



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

**Home
to
Ultimate
Goal**

**HANDBOOK OF HOSTEL RULES
2023-24**

**DEAN OF STUDENT WELFARE,
PANJAB UNIVERSITY, CHANDIGARH-160014
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Vice Chancellor's Message

With utmost delight I welcome you all to Panjab University, a distinguished institution that stands tall among the top universities of India. Its voyage since inception is marked by numerous remarkable contributions to the realm of academia and society. It not only excels in academic achievements but also prides itself on fostering a culture of excellence in both curricular and co-curricular activities. Our alumni, comprising renowned bureaucrats, world leaders, teachers and researchers, speak volumes about the quality of education and opportunities provided within our pristine campus. Continuing this rich legacy, we are committed to creating an all-inclusive university environment that promotes the holistic development of our students.

We give utmost importance and attention to the welfare and well-being of our students, ensuring their safety and security with the assistance of dedicated hostel wardens. In order to maintain a conducive and harmonious living environment, I advise you to not engage in any form of unethical behaviour, such as substance abuse (alcohol, smoking, narcotics) and ragging. Additionally, I urge you to uphold cleanliness standards by avoiding the use of plastics and maintaining clean and green surroundings. Living in a community within the hostels fosters a sense of responsibility and promotes a culture of tolerance, integrity, cooperation and hard work. I hope you have a fulfilling and rewarding experience in our hostels.

May your journey through our hallowed halls be filled with remarkable accomplishment and limitless possibilities.

All good wishes,

(Renu Vig)



Message of Dean Student Welfare

Dear Students,

I would like to warmly welcome all of you as you embark upon this exciting new chapter of your academic journey. It is my pleasure to congratulate each and every one of you on taking the first step towards achieving your academic and professional goals. As the Dean of Student Welfare, I am responsible for ensuring that you have a smooth and enjoyable experience during your time here.

Education should not only be about acquiring knowledge but also about developing personal and professional skills that will serve you well in your future endeavours. Our University prides itself on providing a holistic education that nurtures both intellectual growth and personal development. We have an excellent faculty who is committed to delivering high-quality education and mentorship to our students.

We understand that starting education at university can be a daunting experience for many students. Therefore, we have put in place a range of support services that are designed to assist you in navigating the challenges that may arise along the way. Our Student Welfare team is available to guide you through any academic or personal concerns.

Take advantage of extracurricular activities to develop leadership and teamwork skills, and build lasting friendships and networks. We are a diverse and inclusive community, valuing different beliefs, cultures, and religions. Respect and communal harmony are crucial on campus. Let us uphold the spirit of brotherhood, engage in healthy discussions, and learn from each other while respecting the differences that make us unique.

As university students, you are expected to be role models. Create a welcoming environment where everyone feels valued. Resolve conflicts through dialogue and understanding, avoiding discrimination and harassment. Follow guidelines and codes of conduct for your well-being.

Finally, I wish you all the best as you begin the new academic year. With hard work, dedication, and a positive attitude, you can achieve your goals. We are here to support you on your journey to success.

Wishing you all a successful academic year.

(Jatinder Grover)
Dean Student Welfare



Message

“Education’s purpose is to replace an empty mind with an open one”

- Malcolm Forbes

It is with immense warmth and a deep sense of happiness that I welcome you dear students to the hostels of Panjab University. Hostels and hostel life are an intrinsic part of the experience of Panjab University. Over the years these hostels have welcomed, hosted and nurtured many a generation of Panjab University students who “came to learn and went out to serve”, contributing variedly to the University, the region, the nation and in fact at times, all of humanity. Indeed each niche and corner of every hostel on the Campus bears witness to the joys and sorrows, highs and lows, disappointments and achievementsof one or the other resident of the hostel on her/his journey towards her/his life goal.

Our hostels are spaces where all of India and several parts of the globe come together as we host students from different regions with diverse cultural complexions. Here are spaces which offer you not just the opportunity to grow and flower into unique individuals but also the experience of acceptance, inclusivity and pluralism. Here one learns to expect, express, empathies and respect all at the same time.

