



MESSAGE

A very warm welcome to students to the campus of Panjab University SSG Regional Centre, Hoshiarpur. Away from home and in the lap of nature, you all would find the lush green campus a perfect place to learn, to relax and to grow to your full potential.

The campus has hostel facilities with capacity of 175 boys and 450 girls. In view of increase in admissions and demand for more accommodation, an MOU has been signed with a private hostel DIVINE HOME, situated across the boundary of campus, which accommodates around 300 students.

Please go through the rules of hostel and follow them in letter and spirit. You are not to indulge in activities such as ragging, violence, crime and damaging the infrastructure.

Hostel is a home where peer responsibilities replace the paternal ones. Hostel is an Estate, an Institution and a "School within School". Learn to manage the infrastructure, the flora and fauna, the shrubs, trees, saplings, lawns, fixtures. Let no tap run when it should not, preserve water, electricity, legacies. Preserve dignity, ambience and pride of the Institution, of the Mess and the Hostel. Live with mutual respect and mutual trust.

Your stay in the campus will be one time life-experience and we expect that you have the best of everything. Sow good memories to reap pleasant crops. It will be our endeavour to provide you a stress free environment, an efficient guidance in a friendly manner and homely environment that makes one feel at home while studying. We expect the highest standards of honesty, integrity and sincerity from our students.

Wishing you the best of stay in PUSSGRC, Hoshiarpur.


(Dr. H. S. Bains)

HOSTELS ON THE CAMPUS

A hostel is a home away from home. Aware of the special needs and requirements of students, who come from far-flung places to this centre of learning, the Panjab University Swami Sarvanand Giri Regional Centre, Bajwara (Hoshiarpur) tries to provide them a safe, secure and affordable accommodation.

The University Hostels take pains to give its students a neat and clean environment and a comfortable place to live in. There are Wardens and attendants on duty round the clock. Each hostel has a dining hall and canteen, several desert and water coolers, a visitors' lounge. The mess provides a balanced diet at reasonable rates. The Common Room is fairly well equipped with current magazines, journals and newspapers. There is provision for indoor games, a colour TV and music system.

Architecturally, the hostels are aesthetically laid out with plenty of open space and a lot of greenery. The rooms are comfortable, fitted with fan, lights and hard furniture. Each wing of the hostel has several verandahs and balconies.

Comforts are important but they are not enough. Man is a social animal and needs to interact with others. The resident students are encouraged to participate in cultural and social activities. Colorful evenings of song and dance are not unusual on the campus. Talent shows, dramatics and literary events are organized from time to time. The inmates of a hostel are encouraged to live in harmony, like one big family, lending each other a helping hand when required, mutually cooperating to make hostel life a rich and fruitful experience.

There is no doubt that during these formative years in the hostel, life-long bonds are created and friendships cemented. This is a time, which will stand out in the memory as a golden period. University experience is an important milestone in an individual's life, the stepping-stone to an adult life of responsibility and care. The hostels of Panjab University Swami Sarvanand Giri Regional Centre, Bajwara (Hoshiarpur) try to provide an ideal atmosphere for a healthy, all round development of personality and a launching pad for a glorious career ahead.

Living in a hostel presupposes high degree of integrity, consciousness, cooperation, tolerance and hard work for a bright future and good image of our institution.

RULES FOR THE RESIDENT STUDENTS

(Effective from the 1st day of opening of the University after the summer vacation)

