

Ragging is **STRICTLY PROHIBITED**

and

treated as cognizable offence.

Punishment:

**Fine and/or Expulsion
from
Hostel / University**

NOTE:

Anti Ragging Helpline E-mail : helpline@antiragging.in

In compliance of the 2nd Amendment in UGC regulations, it is compulsory for each student and every parent to submit on line undertaking every academic year at www.antiragging.in & www.amanmovement.org, in addition to the mandatory undertaking submitted by all students/parents as hard-copy.

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**PANJAB UNIVERSITY
CHANDIGARH**
(NAAC Rating 'A')



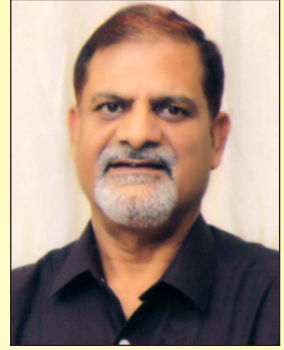
**Home
to
Ultimate
Goal**

HANDBOOK OF HOSTEL RULES

2019-20

DEAN STUDENT WELFARE, PANJAB UNIVERSITY, CHANDIGARH - 160014

www.hostels.puchd.ac.in



Message

It feels great for all of us to be the wind beneath the wings of one of the top ranking Universities in India. The evolving stride of Panjab University since its inception has been exemplary, culminating in transforming itself into an icon for academic excellence. To be a vibrant part of this illustrious edifice of teaching and learning is certainly a matter of pride and a privilege for us. The university vows to devise sustainable systems and state-of-the-art infrastructure to enable the students to don the role of future leaders, managers, researchers and productive team players in the field of science, social science, language, engineering, medicine and law.

My warm greetings to all the Panjab University hostel inmates! We are happy to welcome you all to the Panjab University family that strives to provide students a homely and healthy atmosphere with complete safety and security in the hostel. We know hostel life is a union of diverse cultures and different upbringings, which blends into a harmony for a rich and memorable experience. We provide an atmosphere where youngsters can learn, laugh and live to the full. The Wardens and caretakers ensure that the students get a clean, green and relaxed atmosphere. It also becomes the highest obligation and responsibility of all residents that they must keep the University hostel free from evils such as Polythene, Alcohol and Smoke and refrain from any unlawful act including ragging.

On that note, I extend my best wishes to the residents of the University hostels and I envisage a very promising and successful professional career for you.

(Raj Kumar)
Vice-Chancellor



Message

Welcome to the hostels of the Panjab University!

As the Dean Student Welfare, I assure you that you will have an amazing experience of staying at the hostels in Panjab University. The welfare of the students in the campus is of utmost importance for us. We at Panjab University ensure that the health and well-being of the students is taken care of in the hostels. The Institution is a melting pot of different cultures and hence you will experience the unity in diversity in the university environment. The resident students are encouraged to participate in many cultural and social activities round the year. The inmates of hostel are encouraged to live in harmony, alike one big family, offering each other a helping hand whenever required. Mutual cooperation makes hostel life a rich and fruitful experience.

Living in a hostel presupposes high degree of integrity, mindfulness, cooperation, open-mindedness and hard work for a bright future and good image of the institution. I take this opportunity to assure you that the offices of the Dean Student Welfare and all the Wardens will try to ensure a comfortable stay to further your academic pursuits. During your stay, you will be required to strictly adhere to the rules of the Institution and the Code of Conduct.

Please make the hostel your home away from home!

Emanuel Nahar
(Emanuel Nahar)
Dean Student Welfare



Message

I am pleased to welcome dear students to the hostels of Panjab University. It has always been our endeavor to make the stay of residents safe and comfortable. Keeping in view the health and welfare of residents in mind, wardens ensure that the residents are given a homely and healthy atmosphere in the hostels. Hostel life develops the spirit of healthy competition and also teaches lessons in mutual cooperation, adaptation, tolerance and mutual respect. Hostel life offers many experiences which may not be possible in life at home.

Hostel is like your own home, therefore, try to keep it clean and green and maintain healthy environment. During your stay here, it is expected that you will develop sympathy and concern for your fellow residents and learn the values of sharing, caring and living together. You are advised to keep yourself away from any unlawful act including ragging. We hope that you will appreciate as well as try to fulfill our expectations by being exemplary students and residents of hostels.

My warm wishes are with you for your outstanding academic careers.

Neena Capalash.
(Prof. Neena Capalash)
Dean Student Welfare (W)



Message

“Without continual growth and progress, such words as improvement, achievement, and success have no meaning.”—Benjamin Franklin

It is my pleasure to welcome new and old residents of Panjab University Hostels in particular and all students in general. Taking a note of the quotation cited above, you are here to improve and achieve and eventually to succeed. University life is the golden era of your study period. It provides you open doors to multifaceted learning opportunities and pursue your goals and hobbies. Hostels play a very vital role in fulfilling your objectives. Provided you make best out of your time.

Panjab university situated in city beautiful and third cleanest city of India has its own academic stature and is mother of all universities which have come up in this region. Being here to study is a blessing bestowed by almighty and a dream coming true. It also loads us with certain duties as well. First and foremost, we should excel in the area of study we are pursuing and be open to others. Panjab university has beautiful campus, heritage buildings and infrastructure. Along with academic pursuits we should make whole hearted efforts to keep it clean and maintain the purity of academic environment. University is doing its best to keep it clean and get away with vehicular disturbance. Let us work together to make our home beautiful and peaceful. I would like to appeal all students to join hands with us to cultivate an environment free of litter and vehicles. Let us make this university a safe place for every knowledge seeker. Let this campus be known by tolerance, respect, kindness and humanity. Let us sow the seeds of moral values which will ultimately fruit into a better world to live which is the prime role and goal of a temple of knowledge known as university. You are going to be the ambassador of Panjab University, so equip yourself with values and virtues of a true statesman.

Prof. Ranjan Kumar

Associate Dean Student Welfare

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 tries to provide them a safe, secure and affordable accommodation.

There are twenty Residence Halls for students on the campus, 8 for boys, 10 for girls, one Working Women Hostel and an International Hostel. These Halls, which accommodate approximately 7000 students, are named after eminent men and women, historical personalities and personages: Mehar Chand Mahajan, G.C. Chatterji, Shanti Swaroop Bhatnagar, Vallabh Bhai Patel, Lala Lajpat Rai, Justice Teja Singh Samundari, Swami Vivekananda, Baba Banda Singh Bahadur, Mata Gujri, Laxmi Bai, Sarojini Naidu, Kasturba Gandhi, Savitri Bai Phule, Mother Teresa, Bebe Nanki, Florence Nightingale, Amrita Pritam, Neerja Bhanot and Sarvdaman Chawla who played an important role in shaping the destiny of world and left footprints on the sands of time.