While it is our responsibility and endeavour to provide our students the best possible environment for learning and developing into well-rounded individuals, we also expect our residents to come forward as active and responsive stakeholders who participate in and contribute to ensuring a healthy ambience in Panjab University hostels: one which enriches and nourishes both the body and the spirit. We are confident that all our residents will maintain the decorum expected of them as sentient and conscious products of the venerable Institution of Panjab University and the glorious civilization of India.

My dear students, for the next few years Panjab University Hostels are the cocoon which will nourish and protect you as you prepare to face the World beyond these four walls. Do make the best of this time: generate positivity, create happy memories and leave enriched.

My best wishes for your life’s journey!

(Prof Simrit Kahlon)
Dean Student Welfare (W)



Message

It pleases me to welcome all students residing in the hostels of Panjab University for the session 2023-24. In the previous session, students showed great courage and co-operation in overcoming the challenges posed by COVID-19 when hostels were opened in the phased manner to their full capacity. Hostel life provides a time and space to students for working hard, towards achieving their goal of a bright and fulfilling future. Carrying dreams of achieving a successful future in their eyes and hearts, several students across India and abroad arrive each year on the Campus of Panjab University. In a new place and social milieu many students take time to find their feet and feel comfortable enough to start concentrating on their studies. The primary purpose of the office of Dean Student Welfare is to facilitate the students on Panjab University Campus.

Along with acquiring knowledge and learning in their chosen field of education, our hostels provide students an environment where they take significant strides in building their social and moral value system. The foundations laid by their parents at home and their teachers in schools and colleges are tried, tested and refined to produce professionally successful and socially responsive citizens. Panjab University in itself is a microcosm of the larger society where students learn to respect, understand and cooperate with each other to result in a harmonious environment.

We look forward to all students respecting the rules as well as norms laid down for achieving our goal of providing a secure, safe and enabling environment to our students. We hope that in this journey of yours, you will look upon your experiences and stay in Panjab University as one of the best and most fulfilling places where you build associations and experiences which will guide you well through the challenges you face and overcome in your future life.

My best wishes for your life's journey!

(Naresh Kumar)
Associate Dean Student Welfare

Panjab University Hostels

A hostel serves as a second home for students who come from distant places to pursue their education at Panjab University. Recognizing the unique needs and requirements of these students, the university strives to offer them safe, secure, and affordable accommodation.

The campus boasts a total of twenty-one Residence Halls, consisting of eight for boys, eleven for girls, one Working Women Hostel and an International Hostel. These Halls, named after renowned personalities, can accommodate around 7600 students. The illustrious names include Mehar Chand Mahajan, G.C. Chatterji, Shanti Swaroop Bhatnagar, Sardar Vallabhbhai Patel, Lala Lajpat Rai, Justice Teja Singh Samundari, Swami Vivekananda, Baba Banda Singh Bahadur, Mata Gujri, Laxmi Bai, Sarojini Naidu, Kasturba Gandhi, Mata Savitribai Phule, Mother Teresa, Bebe Nanki, Florence Nightingale, Amrita Pritam, Neerja Bhanot, Girls Hostel No.11 (to be inaugurated soon), Sushila Nayyar, and Sarvdaman Chowla. These individuals have played significant roles in shaping the world and have left indelible marks on history.

The Dean Student Welfare (DSW) office is dedicated to creating a clean and comfortable environment for students to reside in. Wardens and hostel staff are available around the clock to assist students. Each hostel is equipped with a dining hall, mess canteen facilities, a visitors' lounge, a reading hall, a gym, and facilities for outdoor and indoor sports. The mess provides a balanced diet recommended by the University Dietician in consultation with the mess canteen committee. Common Rooms are well-equipped with LED TVs and sound systems, while each hostel offers Wi-Fi connectivity. Subscriptions to magazines and newspapers are available in every hostel.

The hostels are aesthetically designed, ensuring proper ventilation, ample lighting and lush green lawns. The rooms are comfortable and furnished with fans, lights and furniture.