General Rules

Admission

1. All rights of admission to the University hostels are reserved with the Dean Student Welfare/ Director/Student Welfare Incharge Panjab University Swami Sarvanand Giri Regional Centre, Bajwara (Hoshiarpur). No student can claim admission as a right.
2. ORDERS/DECISIONS NOTIFIED FROM TIME TO TIME, BY THE DEAN STUDENT WELFARE /DIRECTOR, PANJAB UNIVERSITY SWAMI SARVANAND GIRI REGIONAL CENTRE (PUSSGRC), BAJWARA(HOSHIARPUR)/WARDEN, WILL BE BINDING ON THE RESIDENTS.
3. Admission to the students in the University hostels will be made on the recommendation of the Director, Panjab University Swami Sarvanand Giri Regional Centre, Bajwara (Hoshiarpur). The students are required to submit to the department concerned the forms for admission to the hostel within 3 days from the date of admission in the Department, for allocation of hostel accommodation, after when his/her seat in the hostel shall stand forfeited and will be allotted to the next student in the waiting list. **The allocation of seats will be strictly on merit basis as per the quota of seats allocated to each department of PUSSGRC.**
4. Admission shall be sought afresh in the beginning of every academic session. A student may be refused admission if his conduct during his/her earlier stay in any of the hostels was not satisfactory or he/she was a defaulter.
5. Any student alleged to be involved in any misconduct will be liable to be suspended from the University and on proving the commission of misconduct the student shall be liable to be expelled from the University. The student aggrieved from the decision of the University shall be entitled to appeal to a Standing Committee to be constituted for the purpose by the Vice-Chancellor, of which a retired High Court Judge shall be the Chairman.
6. Once a student has indulged himself in the misconduct in any manner, whatsoever, on the University Campus and action taken against him, he shall not be entitled to admission in any Department of the University. The Head of the Department shall ensure before granting admission and shall give a certificate on the admission form to that effect.
7. Day Scholars and employees are not eligible for admission to the hostels.
8. An incorrect statement/address filled by the student in the hostel admission form would result in immediate cancellation of admission and confiscation of securities.
9. (a) In case student has failed or not appeared in examination in the last academic session, he/she will not be eligible for the hostel accommodation in the next year.
(b) An undergraduate student who is not promoted to the next class will not be eligible for hostel accommodation.
(c) Students securing less than 50% marks will be given hostel accommodation, subject to its availability.

10. A person who is in employment, in profession or in any other whole-time occupation other than in status for the course for which he has sought admission in the Panjab University Swami Sarvanand Giri Regional Centre, Bajwara (Hoshiarpur) shall not be entitled for hostel accommodation.
11. Only a bonafide student will be permitted to avail hostel facility and for that purpose the Warden concerned will send quarterly list of the residents for verification by the Director, Panjab University Swami Sarvanand Giri Regional Centre, Hoshiarpur.
12. The hostels (including messes/canteen and common room) shall remain closed during the summer vacation for a period as specified by the D.S.W. The residents will vacate the hostels room within three days of termination of their examination in case the room is still not vacated, it will be locked by the hostel authorities till the possession of the rooms is hand over/ taken over and a minimum fine of Rs. 1000/- shall be imposed in addition to payment of **daily charges** for stay without permission from the Warden.
- 13 (a) Foreign students studying in Panjab University Swami Sarvanand Giri Regional Centre, Bajwara (Hoshiarpur) and who are not in the final year may be allowed to stay in the hostel during the summer vacation on continuation charges. Final Year foreign students may be permitted to stay on payment of daily charges on the recommendation of Dean Foreign Students.
- (b) The residents of on going classes who are to undertake summer training/summer placements as a part of their course requirement during the summer vacation can stay in the hostel on normal room rent on production of a certificate to that effect from the Director, Panjab University Swami Sarvanand Giri Regional Centre, Bajwara (Hoshiarpur). However, they will be required to seek admission to the hostel afresh on the reopening after summer vacation as per the normal practice.
14. Residents shall see the Warden in the office during the fixed hours only. In case of emergency, the Chowkidar on duty should be sent to the Warden's residence.
15. All bonafide students will be considered for Hostel accommodation only for the duration of their respective courses of study.
16. Late admission to the hostel shall be with the prior permission of the DSW /SWI. Late admission means any admission after the last date of admission in the University as specified by the University from time to time.

