaker/mess authority, to avoid wastage of food.	■ Do not waste food. ■ Do not cook in your rooms. ■ No Mess food is allowed in the room. ■ Do not bring outside food to the hostels. However, food items brought by parents /guardians/authorized visitors are permitted. ■ Do not enter into the kitchen area of Mess

18.0 STRICTLY PROHIBITED ACTIVITIES

18.1.0 Infringement of the following rules will be severely dealt with, which includes expulsion from the hostels:

18.1.1 Ragging in any form is banned inside and outside the hostel premises. Strict action will be taken against defaulters. No leniency will be shown to offenders. Students involved in ragging will be expelled from the hostels and rusticated from university.

18.1.1 Consumption/possession of alcohol, smoking or use of tobacco, narcotic drugs, possession of obscene pictures, posters, pornographic materials, lethal weapons or inflammable materials and the related products are strictly banned in the Hostel and University premises. Violation of these rules will be treated as a serious offence resulting in expulsion from the hostels.

18.1.2 Cooking inside the rooms and organizing parties or get-together within the hostel premises are strictly prohibited.

18.1.3 All hostellers are advised to extend their fullest co-operation to see that no unauthorized person enters in the hostel premises. If a hosteller finds any such unauthorized person, the matter should be brought to the notice of the concerned hostel authorities immediately for further strict action.

18.1.4 Playing with dry/wet colors or with plain water, using crackers inside the hostel premises even with excuses of celebrations and festivals are strictly prohibited.

18.1.5 Hostellers shall not play games in the hostel premises which may cause any damage to the property and disturbance to others.

18.1.6 Hostellers are not allowed to write/scribble/draw/paste anything on walls, windows or doors in the room or deface them in anyway.

18.1.7 Hostellers are not expected to be remain in the hostel during class hours. However, a hosteller who is unwell may stay back in hostel during working hours, strictly on the advice of doctors and with the prior permission from the concerned hostel authority.

18.1.8 No hosteller shall loiter in the hostel corridors, peep through the windows with voyeuristic tendencies or move surreptitiously between rooms causing disturbance to other residents in the hostel.

19.0 GRIEVANCE/FEEDBACK/SUGGESSTION

If any hosteller has any grievance/problem, he/she needs to enter the grievance/complaint in the relevant "Grievance Box" kept in the hostel office. If the complaint is not attended to within a week, then he/she may take the issue to the concerned hostel authority. If the problem still remains un-resolved, he/she can report the grievance/complaint to the Vice Chancellor.

20.0 LEGAL AND DISCIPLINARY PROVISIONS: PUNISHABLE OFFENCES AND CORRESPONDING PUNISHMENTS

To maintain a safe and disciplined in hostel environment, the following acts shall be treated as punishable offences. Disciplinary actions will be based on the nature and gravity of the violation.

20.1 CLASSIFICATION OF OFFENCES

A. Minor Offences (First-time or non-malicious infractions)

- Violation of hostel timings
- Non-compliance with attendance requirements
- Use of unauthorized electronic appliances
- Disorderly behavior or excessive noise
- Failure to maintain cleanliness.
- Intentionally remaining in hostel during class hours without permission
- Unauthorized absence from hostel.

Punishment (any one or more as decided by authorities)

- Verbal or written warning
- Community service in hostel premises
- Fine up to ₹2,000.
- Temporary restriction from recreational facilities.
- Possession of restricted electronic gadgets.

B. Major Offences

- Repeated minor offences
- Hosting unauthorized guests
- Use of personal vehicle despite prohibition.
- Harming hostel property intentionally.
- Unauthorized cooking or storing inflammables

Punishment (any one or more as decided by authorities)

- Written warning with intimation to parents
- Fine up to ₹5,000
- Temporary suspension from hostel (up to 2 weeks)
- Withholding of Hostel Deposit refund

C. Serious Offences

- Physical assault or threatening behavior
- Theft, cheating or damage to property
- Tampering with electrical installations, CCTVs, Water cooler, Hand dryer or fire safety systems or related.

Punishment (any one or more as decided by authorities)

- Fine up to ₹10,000
- Permanent expulsion from the hostel
- Suspension from academic classes (with Dean's approval)
- Filing of police complaint (where applicable)

D. Criminal Offences (in line with Indian Penal Code and UGC guidelines)

- Ragging in any form
- Sexual harassment or voyeurism
- Consumption or possession of alcohol, drugs or tobacco
- Distribution/viewing of pornographic content
- Possession of weapons or hazardous items

Punishment (any one or more as decided by authorities)

- Immediate expulsion from hostel and university
- FIR filing with local police
- Blacklisting from re-admission to university facilities
- Communication to affiliating regulatory bodies

20.2 Due Process and Appeal

- Inquiry Committee: All major and serious offences will be investigated by a disciplinary committee including the Chief Warden, Faculty Representative, and Student Welfare Officer.
- Right to Be Heard: Accused hostellers will have the right to be heard before final action is taken.
- Appeal: An appeal against the decision can be submitted to the Vice Chancellor within 7 working days of the decision

21.0 REVISION OF RULES AND REGULATIONS

The University reserves the right to revise or amend the Hostel Policy, Rules and Code of Conduct for Hostellers from time to time as deemed necessary by the University. Hostellers will be informed of such changes through notices/circulars and they shall abide by the revised/amended Hostel Policy, Rules and Code of Conduct for Hostellers.

ANNEXURE – 1
PROFORMA

DECLARATION BY STUDENT AND PARENT

O P JINDAL UNIVERSITY, RAIGARH

I.....s/d/o.....

Studying.....Year.....Program with Enrolment Number..... at O P Jindal University, Raigarh, have carefully read and fully understood the HOSTEL POLICY, RULES AND CODE OF CONDUCT FOR HOSTELLERS of O P Jindal University, and I hereby agree to abide by all the rules and code of conduct contained therein. I am liable for disciplinary action in case of breach of any of the O P Jindal University Hostel rules and regulations that may be in force from time to time.

Date: .....

_____
(SIGNATURE OF THE STUDENT)

Place: .....

_____
(SIGNATURE OF THE PARENT

ANNEXURE – 2

PROFORMA

CHECKLIST OF HOSTEL ITEMS

Items Allotted to Individual Students

S. No.	Item	Allotted item serial no.
1.	Cot	
2.	Cupboard	
3.	Study Table	
4.	Chair	

Note: To be submitted back in the usable condition while vacating the hostel or at the end of academic year.

Recreation and other Facilities

S. No.	Item
1.	TV
2.	Table Tennis
3.	Papers and Magazines
4.	Indoor Games
5.	First Aid Box
6.	Plates and Spoons in Mess
7.	GYM facility

Vehicle Facilities

S. No.	Item
1.	Ambulance
2.	University Buses

Vehicle Facilities

S. No.	Item
1.	Mattress/Mattress cover/ Bed Spreads/sheets
2.	Blanket
3.	Water Bottles
4.	Pillow and Pillow Covers
5.	Bathroom Slippers
6.	Bathroom Towels
7.	Foot/Door Mats
8.	Two numbers of lock and key
9.	Umbrella
10.	Mosquito Net or Coils/ Machine.
11.	Night Dress
12.	Shoes and Socks (Formal and Sports)
13.	Bathroom Items (Soap, Soap-box, Toothbrush, Tooth Paste, Personal Cosmetics,etc.)

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