Residents are encouraged to engage in cultural and social activities, such as Inaugural Day, Annual Day, Sports Day, Lohri, Diwali, Teej, etc. Talent shows, dramatics, and literary events are organized periodically. The hostel residents are supported to live harmoniously, functioning as one big family and assisting each other when needed. This cooperation creates a rich and rewarding hostel experience.

The university journey is a crucial milestone in an individual's life, serving as a stepping stone to adult responsibilities and care. The hostels of Panjab University strive to provide an ideal atmosphere for holistic personality development. Living in these hostels cultivates values such as integrity, consciousness, cooperation, tolerance, and perseverance, preparing students for a meaningful life ahead.

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RULES FOR THE RESIDENT STUDENTS

(Effective from the 1st day of the opening of the University after the summer vacation and subject to the amendments as approved by the University body)

1. General Rules and Responsibilities

- 1.1 All rights of admission to the University hostels are reserved with the Dean of Student Welfare. No student can claim admission as a right.
- 1.2 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 department, or ceases to be eligible for hostel accommodation, s/he will have to vacate the hostel within 3 days from the date he or she becomes ineligible.
- 1.3 No student can seek admission to more than one hostel during an academic session.
- 1.4 An incorrect statement/address filled in by the student in the hostel admission form would result in cancellation of admission and confiscation of securities.
- 1.5 Residents will have to pay rent/charges as per the fee structure of the hostel in which they are residing as prescribed in the Handbook of Hostel Rules.
- 1.6 Residents shall see the DSW/Warden in the Office during fixed hours only. In case of emergency, the Security personnel/attendant on duty may be sent to the DSWs/Warden's residence.
- 1.7 It is the moral responsibility of a resident to:
 - (i) Ensure 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 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.
- 1.8 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 by 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.
- 1.9 Orders/decisions notified from time to time, by the Dean of Student Welfare/ Warden, will be binding on the residents. In case of any situation of emergency, residents may have to vacate the hostel and follow SOPs issued by the DSW/PU authority.
- 1.10 In case of any urgency/serious issue, the Panjab University authority/Wardens of the hostels are authorized to communicate with the parents/guardians of the residents.
- 1.11 Maximum fine levied by any Warden for one episode of misconduct shall not exceed Rs. 2500/-. A fine exceeding Rs. 2500, may be levied with the prior permission of DSW.

- 1.12 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 phones/ Electronic devices/Laptops/Desktops/Audio systems/vehicles (two-wheelers) will be entirely that of the residents. Residents are advised to take an insurance policy against theft and fire. The use of a strong and reliable lock is recommended.
- 1.13 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 a 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.
- 1.14 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.
- 1.15 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 disciplinary action (including a fine of a minimum Rs.200/- per article).
- 1.16 No vehicle (two-wheeler) without stickers, issued by the Warden & DSW Office, should be permitted to be parked in the hostels. Registration of the two-wheeler should be in the name of the resident/parents of the resident.
- 1.17 The residents shall park their two-wheelers in the designated *Parking Area of the hostel* on payment of the prescribed parking fee. Parking of two-wheelers by residents should be proper & should not block the entrance of the hostel, or the movement of other vehicles. Defaulters will be fined a minimum of Rs.500/- per default and tow away charges of Rs. 300 in addition to normal charges.
- 1.18 Registration number of the two-wheelers of the residents must be entered in the register with the office of the hostel failing which a fine would be imposed. Vehicles of guests will not be allowed to be parked inside the hostel.
- 1.19 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 up to Rs. 100/-.
- 1.20 As per the Supreme Court ruling, Smoking in 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.
- 1.21 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 any other hostel in future.
- 1.22 Acts of indiscipline, misbehaviour, gambling, and use of intoxicants in the hostel premises including rooms shall be severely dealt with. A resident found 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 a 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.
- 1.23 All rooms (including almirahs and belongings) can be opened for inspection by the DSW/Warden(s) at any time of the day.