Responsibilities

17. Living in a hostel pre-supposes a high degree of integrity and consciousness as a member of a community. It entails a moral responsibility upon a resident to :
 - (i) see that no damage is done to the hostel property.
 - (ii) make every effort for peaceful co-existence maintaining the decorum.
 - (iii) observe all hostel rules meticulously in letter and spirit.

Any violation of rules and directions will be subject to strict disciplinary action, which in extreme cases may lead to expulsion(s), forfeiture of the securities of such residents and his/her right to future admission. All residents of hostels, in whatever capacity, they may be staying in the hostel shall be bound to observe hostel rules and shall be liable to fine or other disciplinary action for any violation of hostel rules similar to that of regular student residents.

18. Residents should be properly dressed while going to common room, dining hall or hostel office, failing which it will be considered an offence and a fine may be imposed as decided by the Warden.
19. Residents should not keep cash, jewellery, or other valuables in their rooms. The responsibility for the safety of their belongings including MOBILE SETS/DESKTOP/LAPTOP/AUDIO SYSTEM will be entirely that of the residents. Residents are advised to take an insurance policy against theft and fire. Use of strong and reliable lock is recommended.
20. Deadlock, interlock is not permitted. Any resident whose room is fitted with interlock shall be fined **Rs.1000/-** and damages shall be recovered from the resident.
21. If an outsider is found illegally living in the room of a resident, the resident shall be liable to (a) expulsion from the hostel (b) forfeiture of securities (c) a fine of **Rs. 1000/-** (d) daily charges from the date of illegal occupation of the room to be determined by the Warden (e) be debarred for seeking admission in any of the University hostels and this will be communicated to his/her parents/guardian.
22. In case of non-payment of dues in time or violation of any hostel rule by a resident, the Warden may get his/her room locked or opened for possession without any liability whatsoever. The belongings shall be transferred to the store. If the dues are not cleared within 3 months of the taking of possession of the room, the belongings may be auctioned and the proceeds adjusted against the payment of the hostel.
23. Every resident shall be responsible for the safety of furniture/other articles given to him/her. Furniture is neither to be removed from one room to another nor be carelessly kept outside the room to be exposed damaged. Anybody including in this practice will be liable to a disciplinary action (including fine of minimum Rs 200/- per article). Replacement of a cot/chair/table etc shall be done on payment of Rs. 200/- and a repair of almirah lock, bed box channel etc.during the session will be done only on payment of Rs. 100/-.
24. (a) No vehicle without stickers, issued by the Warden should be permitted to be parked in the hostels.
(b) The residents shall park their cycles/motor vehicles in the parking area of hostel on payment of the prescribed parking fees. Defaulters will be fined a minimum amount of Rs. 100/- per default in addition to normal charges. Four wheelers vehicles are not allowed in the Hostels.
(c) Registration number of cars and jeeps of the residents and of their guests must be entered in the register with the Chowkidar of the hostel failing which a fine would be imposed.
25. THE HOSTEL WILL NOT BE RESPONSIBLE FOR ANY THEFT, DAMAGE AND LOSS OF A CYCLE/SCOOTER/MOTOR-CYCLE/CAR/MOBILE SET/LAPTOP/DESKTOP/ AUDIOSYSTEM. THESE WILL BE POSSESSED BY THE RESIDENTS AT THEIR OWN RISK AND RESPONSIBILITY. THE RESIDENTS ARE ADVISED TO GET THEIR VEHICLES INSURED AGAINST LOSS, THEFT AND FIRE.
26. AS PER SUPREME COURT RULING SMOKING AT PUBLIC PLACES IS A PUNISHABLE OFFENCE. Smoking is strictly prohibited in the hostels including Mess Canteen Areas. Defaulters will be fined Rs.500/- per offence.
27. In order to curb the drug menace in the hostels, those found indulging in taking intoxicants, drugs and any such banned materials shall be expelled straightway from the hostel. They shall not be given admission to hostel in future.