The University Hostels take pains to give their students a neat and clean environment and a comfortable place to live in. There are Wardens/Hostel Staff on duty round the clock. Each hostel has a dining hall, canteen, several desert and water coolers, a visitors' lounge, and invariably an outdoor court for badminton, volley ball etc. The mess provides a balanced diet at reasonable rates. The Common Room is fairly well equipped with current magazines and newspapers. There is provision for indoor games, LED TV and music system. Internet connectivity through wi-fi has been provided in each hostel.

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

Comforts are important but they alone 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 whenever 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 try to provide an ideal atmosphere for a healthy, all round development of personality and a launch 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)

(SUBJECT TO THE AMENDMENTS AS APPROVED BY UNIVERSITY BODY)

General Rules

Admission:

1. All rights of admission to the University hostels are reserved with the Dean Student Welfare. No student can claim admission as a right.
2. ORDERS/DECISIONS NOTIFIED FROM TIME TO TIME, BY DEAN STUDENT WELFARE/WARDEN, WILL BE BINDING ON THE RESIDENTS.
3. (a) Admission of the students to the University hostels will be made by the Chairpersons of the respective Teaching Departments. The students are required to submit to the department concerned, 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.
(b) In case a student shifts from one Department to another, his/her seat in the Hostel shall be cancelled by the Chairperson of the Department with intimation to the concerned hostel Warden. He/She shall apply afresh for hostel accommodation in the Department where he/she is admitted.
4. Admission shall be sought afresh in the beginning of every academic session. A student may be refused admission if his/her 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 Chairperson.
6. Once a student has indulged in mis-conduct of any manner whatsoever on the University Campus and action has been taken against him/her, he/she shall not be entitled to take admission in any Department of the University and for this purpose a separate web-site shall be created by the University so that the Head of the Department while granting admission is able to check whether the student seeking admission is entitled to admission on account of his previous mis-conduct. The Head of the Department shall check the web-site before granting admission and shall give a certificate on the admission form to that effect.
7. Day scholars residing within 40 kms distance (including those coming from Mohali, Sohana, Kharar, Kurali, Panchkula, Pinjore, Kalka, Derabassi, Zirakpur etc.), students studying in the evening classes (except final year law students who are not in any service/profession/occupation), students of part-time courses and correspondence courses, Diploma/Certificate courses upto one year duration, college students and employees are not eligible for admission to the hostels. In case a student, after being admitted to the hostel, shifts to the evening class or joins service/profession or ceases to be a student of the dept., or ceases to be eligible for hostel accommodation, he or she will have to vacate the hostel within 3 days from the date he or she becomes ineligible.

8. No student can seek admission to more than one hostel during an academic session.
9. An incorrect statement/address filled by the student in the hostel admission form would result in cancellation of admission and confiscation of securities.
10. (a) Students who, after passing one professional course, seek admission in a non-professional postgraduate degree course, shall not be considered for allotment of Hostel accommodation.
(b) No student will be permitted to stay in the hostel who has completed his/her post-graduation in one subject (e.g. a student after completing one M.A. from any University and seeking admission in another M.A. shall not be entitled for hostel accommodation). In other words, hostel accommodation for parallel course will not be permitted. Students seeking admission in vertical courses will only be entitled for hostel accommodation (e.g. student after completing B.Sc. can seek hostel in M.Sc., M.Phil, Ph.D. or student after completing LL.B. can seek hostel in LL.M and Ph.D.)
11. (a) Any student, who has not cleared (dropped/failed) his examination, will not be entitled to the hostel facility in future. Information has to be sent by concerned Chairperson to the Warden.
(b) Any 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, only.
12. 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 University shall not be entitled to hostel accommodation.
13. Only a bonafide student will be permitted to avail hostel facility and for that purpose the Warden concerned will send a list of the residents of a particular Department for verification by the Head of the Department every semester.
14. The hostels (including messes/canteens and common rooms) shall remain closed during the summer vacation for a period as specified by the D.S.W. The residents will vacate the hostel rooms within 3 days of their last paper. In case the room is still not vacated, it will be locked by the hostel authorities till the possession of the room is handed 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.
15. (a) Research Scholars, M.Phil., M.A., M.Ed., M.Sc., M.Tech, MCA and LL.M. students, who have to continue their projects, dissertations etc. may be permitted to stay in the hostels during the summer vacation on the specific recommendation of the Chairpersons and Supervisors.
(b) Foreign students studying in University Departments 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.
(c) The residents of on-going classes who are to undertake summer training/summer placements/ internship 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 their respective Chairpersons. However, they will be required to seek admission to the Hostel afresh on the reopening of the University after summer vacation as per the normal practice.

16. Residents shall see the DSW/Warden in the Office during the fixed hours only. In case of emergency, the Chowkidar on duty may be sent to the DSW's/Warden's residence.
17. All bona fide students will be considered for Hostel accommodation only for the duration of their respective courses of study. However, the extension, if any, can be granted on the basis of valid reasons duly supported with documents and recommendation of the Chairperson of the concerned Department. Such extension may be granted by the D.S.W. on daily charges.
18. Late admission to the hostel shall be subject to the prior permission of the DSW. Late admission means any admission after the last date of admission in the University as specified by the University from time to time.

Note: Sports Persons up to Grading 'B', on the availability of accommodation, will be given preference for hostel accommodation.

19. **Research Students:**
 - (a) The hostel accommodation to Ph.D. Research Scholars will be allotted for a period of 2 years from the date of their registration initially extendable upto 3 years on the approval of grant of extension in their Ph.D. programme by the competent body/authority.
 - (b) Research Scholars who fail to complete their pre-Ph.D. course work and do not submit their synopsis within the stipulated time frame will be asked to vacate the hostel with immediate effect.
 - (c) The Ph.D. students will have to submit an affidavit duly forwarded by the Chairperson of the concerned Department that the Ph.D. student is working for full time and not doing any kind of job or side business and the scholar actually needs the hostel accommodation to pursue the research work.
 - (d) The research scholars will have to submit the proceedings of RMC/RAC stating satisfactory 6 monthly progress through the supervisor, duly attested by the Chairperson of the Department to the Warden concerned.
 - (e) All M.Phil. students seeking hostel accommodation shall be provided the same on sharing basis only.
 - (f) (I) Those Research Scholars who are getting house rent or are entitled for house rent will pay the amount to which they are so entitled to the hostel as rent if they wish to stay in the hostel.
(II) Research Scholars who are getting fellowships and are paying the rent equivalent to the house rent claimed by her/him can pay their rent on monthly basis.
 - (g) Research Scholars shall vacate the hostel within 3 days of submission of their thesis/dissertation. Research Scholars shall ordinarily not be entitled to stay in the hostel after the submission of thesis. However, if a Research Scholar is getting fellowship, he/she will be allowed to stay in the hostel till the completion of viva voce examination. Total period of stay must not be more than 5 years from the date of registration.
 - (h) Extension of stay to Research Scholars, M.Phil., LL.M. for writing dissertation will be subject to the production of extension letter from appropriate authority to that effect, clearly stating the period of extension.
 - (i) Foreign students joining Research leading to Ph.D. degree must attach a copy of "Research Visa" before he/she is admitted in hostel.