- 1.24 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.
- 1.25 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.
- 1.26 As per the orders of the Hon'ble Supreme Court of India, ragging is strictly banned in educational Institutions. The students found indulging in ragging shall be suspended and expelled from the institution on proving the charges.
- 1.27 Cooking in the rooms is strictly prohibited and defaulters will be fined a minimum of Rs. 300/- each time for default, in addition to the fine for the use of a heater, if any, and its confiscation.
- 1.28 For the proper democratic functioning of the hostels, several committees such as Common Room Committee, Mess Committee, Canteen Committee, Cultural Committee, Sports Committee & Disciplinary Committee (approved by DSW) 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 proper discipline and decorum. Every hostel will have block prefects (one from each block of the hostel) who will be entrusted with the responsibility of ensuring cleanliness and upkeep/maintenance of essential services and infrastructure of the respective block.
- 1.29 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 years)	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
16	Ph.D.	5 Years

Note: For Ph.D students, More than 5 years stay will be considered as an over-stay and will be charged @ Rs. 100 per day.

2. Rules for Admission and Room Allotment

- 2.1 Admission of the students to the University hostels will be made by the Chairpersons of the respective Teaching Departments. The students are required to apply for a hostel within three (3) days from the date of admission in the Department concerned. After three days his/her seat in the hostel shall stand forfeited and will be allotted to the next student on the waiting list.
- 2.2 If 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. S/he shall apply afresh for hostel accommodation in the Department where he/she is admitted.
- 2.3 Admission shall be sought afresh at 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 if he/she was a defaulter.
- 2.4 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.
- 2.5 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 to hostel accommodation). In other words, hostel accommodation for parallel courses will not be permitted. Students seeking admission in vertical courses will only be entitled to hostel accommodation (e.g. students after completing B.Sc. can seek a hostel in M.Sc., M.Phil, Ph.D.; students after completing LL.B. can seek a hostel in LL.M and Ph.D. or students after completing M.A. can seek a hostel in M.Ed. and Ph.D. etc.)
- 2.6 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 the concerned Chairperson to the Warden.
- 2.7 Any student who is not promoted to the next class will not be eligible for hostel accommodation.
- 2.8 Students securing less than 50% marks will be given hostel accommodation, subject to its availability, only.
- 2.9 A person who is in employment, in a profession or any other whole-time occupation other than in status for the course for which s/he has sought admission in the University shall not be entitled to hostel accommodation.
- 2.10 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.
- 2.11 All bonafide 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 based on valid reasons duly supported with documents and recommendations of the Chairperson of the concerned Department. Such extension may be granted by the D.S.W. on daily charges.
- 2.12 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.

- 2.13 Sports Persons up to Grading 'B', on the availability of accommodation, will be given preference for hostel accommodation.
- 2.14 **Roll number for each examination/semester will not be issued by the head of the concerned Department to the resident student unless he/she produces a "No Objection Certificate" from his/her respective Hostel.**
- 2.15 Rooms will be allotted by the Warden according to the plan prepared by the DSW/Warden(s)
- 2.16 All students will be provided hostel accommodation on sharing basis only.
- 2.17 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 a minimum Rs. 500/-.
- 2.18 Residents shall carry the hostel identity cards issued by the Warden on their person 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.
- 2.19 Any person who is a defaulter of hostel dues shall not be eligible for hostel admission till s/he produces no dues certificate from the concerned Hostel Warden.
- 2.20 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 pay normal charges of the concerned hostel or equal to the amount s/he is entitled to house rent if any (whichever is higher).

3. Rules for leaving the hostel or vacating in summer vacation

- 3.1 The hostels (including messes/canteens and common rooms) shall remain closed during the summer vacation for a period as specified by the DSW. 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 a stay without permission from the Warden.
- 3.2 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.
- 3.3 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 International Students.
- 3.4 The residents of ongoing 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 the production of a certificate to that effect from their respective Chairpersons. However, they will be required to seek admission to the Hostel afresh upon the reopening of the University after summer vacation as per the normal practice.

- 3.5 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/attendant 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.