28. THE TELEPHONE IS MEANT FOR OFFICE USE ONLY. In case of emergency the residents may use the phone (on prescribed charges) after making proper entries in the register meant for the purpose. Any resident misusing the telephone shall be fined upto Rs. 100/-.
29. Acts of indiscipline, misbehavior, gambling, use of intoxicants in the hostel premises including rooms shall be severely dealt with. A resident guilty of any of these shall be liable to expulsion or a minimum fine of Rs. 500/- or both. Any resident found in possession of weapon shall be liable to minimum fine of Rs. 2000/- and/or expulsion and the matter shall be reported to the police. Further the Warden(s) may send the case of the residents who commits such an act for disciplinary action to the Director, Panjab University S.S.G Regional Centre, Bajwara, Hoshairpur.

NOTE: ALL ROOMS (INCLUDING ALMIRAHs AND BELONGINGS) ARE OPEN TO INSPECTION BY THE WARDEN(S) AT ANY TIME OF THE DAY.

30. Any student opening a room by breaking the hostel lock or seal or window-panes etc. shall be liable to a minimum fine of Rs. 500/-. In case this kind of conduct is repeated, student(s) will be liable for expulsion from the hostel and this will be treated as a criminal offence ..
31. No roll number for any examination will be issued to the resident student unless he/she produces a "No Objection Certificate" from his/her respective Hostel. The "No objection Certificate" is to be procured prior to every University examination.
32. Before leaving the hostel, every resident shall obtain clearance from the Warden and personally hand over the charge of the room and hostel property to the Chowkidar on duty. The resident will be fully responsible for any damage/loss of property. Repair charges for any damage to the furniture will have to be paid by the resident along with a minimum penalty of Rs. 500/- for not handing over the charge.

Committees

33. For the proper democratic functioning of the hostels, several committees such as, Common Room Committee, Mess Committee, Canteen Committee etc., will be formed in each hostel by 31st August of the year. The committees will work closely in full cooperation and coordination with the Warden to enhance the image of each hostel. These committees will also make new suggestions to the administration for further improvement in the hostels and ensure the proper discipline and decorum. Every hostel will have block prefects (one from each block of hostel) who will be entrusted with the responsibility of ensuring cleanliness and up-keeping/maintenance of infrastructure of the respective block.

Allotment

34. (a) Rooms will be allotted by the Warden according to the plan prepared by the SWI, Warden(s)
- (b) All students will be provided hostel accommodation on sharing basis only.
- (c) A resident cannot shift from his/her allotted room to another room within the hostel without the permission of Warden, defaulters will be fined minimum Rs. 500/-.
- (d). Resident shall keep the hostel identity card duly attested by Warden with them and will present these on demands by authorities. The card should be carefully preserved as no duplicate card will normally be issued. In case of loss it will be issued on payment of Rs 50/- Lamination of the hostel Identity Card shall be done to avoid misuse. The residents will leaving the hostel at the end of academic year or in the mid session must return the card to the office of Warden, failing which the residents will have to pay Rs. 50/- before securities are refunded.

- (e) Any person who is a defaulter of hostel dues shall not be eligible for hostel admission till he or she produces **no dues certificate** from the concerned hostel warden.

Visitors and Guests

35. (a) Male visitors shall see residents of the Girls' hostel, if need be, only in the Visitors' Room during specified hours.
- (b) Female visitors shall not visit male residents in their rooms; they can visit them, if need be, in the Guest Room upto 8 p.m.
- (c) A register will be maintained at the reception of each hostel to regulate outsiders entry.
- (d) As a rule, guests are not permitted to stay overnight in hostel, however one guest may be accommodated by the residents in his/her room for a maximum period of three days in a month on guest charges i.e. Rs. 25/- per day. No guest is allowed to stay in hostel without the prior permission of Warden, the name of the Guest must be entered in the Guest Register with Chowkidar with prior permission of the Warden, such guest will stay with the resident in case the guest is stayed in guest room, the charges shall be Rs 100/- per day.
- (e) Any resident having a guest without prior permission of the Warden and proper entry in guest register will be liable to minimum fine of Rs. 200/- and disciplinary action, in addition to the guest charges to be levied for duration of stay of the guest.
- (f) If any outsider is found staying without the prior permission of the Warden/SWI, the Warden concerned shall also be accountable for it.
- (g) Any University Teacher may be permitted to stay in the hostel temporarily on payment of daily charges by the DSW/SWI after due recommendation from the Director, Panjab University Swami Sarvanand Giri Regional Centre, Bajwara (Hoshiarpur).
- (h) In case of temporary allotment daily charges will be levied and refundable security equal to amount of charge from regular students must be deposited with the Office