- (j) Students engaged in any trade/profession/service/registered with Bar Council of India for pursuing law practice in Courts are not entitled for Hostel accommodation.
- (k) Only those Research Scholars will be entitled to hostel facility who are working under the supervision of faculty from Panjab University Campus Departments/Centres or drawing fellowship through the University and are working whole time in the University Department.
- (l) Out station Panjab University Research students who are attending course work at the campus may be allowed temporary stay in the hostel on daily basis subject to the availability of rooms.

Responsibilities

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, and
- (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 case/s may lead to expulsions, forfeiture of the securities of such resident/s 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.

- 20. Residents should be properly dressed while going to common room, dining hall or hostel office/ functions, failing which it will be considered an offence and a fine may be imposed as decided by the Warden.
- 21. Residents should not keep cash or jewellery or other valuables in their rooms. The risks and responsibility for the safety of their belongings including Mobile Sets/Laptop/Desktop/Audio system/vehicles 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.
- 22. 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 minimum of Rs. 1000/-; (d) daily charges from the date of illegal occupation of the room to be determined by the Warden and (e) be debarred from seeking admission in any of the University hostels and this will be communicated to his/ her parents/guardian.
- 23. 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 after one year.
- 24. Every resident shall be responsible for the safety of the 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 to damage. Anybody indulging in this practice will be liable to a disciplinary action (including fine of minimum Rs.200/- per article).
- 25. (a) No vehicle without stickers, issued by the Warden & DSW Office, should be permitted to be parked in the hostels. Registration of vehicle should be in the name of resident/parents of resident.

- (b) The residents shall park their cycles/motor vehicles in the designated Parking Area of the hostel on payment of the prescribed parking fee. Parking of vehicle by resident should be proper & should not block the entrance of hostel, nor movement of other vehicles. Defaulters will be fined a minimum of Rs.500/- per default and tow away charges of Rs. 300 in additions to normal charges.
- (c) Registration number of the vehicles of the residents must be entered in the register with the Chowkidar of the hostel failing which a fine would be imposed. Vehicles of guest will not be allowed to be parked inside the hostel.
26. THE HOSTEL WILL NOT BE RESPONSIBLE FOR ANY THEFT, DAMAGE AND LOSS OF A VEHICLE/MOBILE SET/DESKTOP/LAPTOP/COMPUTER/ AUDIO/VIDEO SYSTEM ETC.
THE RESIDENTS ARE ADVISED TO GET THEIR VECHICLES/DESKTOP/LAPTOP INSURED AGAINST LOSS, THEFT AND FIRE.
27. 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.
28. 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 in any other hostel in future.
29. 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/-.
30. Acts of indiscipline, misbehaviour, 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 any weapon shall be liable to minimum fine of Rs. 2000/- and/or expulsion and the matter shall be reported to the Police. Further the DSW/ Warden(s) may send the case of a resident who commits such an act for disciplinary action to the Chairperson concerned & parents shall be informed.
- Note:** ALL ROOMS (INCLUDING ALMIRAHS AND BELONGINGS) CAN BE OPENED FOR INSPECTION BY THE DSW/WARDEN(S) AT ANY TIME OF THE DAY.
31. 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, students will be liable for expulsion from the hostel.
32. Roll number for any examination will not be issued to the resident student unless he/she produces a "No Objection Certificate" from his/her respective Hostel.
33. 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.

Note: a) Maximum fine levied by any Warden for one episode of mis-conduct shall not exceed Rs. 2500/-. A fine exceeding Rs. 2500, may be levied with the prior permission of DSW.

- b) It will be obligatory for the parents of the residents to meet the respective Wardens at least twice a year and a record of the same be maintained in the concerned Hostel. It will also be obligatory for the local guardian/parents of the residents to attend to him/her at the time of sickness/emergency.
- (c) **AS PER THE ORDERS OF THE HON'BLE SUPREME COURT OF INDIA, RAGGING IS STRICTLY BANNED IN EDUCATIONAL INSTITUTIONS. THE STUDENTS FOUND INDULGED IN RAGGING SHALL BE SUSPENDED AND EXPELLED FROM THE INSTITUTION ON PROVING THE CHARGES.**

Committees

- 34. 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 every year. The committees will work closely in full cooperation and coordination with the Warden to enhance the image of each hostel. These committees may also make 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-keep/maintenance of essential services and infrastructure of the respective block.

Allotment

- 35. (a) Rooms will be allotted by the Warden according to the plan prepared by the DSW/Warden(s)
- (b) All students will be provided hostel accommodation on sharing basis only.
- (c) All M.Phil. students seeking hostel accommodation will be provided the same on sharing basis only.
- (d) A dormitory will not be allotted to a single person even on full payment. If one of the residents of the dormitory leaves, either another resident will be put in that dormitory or the resident will be moved to a cubicle, if available.
- (e) A resident cannot shift from his/her allotted room to another room within the hostel without the permission of the Warden. Defaulters will be fined minimum Rs. 500/-.
- (f) Residents shall keep the hostel identity cards, duly attested by the Warden, with them and will present these on demand by the authorities. The card should be carefully preserved, as no duplicate card will normally be issued. In case of loss, it may be re-issued on payment of Rs. 100/-. Lamination of the Hostel Identity Cards shall be done to avoid its misuse. The residents while leaving the hostel at the end of the academic year or in the mid session must return the Card to the office of the Warden failing which the resident will have to pay Rs. 100/- before the securities are refunded.
- (g) 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

- 36. (a) Male visitors may see residents of the Girls' hostel, if need be, only in the Visitors' Room during specified hours.
- (b) Female visitors shall not visit the rooms of boys hostels; they can visit male residents, if need be, in the Visitors' 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 any hostel. However, one guest may be accommodated by the residents in his/her room for a maximum period of 3 days in a month in a particular hostel on guest charges i.e. Rs. 25/- per day. No Guest is allowed to stay in a Hostel without the prior permission of the Warden. The name of the Guest must be entered in the Guests Register with the Chowkidar with the prior permission of the Warden. Such guest will stay with the resident. In case the guest is staying in the guest room, the charges shall be Rs. 100/- per day. Guest entry must be made before 10.00 p.m. No guest will be allowed to enter in the hostels after 10.00 p.m. Defaulters will have to pay fine as per rule.
- (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. 300/- and disciplinary action, in addition to the guest charges. Entry in the guest register maintained in the Hostel is mandatory by the resident. Residents not obeying this may lead to fine or/and expulsion from the hostel.
- (f) If any outsider is found staying illegally without the prior permission of the Warden/DSW, 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 Dean Student Welfare after due recommendation from the Chairperson.
- (h) In case of temporary allotment, daily charges will be levied and refundable Security equal to amount as charged from regular student must be deposited with the office.