4. Rules for Admission of Research Scholars

- 4.1 The hostel accommodation for Ph.D. Research Scholars will be allotted initially for 2 years from the date of their registration. It is extendable for the next 3 years subject to approval of candidacy.
- 4.2 Research Scholars who fail to complete their pre-Ph.D. coursework and do not submit their synopsis within the stipulated time frame will be asked to vacate the hostel with immediate effect.
- 4.3 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 full time and not doing any kind of job or part-time business and the scholar actually needs the hostel accommodation to pursue the research work.
- 4.4 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 concerned Warden for renewal of hostel allotment every year.
- 4.5 M.Phil./ Ph.D. research scholars will be provided hostel accommodation on sharing basis only.
- 4.6 Those Research Scholars who are getting house rent or are entitled to 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.
- 4.7 Research Scholars who are getting a fellowship and are paying the rent equivalent to the house rent claimed by her/him may be allowed to pay their rent on a monthly basis.
- 4.8 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 the thesis. However, if a Research Scholar is getting a fellowship, s/he will be allowed to stay in the hostel till the completion of the viva voce examination. The total period of stay must not be more than 5 years from the date of registration.
- 4.9 Extension of stay to Research Scholars, M.Phil., LL.M. for writing the dissertation will be subject to the production of an extension letter from the appropriate authority to that effect, clearly stating the period of extension.
- 4.10 Foreign students joining Research leading to Ph.D. degree must attach a copy of a "Research Visa" before s/he is admitted to the hostel.
- 4.11 Students engaged in any trade/profession/service/registered with the Bar Council of India for pursuing law practice in Courts are not entitled to Hostel accommodation.
- 4.12 Those research scholars will be entitled to hostel facility who are registered with the faculty from Panjab University Campus Departments and are working whole time in the University.
- 4.13. Research scholars who are registered with supervisors from affiliated colleges of Panjab University will be entitled to a hostel facility provided they are drawing fellowship and are working the whole time in the University Department. Such research scholars will be

- allotted hostel as and when seats are available after exhausting the list of scholars seeking hostel accommodation as mentioned in 4.12 above. This facility will be available only to research scholars who are admitted to the Ph.D. Programme from the session 2023-24.
- 4.14 Outstation Panjab University Research students who are attending coursework at the campus may be allowed temporary stay in the hostel on a daily basis subject to the availability of seats.

5. Rules for Visitors and Guests

- 5.1 Male visitors may see residents of the Girls' hostel, if need be, only in the Visitors' Room during specified hours.
- 5.2 Female visitors shall not visit the rooms of boys hostels; they can visit male residents, if need be, in the Visitors' Room up to 8 p.m.
- 5.3 A register will be maintained at the reception of each hostel to regulate outsiders' entry.
- 5.4 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. 50/- 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 Guest Register with the Attendant/Security Personnel with the prior permission of the Warden. Such guests will stay with the resident. In case the guest is staying in the guest room, the charges shall be Rs. 150/- per day.
- 5.5 Guest entry must be made before 8.00 p.m. No guest will be allowed to enter the hostels after 10.00 p.m. Defaulters will have to pay a fine as per the rule.
- 5.6 Any resident having a guest without prior permission of the Warden and proper entry in the guest register will be liable to a minimum fine of Rs. 400/- and disciplinary action, in addition to the guest charges. Entry into the guest register maintained in the Hostel is mandatory for the resident. Residents not obeying this may lead to fines or/and expulsion from the hostel.
- 5.7 Any University Teacher may be permitted by the Dean of Student Welfare to stay in the hostel temporarily on payment of daily charges after a due recommendation from the Chairperson.
- 5.8 In case of temporary allotment, daily charges will be levied and refundable Security equal to the amount charged from regular students must be deposited with the office.