Attendance and Leave

36. (a) **General**
- (i) Gates of Boys hostel will be closed at 10.30 p.m. and opened at 5.30 a.m. The resident will wait (if the gate is closed) for the Chowkidar to come back from his round of the building.
- (ii) All residents entering the hostel after 10.30 p.m. are to make due entries in the register maintained (for late arrivals) with the Chowkidar of the hostel.
- (iii) A resident shall, under all circumstances, inform the Warden about his/her absence from the hostel. He/she shall sign the register maintained for this purpose.
- (iv) Any student found absent from the hostel for more than two weeks without prior written permission from Warden is liable to be punished, his/her hostel admission is cancelled along with a minimum fine of Rs. **1000/-**

(b) For Girls' Hostels

- i) Boarders in girls hostels shall present themselves for daily roll call at 9.00 p.m.
- (ii) Hostel gate will be closed fifteen minutes before attendance and shall be opened at 5:30 am in the morning. After that, LATE ENTRIES will be made in the register maintained for the purpose.
- (iii) The following fines will be levied:
 1. Late entries allowed in a month upto 08:30p.m.: 6
(Residents will be required to intimate in writing to the warden concerned about the place and people visited by them during the said time. This is to be complied with strictly and the failure shall attract stringent action against the erring/defaulting students)
 2. Beyond 6 upto maximum 10 late entries: Rs. 200/- per late entry.
 3. Beyond 10 late entries: intimation will be sent to their parents. If persisted, it would attract disciplinary action and even expulsion from the hostel.
 4. Late entry beyond 8:30 pm Rs 250/- per entry
(After 8:00 p.m. entry will allowed with prior written permission of the Warden concerned/SWI). Parents of the residents coming after 8:00 p.m. also be informed by the Warden in addition to the fine.
- (iv) Residents returning from the home must report themselves before the roll call time. Violators will be fined as decided by the warden.
- (v) Girl students taking admission in the hostel for the first time must be accompanied by their parents.
- (vi) Resident must enter a valid contact number and address in the home going register before proceeding on leave.
- (vii) As per the orders of the Supreme Court of India, Ragging is strictly banned in educational institutions. The students found indulged in ragging shall be expelled from the institute and the hostel.

Food

- 37.
- (a) Any resident, who is present in the room but doesn't come for the attendance will be fined Rs. 50/- for each default.
 - (b) Ordinary residents will take food in the Hostel. The residents are required to take at least 15 diets per month failing which a minimum charge of 15 diets is to be paid by them(10 diets is to be paid to contractor and 5 diet towards the mess development fund). In the Messes where they are residing, in exception cases the D.S.W/Warden may give permission for lodging only. Such residents shall pay two diet charges per months (one each towards mess and canteen). As amenity charges in addition to the usual fees.
 - (c) Each resident will contribute Rs 150/- per month as service charges in the mess and canteen respectively. (* subject to introduction of labour law).
 - (d) Hostels have facilities for lunch and dinner as well as canteen services. A resident shall have meals in the hostel mess/canteen only. It is mandatory for every resident to open their messes and canteen accounts in respectively hostel at the time of taking hostel admission, defaulters will be fined
 - (e) Residents will not enter the cooking area.