Attendance and Leave

37. General

- (a) Senate in its meeting dated 8.4.2019 approved as under:
 1. No fine for late entry and absentee shall be imposed on the hostels residents Attendance is must between 9.00 p.m. to 10.00 p.m. If a resident does not come for attendance, then written warnings will be issued by the concerned Warden for two times, after which defaulter will be expelled from hostel.
 2. Identity Card of the Hostel is mandatory for the residents while entering details in the mobility register for late night exit/entry.
 3. For movement outside the hostel after 10.00 p.m., the entry in the mobility register is must for all residents. If residents do not make entry in mobility register, written warnings will be issued by the concerned Warden. More than two defaults will lead to expulsion from hostels.
 4. Guest entry must be made before 10.00 p.m. No guest will be allowed to enter in the hostels after 10.00 p.m. Defaulters will have to pay fine as per rule.
 5. Only two gates will be opened after 10.00 p.m. i.e. Main Gate Near Girls Hostel No. 6 will be opened for residents of Girls Hostel No.3,4 &6 and Gate of Girls Hostel No.7 for residents of Girls Hostel No. 5 & 7. Hostel Gate of Girls Hostel No.5 will be closed at night after 10.00 p.m. All the residents should exit and enter from these two gates only, due to shortage of security staff and for maintaining proper record.
- (b) Residents returning from home must report themselves before the attendance time. Violators will be fined as decided by the Warden.

Food

38. (a) 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 mess and canteen account in respective hostel at the time of taking hostel admission. Defaulters will be fined.
- (b) Residents will not enter the cooking area.
- (c) All complaints requiring immediate action of the Warden should be made in writing through a member of the Mess/Canteen Committee.
- (d) Facilities for cooperative and contract messes are available in the hostel. A cooperative mess will be started with a minimum strength of 70 members and each member of the cooperative mess shall pay an advance of Rs. 2000/-, which will be adjusted against his last bill of the session. The Secretary of the cooperative mess shall screen the enrolment of members and any defaulter with regard to the mess dues shall be the sole responsibility of the cooperative mess. Advance for not more than one month will be given for running the cooperative mess at a given time. Every member will have to give an undertaking that he will shoulder the responsibilities and observe the rules of cooperative mess. A resident changing from one mess to the other mess will have to clear the account of the first mess before being allowed by the Warden, in writing. The change will be allowed only from 1st of the month.
- (e) Ordinarily residents will take food in the hostels. 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 to be paid to the contractors and 5 diets towards the Mess Development Fund) in the messes where they are residing. In exceptional cases, the DSW/Warden may give permission for lodging only. Such residents shall pay two diet charges per month (one each towards mess & canteen) as amenity charges in addition to the usual fee.
- (f) Guests, with the permission of the Warden, may be served meals on a surcharge of Rs. 3/- 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.
- (g) It will be obligatory on the part of the residents to inform the contractors/Cooperative Mess Secretary/ Wardens before hand if they want to miss a meal so as to avoid the wastage and loss. To miss lunch /dinner the residents must mention in the register meant for the purpose at least 8 hours in advance.
- (h) Cooking in the rooms is strictly prohibited and defaulters will be fined a minimum of Rs. 300/- each time for a default, in addition to the fine for use of a heater, if any, and its confiscation.
- (i) 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.
- (j) 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.
- (k) A resident of the hostel cannot take his/her meals as a guest of another resident of the same hostel.

- (l) 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
 - Gandhi Jayanti
 - Dussehra
 - Diwali
 - Guru Nanak Dev's Birthday
 - Christmas Day
 - Hostel Annual Day
- (m) Each resident will contribute Rs. 100/- p.m. as service charges in the mess and canteen respectively. (*Subject to introduction of labour laws.)

Food Subsidy/Scholarships

39. (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) A resident, who is defaulter or have any record of misconduct in the University hostel, is not eligible for any kind of food subsidy/ financial assistance/scholarships.
- (d) The recipients of the concession will be bound to do some duty/work in the hostel as may be assigned by the Warden.
- (e) The office of the DSW is providing following subsidies/financial assistance/scholarships to the Campus students:-
1. Need Based Assistance, Need-cum-Merit and Differently Abled Scholarship: These scholarships are paid for nine months in a year to the Panjab University Campus students recommended by the Chairpersons on the basis of conditions laid down for the award out of "Students Scholarship Fund".
 2. Sports Scholarship: This scholarship is awarded on the basis of the grading done by the Sports Department based on the performance of P.U. Campus students in various sports activities. This scholarship is paid for nine months in a year out of "Students Scholarship Fund".
 3. Extra-Mural Activities Scholarship: This scholarship is paid out of the "Amalgamated Fund". The performance of the campus students in various Extra-Mural activities like debates, seminars, one act plays etc. is the deciding factor for award of this scholarship. This scholarship is a fixed amount to be decided by the Vice-Chancellor on the recommendations of the Committee.
 4. Financial Assistance: Financial assistance is paid out of "Poor Students Welfare Fund" to the Panjab University Hostel residents.

Electricity

40. (a) Residents are not allowed to use more than one electric bulb (upto 100 W), fluorescent tubes etc. They must switch off the light/fan while going out of the rooms. The defaulters will be fined a minimum of Rs. 50/- for each offence.
- (b) Residents are not permitted to use/keep any kind of electric/electronics appliances such as electric iron, heaters, air conditioners, induction cook tops, electric rods, table fans, T.V. etc. in their rooms. Defaulters will be fined a minimum of Rs. 1000/- for each offence.
- (c) 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 resident/s in addition to fine which may be imposed by the Warden.
41. (a) Hostel fees will be charged from all the residents semester-wise (for six months at a time) in the following installments :
- (i) First Semester (on admission)
- (ii) Second Semester (in January/start of Semester to end of last paper of examination of concerned course)
- (b) Residents getting admission to hostel at any time during the Semester-I/II will be charged full fee for the Semester-I/II. 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.

THE SECURITIES WILL STAND LAPSED AFTER ONE YEAR OF LEAVING THE HOSTEL

Hostel, Mess and Canteen Dues and Fines

42. **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 the 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 the 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.
43. IF THE LAST DATE OF PAYMENT IS A HOLIDAY, THEN THE FEE/CHARGES WILL BE ACCEPTED WITHOUT FINE ON THE NEXT WORKING DAY.