6. Attendance, Mobility and Leave Rules

- 6.1 Identity Card of the Hostel is mandatory for the residents while entering details in the mobility register for late-night exit/entry.
- 6.2 For movement outside the hostel after 10.00 p.m., the entry in the mobility register is a must for all residents. If residents do not make an entry in the mobility register, written warnings will be issued by the concerned Warden. More than two defaults will lead to expulsion from hostels.
- 6.3 Attendance is a 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 two times, after which the defaulter will be expelled from the hostel.
- 6.4 Residents returning from home must report themselves before the attendance time. Violators will be fined as decided by the Warden.

7. Rules for Mess and Canteen services

- 7.1 A resident shall have meals in the hostel mess/canteen only. Every resident must open their mess and canteen account in the respective hostel at the time of taking hostel admission. Defaulters will be fined.
- 7.2 Residents are not supposed to enter the cooking area/kitchen of mess and canteen.
- 7.3 Any concern/issue requiring immediate action of the Warden should be made in writing through a member of the Mess/Canteen Committee.
- 7.4 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 about 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 the 1st of the month.
- 7.5 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 permit 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.
- 7.6 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.
- 7.7 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 to avoid wastage and loss. To miss lunch /dinner the residents must mention in the register meant for the purpose at least 8 hours in advance.
- 7.8 No meals will be served in the rooms except in case 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.
- 7.9 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.
- 7.10 A resident of the hostel cannot take his/her meals as a guest of another resident of the same hostel.
- 7.11 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.

- 7.12 Each resident will contribute Rs. 100/- p.m. as service charges in the mess and canteen respectively. (*Subject to the introduction of labour laws.)

8. Food Subsidy/Scholarships

- 8.1. The office of the DSW is providing the following subsidies/financial assistance/scholarships to the Campus students: -
- a) **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 based on conditions laid down for the award out of the "Students Scholarship Fund".
- b) **Sports Scholarship:** This scholarship is awarded based on 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 the "Students Scholarship Fund".
- c) **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 the award of this scholarship. This scholarship is a fixed amount to be decided by the Vice-Chancellor on the recommendations of the Committee.
- d) **Financial Assistance:** Financial assistance is paid out of the "Poor Students Welfare Fund" to the Panjab University Hostel residents.
- 8.2 At the beginning of the session, applications will be invited from the needy and deserving resident students for the award of food subsidy.
- 8.3 The concession will be discontinued if and when the recipient violates any of the hostel rules.
- 8.4 A resident, who is a defaulter or has any record of misconduct in the University hostel, is not eligible for any kind of food subsidy/ financial assistance/scholarship.
- 8.5 The recipients of the concession will be bound to do some duty/work in the hostel as may be assigned by the Warden.

9. Electricity usage Rules

- 9.1 Residents are not allowed to use more than one LED bulb/tube (up to 36 W). They must switch off the light/fan or any other electronic appliance while going out of the room. The defaulters will be fined a minimum of Rs. 100/- for each offence.
- 9.2 Residents are not permitted to use/keep any kind of electric/electronic appliances such as electric kettles, electric iron, heaters, air conditioners, induction cooktops, electric rods, table fans, T.V. etc. in their rooms. Defaulters will be fined a minimum of Rs. 1000/- for each offence.
- 9.3 Residents will not tamper with or damage the electrical and sanitary installations. The cost of repairs/ replacement due to any damage will be realized by the resident/s in addition to the fine which may be imposed by the Warden.

10. Hostel fee, Mess/canteen Charges and fine

- 10.1 Hostel fees will be charged to 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)
- 10.2 Residents getting admission to the hostel at any time during Semester-I/II will be charged the full fee for Semester-I/II. All research scholars getting a fellowship will be treated on par with other students.
- 10.3 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 Cheque can be sent by post by the Hostel Office after deducting postal and service charges.
- 10.4 The students who take admitted to the hostel but fail to take possession of the Room, the room rent will be deducted up to the period s/he informs the Warden in writing. S/he will be given refundable securities after deducting the charges about the minimum diet and Mess/Canteen Charges etc. as per the rules.
- 10.5 The securities will stand lapsed after one year of leaving the hostel
- 10.6 The students have been facilitated 24x7 to deposit their hostel, mess and canteen charges online to avoid chances of delays causing fines for late payments. However, in case of late payment, an additional fine amount @ Rs. 100 per month will be added to the bill amount till the payment is made (approved by Syndicate in its meeting held on 13.7.2020 vide paragraph 8).
- 10.7 If the last date of payment is a holiday, then the fee/charges will be accepted without a fine on the next working day.
- 10.8 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 the 21st of the month.
- 10.9 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.
- 10.10 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.
- 10.11 Residents are required to pay hostel charges as printed in the Handbook of Rules.