- (f) All complaints requiring immediate action of the Warden should be made in writing through a member of the Mess/Canteen Committee.
- (g) Each resident will contribute charges of two ordinary diets per month (along with the mess bill) one towards food subsidy and one towards mess development fund.
- (h) Guests, with the permission of the Warden, may be served meals on a surcharge of Rs. 5 per diet. Fifty per cent of the surcharge shall be deposited in the Mess Account and the remaining fifty per cent shall be paid to the mess contractor. No resident is allowed to have more than 40 guest diets in a month.
- (i) It will be obligatory on the part of the residents to inform the contractors/Cooperative Mess Secretary/Wardens beforehand if they want to miss a meal so as to avoid the wastage and loss. A register for this purpose will be available with the contractor where in the residents should enter the information about missing the meals. A resident who is absent without leave from the warden may miss meals for not more than seven days in a month.
- (j) **Any resident having a guest without prior permission of the Warden and proper entry in guest register will be liable to minimum fine of Rs. 300/- and disciplinary action, in addition to the guest charges.**
- (k) Cooking in the rooms is strictly prohibited and defaulters will be fined a minimum of Rs. **250/- each time for a default**, in addition to the fine for use of a heater, if any, and its confiscation.
- (l) No meals will be served in the rooms except in cases of illness or any other justified reason and that too with the permission of the Warden. Residents as well as contractors will be fined Rs. 100/- for violating this rule each time. Meals should be taken only in Dining Hall.
- (m) Complaints, if any, against the conduct of the contractors/servants may be made by the residents to the Warden in writing. No complaint about mess/canteen etc. shall be entertained if the complainant himself/herself is a defaulter.
- (n) A resident of the hostel cannot take his/her meals as a guest of another resident of the same hostel.
- (o) Messes, Canteens and Common Rooms will remain closed after 2.00 p.m. on the following days:

Republic Day

Holi

Independence Day

Inaugural Function Day

Dussehra

Gandhi Jayanti

Diwali

Guru Nanak Dev's Birthday

Christmas

Hostel Annual Day

Food Subsidy/Scholarships

38. (a) At the beginning of the session, applications will be invited from the needy and really deserving resident students for the award of food subsidy.
- (b) The concession will be discontinued if and when the recipient violates any of the hostel rules.
- (c) The recipients of the concession will be bound to do some duty/work in the hostel as may be assigned by the Warden.
- (d) A resident who is defaulter or have record of misconduct in the university hostel is not eligible for any kind of food subsidy/ financial assistance / scholarship.

Electricity

39. (a) Residents are not allowed to use more than one electric bulb (upto 100 W). They must switch off the light/fan while going out of the rooms. The defaulters will be fined a minimum of **Rs. 30/-** for each offence.
- (b) Residents are not permitted to use or keep any electrical appliances such as electric heaters, electric rods, electrical irons and table fans, TV etc in the rooms. Defaulters will be fined of minimum of Rs. 500- for each offence.
- (c) Room cooler and Personal Computer may be used by the residents with the permission of Warden on payment of Rs. 200/- p.m. & 150/- p.m, respectively for each component and Rs. 100/- p.m. for use of Laptop.
- (d) Residents will not tamper with or damage the electrical and sanitary installations. The cost of repairs/replacement due to any damage, done to them, will be realized from the residents in addition to fine which may be imposed by the Warden.
40. (a) Hostel fees will be charged from all the residents quarterly (for three months at a time) in the following installments:
- | | |
|------------------------------------|---------------------|
| (i) First Quarter (on admission) | July to September |
| (ii) Second Quarter (in September) | October to December |
| (iii) Third Quarter (in December) | January to March |
| (iv) Fourth Quarter (in March) | April to June |
- (b) Residents getting admission to hostel at any time during the month will be charged full fee for the month, however, they will be charged 15 days if they leave after the termination of their University annual examination before the middle of the month. All research scholars/ fellows getting a fellowship will be treated at par with other students.
- (c) Securities (Hostel Mess and Canteen) will be refunded to a resident only after he/she has cleared all the dues and properly handed over the possession of the room. Securities will not be adjusted against the bills. Application for refund of securities along with a certificate from the Chairperson regarding the date of leaving the Department/last date of examination and the hostel identity card will be submitted three days before the intended date of leaving the hostel (when his/her mess/canteen accounts will be closed and he/she will eat on cash payment). If need be the Security Cheques can be sent by post by the Hostel Office after deducting postal and service charges.
- (d) The students who take admission in the hostel but fail to take the possession of the room, the room rent will be deducted upto the period he informs to the Warden in writing. He will be given refundable securities after deducting the charges pertaining to the minimum diet