44. 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.
45. 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.
46. 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/Chairperson of the Department concerned for withholding the declaration of results/award of degree. Other disciplinary action, including forfeiture of their securities, may also be taken.
47. Residents are required to pay hostel charges as printed in the Handbook of Rules.

A.

HOSTEL FUND CHARGES

SEMESTER-WISE

Rent (Not to be charged from SC/ST students, vide Syndicate para 5, dated 9.12.1992)	Rs. 360/- Per Semester
Water Charges (If the bill is higher it will be distributed equally amongst the residents of hostel/s)	Rs. 360/- Per Semester
Electricity Charges (If the bill is higher it will be distributed equally amongst the residents of hostel/s)	Rs. 2500/- Per Semester
Development Fund	Rs. 750/- Per Semester
Routine Hostel Maintenance Charges	Rs. 1150/- Per Semester
Lift Charges (wherever facility is available)	Rs. 300/- Per Semester
TOTAL (with lift charges)	Rs. 5420/-Per Semester
TOTAL (without lift charges)	Rs. 5120/-Per Semester
MESS FUND CHARGES	SEMESTER-WISE
Foods Subsidy	Rs. 360/- Per Semester
Mess Canteen Servant Welfare Charges	Rs. 80/- Per Semester
Poor Student Welfare Fund (Hostel Residents)	Rs. 120/- Per Semester
Celebrations Funds	Rs. 350/- Per Semester
TOTAL	Rs. 910/- Per Semester
GRAND TOTAL (with lift charges)	Rs. 6330/-Per Semester
GRAND (without lift charges)	Rs. 6030/-Per Semester

Note: 1. Out of Rs. 5000/- p.m. (consolidated) to be charged from the Research Scholars, Rs. 200/- p.m. will be retained as mess fund charges for taking care of food subsidy, mess canteen servant welfare charges, poor student welfare fund (Hostel residents), celebrations etc.; Rs. 500/- p.m. will go to the Development Fund and the rest of the amount will be the income for running and maintaining the hostels.

2. In case, a student shifts from one Department/branch to another, and is entitled for hostel accommodation in that Department/branch, his/her hostel fund and mess fund charges shall be adjusted. In case, a student does not vacate the room within 7 days of taking admission in the new Department/branch, he/she will be liable to pay daily charges for the total stay in the earlier hostel.
3. In case, a student shifts from one Department/branch to another, and is not entitled for hostel accommodation in that Department/branch, he/she shall have to vacate the hostel within 7 days positively and his/her hostel fund and mess fund charges shall be refunded by considering the total stay in the hostel on daily charges. After deducting the daily charges amount, rest of the payment can be refunded.
4. In case, a student leaves the University, his/her hostel fund and mess fund charges shall be refunded by considering the total stay in the hostel on daily charges. After deducting the daily charges amount, rest of the payment can be refunded.
5. The student must apply for refund within one month of vacating the hostel room.

B. OPTIONAL CHARGES (To be charged semester-wise):

- | | |
|---|--------------|
| 1 Scooter/Motorcycle parking charges | Rs. 70 p.m. |
| Car Parking Charges (subject to availability) | Rs. 500 p.m. |

(No new four wheeler will be allowed in hostels as per Senate decision. Only already registered vehicle will be allowed with one time advance payment for the whole semester.)

2 Additional Facility Charges :

- | | |
|---|------------------|
| Desert cooler | Rs. 300 p.m. |
| Laundry Charges (where facility of Washing machines provided) | Rs. 25 p.m. |
| Electrical Kettle Charges | Rs. 75 p.m. |
| Hair Ironing/Hair Dryer Device | Rs. 25 p.m. each |

C. REFUNDABLE SECURITIES

- | | |
|---|----------|
| Hostel | Rs. 1000 |
| Mess | Rs. 1800 |
| (Mess Security in case Co-op. Mess) | Rs. 2000 |
| Canteen | Rs. 1200 |
| Foreign National/NRI Students (Hostel) | Rs. 3000 |
| Foreign National/NRI Student (Mess/Canteen) | Rs. 3000 |

(Note:- If the Mess/Canteen Bill of a resident exceed Rs. 2500 monthly, then the resident will have to pay Rs. 4000/- as refundable security.)

D. FEES, FUNDS AND FINES (MINIMUM) FOR RESIDENT STUDENTS ARE AS PER DETAILED BELOW:-

Price of Hand Book of Rules	Rs. 75/-
Daily Charges for foreign students staying during vacations/temporary allotment/ex-students stay/outstation students coming for training/overstay of final year foreign students	Rs. 80/- per day
Fine for smoking	Rs. 500/-
Fine for possession of any weapon	Rs. 2000/-
Fine for any vehicle found parked inside the hostel building.	Rs. 500/- per default
Guest charges maximum for 3 days (in resident's room only)	Rs. 25/- per day
Fee for continuation	Rs. 50/- per day
Advance for being a member of Co-operative Mess to be adjusted against last bill	Rs. 2000/-
Surcharge on Guest diets	Rs. 5/- per diet
Group of students staying in hostel from outstation	Rs. 50/- per head per night
Charges for enrolled research scholars not confirming registration within two years pay	Rs. 50 per day (1 to 3 months) and Rs. 80 per day (beyond 3 months)
Cloak room charges	Rs. 50/- per day for group of 4 students
Charges for reissuing a time barred cheque to the residents	Rs. 100/-

- Note:**
1. Any guest staying more than 15 days in the hostel will have to pay electricity charges in addition to daily charges.
 2. Twenty five per cent (25%) of Daily Charges will go in Development Fund of the Hostel.

Important Note:-

E The hostel rent will be charged as shown against each category:

<u>Category of Students</u>	<u>Type of rent to be charged</u>
1. Regular Campus Students	Normal Rate
2. (i) Registered/Enrolled Research Scholar: (Not entitled for House rent)	Normal Rate
(ii) Registered/Enrolled Research Scholars : (Entitled for House rent)	to pay the amount as per entitlement

F. General Rules for maximum total period of stay in Panjab University Hostel/s:

The total maximum period of stay for any student in Panjab University hostel/s from the date of admission/enrolment to the Department shall be as under:

1. Masters Course - 2 Years

2.	LL.B.	-	3 Years
3.	B.A./B.Com.LL.B. (H.S.)	-	5 Years
4.	LL.M. (one year)*	-	1-1/4 Years
5.	LL.M. (two year)*	-	2-1/4 Years
6.	B.E.	-	4 Years
7.	M.E. & M.Tech.*	-	2-1/4 Years
8.	M.Sc. (H.S.)	-	2 Years
9.	B.Sc. (H.S.)	-	3 Years
10.	B. Pharmacy	-	4 Years
11.	M. Pharmacy	-	2 Years
12.	MCA	-	3 Years
13.	BDS	-	4-1/2 Years
14.	MDS	-	3 Years
15.	M.Phil	-	1 Year

(Note: *for the period ¼ months i.e. 3 months, normal rent will be charged)

13. Ph.D. - Upto Four Years - (8 Semesters Charges): Normal Rent

Next 6 months* (one semester) - Normal Rent (JRF/SRF & Non JRF)

Next 6 months*(one semester) - Normal Rent (JRF/SRF) & Continuation Charges for Non JRF. (*after 4 years recommendations of supervisor and approval of grant of extension in the Ph.D. programme by the competent body/authority will be mandatory)

Ph.D students: More than 5 years stay will be considered as over-stay and will be charged @ Rs. 80 per day.