and Mess/Canteen Charges etc. as per rules.

(e) THE SECURITIES WILL STAND Lapsed AFTER ONE YEAR OF LEAVING THE HOSTEL

Hostel, Mess and Canteen Dues and Fines

41. Resolution of the Senate: All residents of the University Hostel shall be required to clear all dues including the Hostel, mess and canteen charges on the 15th of every month, failing which they shall be liable to disciplinary action. The Residents of the University Hostels shall not be granted fee concession and/or paid monthly scholarship unless they clear their dues by the date indicated above. Normally the fees will be collected without fine upto 15th of every month. However, the students will have to pay Rs. 2/- per day for each bill in case of delay in paying the mess/canteen charges and hostel charges after 15th. However, the total amount of fine will not exceed the 100% of principal amount due to each bill. In case, dues are not cleared within 15 days from the last due date, the students shall be liable to pay fine of Rs. 3/- per day per bill till the bills are paid.
42. IF THE LAST DATE OF PAYMENT IS A HOLIDAY, THEN THE FEE/CHARGES WILL BE ACCEPTED WITHOUT FINE ON THE NEXT WORKING DAY.
43. If the total amount of mess and canteen dues from a resident exceeds the security deposits to mess and canteen on the 20th of the month, he/she will not be eligible for mess and canteen services after 21st of the month.
44. Admission of a resident who fails to pay the dues for two consecutive months shall stand cancelled and possession of the room shall be taken by the Warden and belongings removed to the store without any liability.
45. All residents are required to clear their hostel, mess, canteen and other dues and obtain a no-dues certificate before they take their examination roll numbers and again all their dues must be cleared before they vacate the hostel, failing which their names will be forwarded to the Controller of Examinations/Director, Panjab University Swami Sarvanand Giri Regional Centre, Bajwara (Hoshiarpur) concerned for withholding the declaration of results/award of degree. Other disciplinary action, including forfeiture of their securities, may also be taken.
46. Residents are required to pay hostel charges as printed in the Handbook of Rules.

Fees and charges for hostel residents in Panjab University Swami Sarvanand Giri Regional Centre, Bajwara (Hoshiarpur) are:

A. HOSTEL FEES (TO BE CHARGED QUARTERLY)

A1. Hostel fees for three months @Rs. 710/-p.m./@ Rs. 510 p.m. from SC/ST students) as detailed below:-

Rent (Not to be charged from SC/ST student):	Rs 200/- p.m.
Water Charges:	Rs 60/- p.m.
Electricity Charges:	Rs 450/- p.m.

(If the bill is higher it will distributed equally among the residents of the hostel)

A2. OPTIONAL CHARGES

A2.1: Parking Charges

Scooter/Motorcycle	Rs. 70pm
Car Parking Charges	Rs. 200 p.m.

A2.2: Additional Facility Charges

Desert cooler	Rs. 300 p.m.
Desktop	Rs. 150/-
Laptop	Rs. 100/-

Note: Two residents staying in a dormitory/room provided with a ceiling fan will be charged Rs. 35/- per head per month. As and when a dormitory/room happens to be occupied by a single resident the normal charges of Rs. 50/- per month will be charged.

B. REFUNDABLE SECURITIES

Refundable securities Hostel	Rs 1000/-
Mess/Canteen	Rs 3000/-

C. Annual Charges (Total Charges Rs 4100/- p.a.)

- C1. **General Hostel Administration Charges** (Admission Fees/ Establishment/ Development Fees) **Rs 600/- p.a.**
- C2. **Welfare charges** (Hostel Residents welfare fees/mess canteen servant's welfare charges/poor students' welfare fund). **Rs 500/- p.a.**
- C3. **Celebration Fund's** **Rs. 500/- pa.**
- a). Festival celebration fund. Rs 100/- pa.
 - b). Inaugural function Rs 200/- p.a.
 - c). Annual Function Rs. 200/- p.a.

C4. **Routine Hostel Maintenance charges** (Dilapidation Fees/ Common Room Fees/ Fees for Usage and Maintenance of Fans and geysers, Fees for maintenance for computer facility/ crockery and utensils charges /security, sewerage, waste management fees/essential services maintenance fees). **Rs. 2500/-p.a.**

C5. Guest Charges Rs 25/- per day

C6. Entry in the guest register maintained in the hostel is mandatory by the resident, Resident not obeying this may lead to the fine or/ and expulsion from the Hostel.

C7. It will be the obligatory on the part of residents to inform the Contractor/ Cooperative Mess secretary/ Wardens before hand if they want to miss a meal so as to avoid the wastage and the loss, to miss lunch/ dinner the residents must mentioned in the register meant for purpose atleast 8 hours in advance.

47. FEES, FUNDS AND FINES FOR RESIDENT STUDENTS AREAS PER DETAILED BELOW:-

1. Price of Hand Book of Rules	Rs.50/-
2. Fine for over-staying upto 7 days	Rs. 35/-per day
3. Fine for over-staying beyond 7 days	Rs. 50/- per day
4. Daily charges for final year foreign students staying during vacations.	Rs. 50/- per day
5. Fine for smoking	Rs. 500/-
6. Fine for possession of any weapon	Rs. 1000/-
7. Fine for not returning Identity Card	Rs. 25/-
8. Fine for any vehicle found parked inside the hostel building.	Rs. 150/-
9. Guest Charges	Rs. 25-
10. Temporary allotment on daily charges	Rs 60/- per day
11. Fee for continuation	Rs 40/- per day
12. Fee for ex-students staying in the Hostel on sharing basis with permission DSW	Rs. 50/- per day
13. Advance for being a member of Co-operative Mess to be adjusted against last bill	Rs.1300/-
14. Surcharge on Guest diets	Rs. 2/- per diet
15. Group of students staying in hostel from outstation night	Rs. 50/- per head per
16. Students coming from outstations and staying in Hostel for training etc. Room Rent	Rs. 50/- per day
17. Final year foreign students	Rs. 50/- per day
18. Charges for any enrolled research scholar not getting registration within one & half year.	Rs. 25/- per day (1 to 3 months) Rs. 30/- per day (4 to 6 months) Rs. 50/- per day (Beyond 6 months)

19. Cloak room charges

Rs. 50/- per day for group of 4 students.

IMPORTANT NOTES

Before you submit the form for admission to the hostel, make sure that:

1. All columns have been filled with correct information.
2. You have 4 copies of your recent passport size photograph duly attested by the Chairperson of your Department.
3. You have adequate funds to pay the dues.
4. You have stamped envelope bearing correct and complete address of your parents/ guardian.
5. You have an attested copy of the marks obtained in the last University examination from your Head of the Department/Institution (attestation can be got done on the admission form).
6. You have read all the rules and regulations for the Hostel Residents.
7. Incomplete Form shall not be entertained. Entries in the form shall be verified. Wrong entries shall lead to cancellation of Hostel Admission.
8. You have attached a copy of your residence proof.
9. Admission to the students in the University hostels will be made on the recommendation of the Director, Panjab University Swami Sarvanand Giri Regional Centre, Bajwara (Hoshiarpur). **The students are required to submit to the department concerned the forms for admission to the hostel at the time of admission for allocation of seats strictly on merit basis as per the quota of seats allocated to them.**