- G** Eligible Blind Students for Degree and Post-Graduate Degree Courses shall be provided free accommodation in the University Hostels, but they will have to pay mess/canteen charges and all refundable securities.
- H** For regular campus students, semester will mean from 1st July to 31st December, and 1st January to 30th June & for Research Scholars, Semester will start from date of enrolment.
- I** Research Scholars will be given provisional accommodation from date of approval by the Department. However, they are required to submit enrolment letter within 6 months. They are required to clear Pre-Ph.d course work and submit synopsis within 2 years.
- J** Each student is required to pay for full semester (part-payment is not allowed).
- K** In case of delay in fellowship for Research Scholars, their fine will be waived-off to the extent of 100% by the DSW.

FOR INTERNATIONAL HOSTEL:

Extract of paragraph 31 from the minutes of the meeting of Syndicate held on 23.1.2016/6.2.2016, are as under:

- 1. All the NRI/Foreign National Girls students will be accommodated in International Hostel only. They will pay hostel fee, as per the fee structure approved by the Syndicate and Senate.

2. It has been observed that most of the Foreign National/NRI students demand single room in Boys Hostels and are not able to adjust with other students, therefore, it is recommended that in future they will be given single room accommodation at par with Research Scholars and they will pay the fee being paid by the Research Scholars, who are getting fellowship and HRA. Presently, the fee structure approved for such Research Scholars is Rs.5,000/- per month. This fee will be payable on monthly basis. Out of the fee paid by the Foreign National/NRI Students, 75% will be kept by the hostel for up keeping the facilities and 25% will be deposited in non-plan account of the University, as room rent.

L. CHARGES FOR INTERNATIONAL HOSTEL:

Rent	Rs. 1000 p.m. per student
Electricity Charges	Rs. 2500 p.m. per student
Facilities Charges	Rs. 2500 p.m. per student
Development Charges	Rs. 3000 p.m. per student
Refundable Security Charges	Rs. 15000/-
Welfare Charges (Mess-canteen servants welfare charges)	Rs. 150/- p.a.
Celebrations Fund	Rs. 1000 p.a.
Routine Hostel Maintenance Charges	Rs. 2500 p.a.
Guest Charges	Rs. 300 per day per person

NOTE: Welfare Charges and Celebrations Fund will go to the Mess Fund Account of the hostel

Charges for families of foreign students/faculty for Studio Apartment:

Rent	Rs. 2500 p.m.
Electricity Charges	Rs. 4000 p.m.
Facility Charges	Rs. 5000 p.m.
Development Charges	Rs. 5000 p.m.
Refundable Security Charges	Rs. 15000/-
International Visitors-Charges/ Foreign delegates	Rs. 1000/- per day
Guest Charges	Rs. 300 per day per person

(NOTE: Rule No. 42 to 47 of this Handbook of Hostels Rules will also be applicable in International Hostel)

CHARGES FOR WORKING WOMEN HOSTEL:

The charges for Working Women Hostel is Rs. 3000/- per month. The Budget Head wise bifurcation of Rs. 3000/- per month is as under:-

Estt. Charges	Rs. 1000/- p.m.
Development Fund	Rs. 500/- p.m.
Repair Maintenance	Hostel repair/maintenance: Rs. 500/-p.m. Mess repair/maintenance : Rs. 500/-p.m.

Note: As per decision of the Syndicate vide paragraph 27 at its meeting held on 20.8.2017, 50% amount of the above charges for the Residents of Working Women Hostel, who are getting less than Rs. 15,000/- p.m., be waived off.

General Office Expenses	(i)	Room Rent:	Rs. 60/- p.m.
	(ii)	Water charges:	Rs. 60/- p.m.
	(iii)	Electricity charges:	Rs. 380/-p.m.
		Total:	Rs. 500/-p.m.
Refundable Security Charges	(i)	Hostel Security:	Rs. 1000/-
	(ii)	Mess Security:	Rs. 1800/-
	(iii)	Canteen Security:	Rs. 1200/-
		Total:	Rs. 4000/-

In addition to this, all the residents will pay dilapidation fee amounting to Rs. 240/- per annum, Welfare Charges (Mess-canteen servant welfare charges) i.e. Rs. 150/- p.a. and Celebrations Fund i.e. Rs. 500/- p.a. (to be deposited in the Mess Fund). If any resident uses vehicle/desert cooler/desktop computer/laptop/laundry facilities/electrical kettle/electrical iron/hair dryer/hair ironing device, she will also pay charges for the same, as applicable to other hostels.

Additional Facility Charges, Optional Charges and Fees, Funds and Fines (Minimum) and General Rules for resident students of Working Women Hostel will remain the same as applicable to other hostels.

- Note:**
- (i) Any guest staying more than 15 days in the hostel will have to pay electricity charges in addition to daily charges.
 - (ii) Students who have not secured hostel seat and are ready to pay the charges as per approved rate be allowed to stay in the Working Women Hostel. However, an undertaking be obtained from them stating that they are ready to pay the charges, as approved.
 - (iii) Permanent/Temporary Faculty members, who are getting HRA, will surrender their HRA from their salary every month as per rules. In addition to this, they will also pay approved charges to the hostel every month. However, room rent will not be charged from them.
 - (iv) Guest/Temporary faculty members who are not getting HRA/daily wage employees of Panjab University/Girls who are working under different projects of DBT/DST/ICMR etc. will also pay approved charges to the hostel every month.
 - (iv) Ph.D. Scholars who are not getting HRA/fellowship/undergraduate/postgraduate students, who are residing on regular/sharing basis with the consent of residents, will pay approved charges to the hostel every month.
 - (v) The Rules for Ph.D. Scholars who are getting HRA will be the same as applicable in other hostels.
 - (vi) Ph.D. students, whose Supervisor is not from the University, will not be eligible for getting hostel accommodation irrespective of their fellowship status. For course work of such students, temporary accommodation will be provided. However, such students who are already residing in the hostels may be allowed to continue.
 - (vii) Residents getting admission in the Working Women Hostel before 15th of the month will pay full hostel charges whereas those joining after 15th of the month will have to pay 50% of the monthly hostel charges.

- (viii) The rules related to vacate the hostel will be the same as applicable in other hostels.
- (ix) Ph.D. students, who have completed 5 years in the hostels, be allowed to continue only on sharing basis on daily charges subject to availability of rooms.

FEE STRUCTURE FOR GIRLS HOSTEL NO. 10:

HOSTEL FUND CHARGES

	Room with common washrooms (per month)	Room with attached washrooms (per month)
Rent (not to be charged from SC/ST students vide Syndicate para 5 dated 9.12.1992)	Rs. 200/-	Rs. 500/-
Water Charges (if the bill is higher it will be distributed equally amongst the residents of hostel)	Rs. 100/-	Rs. 100/-
Electricity charges (if the bill is higher it will be distributed equally amongst the residents of hostel)	Rs. 500/-	Rs. 700/-
Development Fund	Rs. 1000/-	Rs. 2000/-
Routine Hostel Maintenance Charges	Rs. 500/-	Rs. 1000/-
Lift Charges	Rs. 100/-	Rs. 100/-
Establishment charges	Rs. 1000/-	Rs. 1000/-
Total Charges	Rs. 3400/-	Rs. 5400/-
Celebrations Fund (to be deposited in the mess fund account)	Rs. 100/-	Rs. 100/-

- (i) Daily/Guest Charges: Rs. 150/- per day
- (ii) The Mess Fund Charges, Optional Charges and other fees, funds and fines will remain the same as applicable to other hostels.
- (iii) The students of J & K who get admission under 'Prime Minister's Special Scholarship Scheme for Jammu & Kashmir' will be given accommodation in the hostel on sharing basis. They will be charged the same rental as is being charged from the Research Scholars who are paying their house rent to the hostels i.e. Rs. 5000/-.

IMPORTANT TELEPHONE NUMBERS

Designation	Contact Numbers
Dean of University Instruction	2541156, 4292
Dean Student Welfare	2541596, 7087033309
Dean Student Welfare (W)	2541596, 7087033310, 4573
Assistant Registrar (DSW)	2541176, 4570
Dietician	9872841200
Dean International Students	2541873, 9815602090, 4574
Dean Alumni Relations	2541881, 9876120303, 4575
Warden, Boys Hostel-1	2541313, 7087033301, 4670
Warden, Boys Hostel-2	2541312, 7087033302, 4671
Warden, Boys Hostel-3	2541310, 7087033303, 4672
Warden, Boys Hostel-4	2541092, 7087033304, 4027
Warden, Boys Hostel-5	2541060, 7087033305, 4028
Warden, Boys Hostel-6	2541316, 7087033306, 4029
Warden, Boys Hostel-7	2541081, 7087033307, 4030
Warden, Boys Hostel-8	2541715, 7087033308, 4426
Warden, Girls Hostel-1	2541049, 7087033311, 4482
Warden, Girls Hostel-2	2541439, 7087033312, 4483
Warden, Girls Hostel-3	2541929, 7087033313, 4382
Warden, Girls Hostel-4	2541562, 7087033314, 4383
Warden, Girls Hostel-5	2541261, 7087033315, 4975
Warden, Girls Hostel-6	2783814, 7087033316, 4378
Warden, Girls Hostel-7	2720047, 7087033317, 6193
Warden, Girls Hostel-8	6451923, 7087033318, 4855
Warden, Girls Hostel-9	6283665216, 7087033319
Warden, Girls Hostel-10	8283051161
Warden, Working Women Hostel	2727198, 7087033321, 4198
Warden, International Hostel	7087033320
Chief Medical Officer	2541722, 4477, 4474
Addl. CMO	2541722, 4479
Health Centre Office/Reception	2541722 4475, 4476
Panjab University Enquiry	2534817 4817, 4818, 4819
Chief of University Security	2771170, 4891, 4289, 6164

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 by the Chairpersons of the respective Teaching Departments. 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.

"RAGGING IS COGNIZABLE OFFENCE AND IS BANNED IN ANY FORM INSIDE & OUTSIDE THE CAMPUS"

Student becoming a victim of ragging should immediately inform to the concerned.

Ingredients/forms of Ragging:

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of "Ragging".

Punishments:

- Cancellation of admission.
- Suspension from attending classes and academic privileges;
- Withholding/withdrawing scholarship/fellowship and other benefits;
- Debarring from appearing in any test/examination or other evaluation process;
- Withholding results;
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel;
- Cancellation of admission;
- Rustication from the Institution for period ranging from 1 to 4 semesters;
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period;
- Fine ranging between Rs. 25,000/- to Rs. 1Lakh;
- Rigorous imprisonment upto 3 years.
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

Chairperson/ Warden as the case may be besides contacting on Helpline nos. given below.

Helpline Numbers for reporting the ragging:

Dean Student Welfare: (Mail: dsw@pu.ac.in), 7087033309

Dean Student Welfare (W): (Mail: dswwomen@pu.ac.in), 7087033310

Associate Dean Student Welfare 2541596,4573

Assistant Registrar (DSW) 2541176,253-4570

Security Control Room Hot Line 0172-2771170

Security Office (24 hrs) 0172-2534891,0172-2536164 (intercom)

Chief of University Security 09779824323

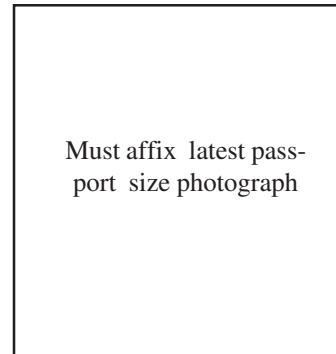
Security Officer/ASO 9779737403

Anti Ragging Helpline at **helpline@antiragging.in**

National Anti Ragging Free Helpline No. 1800-180-5522 (24x7 Toll Free)

Price: Rs. 75/-

Panjab University Hostel No.....
Hostel Roll No.
Name.....
Father's Name.....
Postal Address.....
.....Phone No.....
DepartmentClass.....
Block.....Room No.
Date of joining the Hostel.....
Signature of the Resident.....



Warden

INSTRUCTIONS

1. This card testifies the student's status as a resident of the University hostel.
2. This card is not transferable. The resident should always keep this card in his/her room. It should be available for inspection when demanded by the D.S.W./D.S.W.(W)/Warden or any other person authorised by D.S.W./D.S.W.(W)/Warden on his/her behalf.
3. The card should be carefully preserved, as no duplicate will ordinarily be issued. In case of loss, a duplicate card will be issued on payment of Rs. 100/-.
4. The card is valid for the session 2019-2020 only.
5. The resident while leaving the hostel at the end of the academic year or in the mid session, must return the card to the office of the Warden, failing which the resident will have to pay Rs. 100/- before the securities are refunded.

Dean Student Welfare

PANJAB UNIVERSITY CHANDIGARH



HOSTEL IDENTITY CARD 2019-2020

PANJAB UNIVERSITY HOSTEL NO.

Session 2019-2020

(Declaration to be signed by the parents/guardian)

Name of the Resident.....

Father's Name : Shri.....
and Address.....

.....Phone No.....

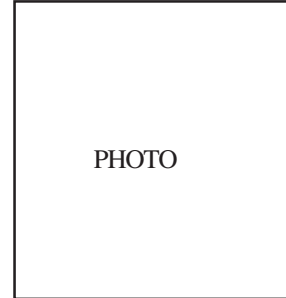
Department.....

Hostel Block/Room No.....

Certified that Mr./Ms.....

Whose particulars are given above has sought admission to the hostel with my consent. I declare that I shall be responsible for his/her proper conduct and regular payment of all his/her dues.

Dated.....



(Photo be attested by the Chairperson of the concerned Department)

Signature of parents/guardian

Address.....

.....

PANJAB UNIVERSITY HOSTEL NO.....

(Particulars of resident for session 2019-2020)

Block/Room No.....Roll No.....

Name

Father's/Guardian's Name.....

.....

Address : (Permanent).....

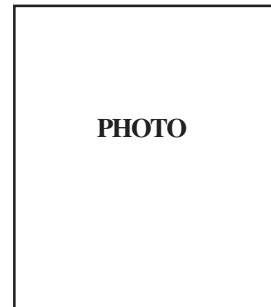
.....

(Emergency).....

.....

Telephone No.....Mobile.....

Signature..... Department.....



PANJAB UNIVERSITY, CHANDIGARH
TO BE FILLED IN BY OWN HANDWRITING OF THE STUDENT
2019-2020

1. Name of the Applicant _____
(IN CAPITALS)
2. Father's Name & Occupation _____
(IN CAPITALS)
3. Mother's Name _____
(IN CAPITALS)
4. Date of Birth _____
5. Address : a) Permanent _____

Phone _____ (Mobile) _____
b) Correspondence _____

Phone _____ (Mobile) _____
6. Name, occupation and address
of the local guardian _____

Phone _____ (Mobile) _____
7. Deptt. Class and Roll No. _____

8. If you were resident of any hostel of Panjab University earlier, give particulars :-
Course _____ Year _____ Hostel/Room No. _____
Duration of stay in the P.U.R.C., Ludhiana Hostel _____
9. Family Income _____
10. Category : SC/ST/OBC/General _____
11. Did you join any class in any deptt. during
the preceding year ? Yes/No Department _____
Class _____ Result _____

SOLEMNDECLARATIONS : I, solemnly declare that the information given above is correct and nothing has been concealed therein.

Dated _____.

(Signature of the Applicant)

PANJAB UNIVERSITY HOSTEL ADMISSION FORM

Session 2019-2020

(Incomplete Form shall not be entertained)

Affix one and attach three copies of passport size recent photograph duly attested by the Chairperson of the Department concerned

1. Name of the Applicant (IN CAPITALS) :
[Grid for name entry]

1.a. Date of Birth.....

2. Father's name :
[Grid for father's name entry]

3. Mother's name
[Grid for mother's name entry]

a. Guardian's Name (If father not alive) & relation

b. Father's/Guardian's occupation and income

4. Permanent Address : (same as given in the admission form and submitted to the Department) { [Telephone No.....] Mobile..... e-mail..... }

Current Residential Address : (same as given in the admission form) (self-attested copy of residential proof to be attached) { [Telephone No.....] Mobile..... e-mail..... }

5. Nationality.....Department.....Class.....

6. Name, occupation and address of the local guardian.....

.....Tel. No. : Residence.....Office.....

7. Do you belong to Scheduled Caste/Scheduled Tribe/Backward Class? Yes No

8. (a) If you were resident of any hostel of Panjab University earlier, give particulars :-
Hostel No.....Room No.....Block No.....
stayed from.....to.....Mobile No. :.....

(b) If you were resident of any hostel of Panjab University, during the session 2018-2019, give particulars :-
Class.....Deptt.....Result.....
Examination Roll No.....

(IN CASE YOU HAVE FAILED OR NOT APPEARED IN THE EXAMINATION/S DURING THE SESSION 2018-2019, YOU ARE NOT ALLOWED HOSTEL ACCOMMODATION DURING THE SESSION 2019-2020.

9. If you were ever punished for misconduct/violation of Hostel Rules/Indiscipline etc., give particulars.....

10. Last examination passed University Year Roll No. Percentage of Marks obtained

11. Did you join any class of any department in the preceding year Yes/No. Result
Deptt..... Class.....

12. Extra-curricular Activities/Hobbies.

13. Whether you are maintaining two wheeler in the hostel? Yes/No.
If yes, give registration number of the vehicle
Attach a photocopy of the Registration Certificate

14. SOLEMN DECLARATIONS : I, solemnly declare that the information given above is correct and nothing relevant has been held back. In case I cease to be a student of the class mentioned above or become ineligible for hostel accommodation, I shall inform the Warden immediately and leave the hostel. I shall not maintain four wheeler in the hostel. I have sought admission to the hostel with the consent of my parents/guardian. I have read the hand book of rules for hostel residents of P.U. and I shall abide by all the rules and other regulations of the university and instructions issued from time to time by the Warden/Dean Student Welfare (Women)/Dean Student Welfare/other Competent Authority of the University and shall clear all my hostel dues regularly. I along with my Parents/guardian have signed this undertaking with regard to ragging prohibition. If I furnish any wrong information, my seat may be cancelled and my hostel fee & security be forfeited.

(FOR USE BY THE CHAIRPERSON OF THE DEPARTMENT CONCERNED)

15. **The applicant is a bonafide student of class.....in the Department and his/her name has been entered at Sr. No.....in the Hostel Register maintained by the Department. This is the only form certified by me for this student. In case the applicant ceases to be a student/research scholar of the present class/course for any reason whatsoever, I shall inform the Warden concerned immediately. I shall not issue him/her Roll No. Slip without a “No. Dues” slip from the Warden concerned.**

His/Her University Regd. No. is.....

Chairperson
(Office Stamp)

(FOR USE BY THE WARDEN)

16. ADMITTED : Room No.....Block No.....

Warden

(FOR USE BY THE HOSTEL OFFICE)

17. Hostel Roll No.....Amount Received..... (Rupees.....)
Receipt No.....Dated.....

Clerk

Assistant