11. Fee structure for GH 1 to GH 9 and BH 1 to BH 8

HOSTEL FUND-CHARGES	SEMESTER-WISE
Rent*	Rs. 360/- Per Semester
Water Charges (If the bill is higher it will be distributed equally amongst the residents of the hostel/s)	Rs. 360/- Per Semester
Electricity Charges (If the bill is higher it will be distributed equally amongst the residents of the hostel/s)	Rs. 2500/- Per Semester
Development Fund	Rs. 750/- Per Semester
Routine Hostel Maintenance Charges	Rs. 1150/- Per Semester
Lift Charges (wherever the 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

*1. **SC/ST/BC/-Ph.D. fellows** (approved vide paragraph 5, Syndicate meeting dated 13.7.2020) receiving any fellowship from UGC or any other funding agencies, claiming H.R.A., be charged room rent. However, students pursuing Ph.D. without any funding assistance, be exempted from paying room rent; and

*2. **SC/ST/BC students of Punjab State**, pursuing Graduation, Post-Graduation or any other equivalent course and receiving Post-Matric Scholarship or any other fellowship, be exempted from paying the room rent if the limit of annual income is such as prescribed by the Government and adopted by the Syndicate from time to time. Documentary proofs be the same as required from "Merit-cum-Means Scholarship".

* 3. **Transgender**, pursuing Graduation, Post-Graduation or any other equivalent course will be Provided rent free accommodation.

11.1 Out of the total HRA to be charged from the Research Scholars (as claimed), Rs. 200/- p.m. (in addition to the Mess canteen servant welfare fund and poor student welfare fund) 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.

- 11.2 In case, a student shifts from one Department/branch to another and is entitled to 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.
- 11.3 In case, a student shifts from one Department/branch to another, and is not entitled to 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 amount of the daily charge, the rest of the payment can be refunded.
- 11.4 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 amount of the daily charges, the rest of the payment can be refunded.
- 11.5 The student must apply for a refund within one month of vacating the hostel room.
- 11.6 The hostel rent will be charged as shown against each category.

Category of Students	Type of rent to be charged
Regular Campus Students	Normal Rate
Registered/Enrolled Research Scholar (Not entitled to House rent)	Normal Rate
Registered/Enrolled Research Scholars(Entitled for House rent)	To pay the amount as per entitlement

- 11.7 Eligible Divyangjan 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.
- 11.8 For regular campus students, the semester will mean from 1st July to 31st December, and 1st January to 30th June & for Research Scholars, Semester will start from the date of enrolment, research scholars will pay the mess fund charges (semester-wise) as indicated in the rule book.
- 11.9 Research Scholars will be given provisional accommodation from the date of approval by the Department. However, they are required to submit a registration letter within 6 months. They are required to clear Pre-Ph.D course work and submit a synopsis within 2 years.
- 11.10 Each student is required to pay for the full semester (part payment is not allowed).
- 11.11 In case of delay in fellowship for Research Scholars, their fine will be waived-off to the extent of 100% by the DSW.

Optional charges (To be charged semester-wise)

Scooter/Motorcycle parking charges *	Rs. 70 p.m.
Desert cooler	Rs. 300 p.m.
Laundry Charges (where facility of washing machines provided)	Rs. 50 p.m.
Hair Ironing/Hair Dryer Device	Rs. 50 p.m. each

***Hostel residents are not allowed to bring/keep vehicles i.e. four wheelers in Panjab University Hostels**

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 exceeds Rs. 2500 monthly, then the resident will have to pay Rs. 4000/- as refundable security.)

Fees, Funds and Fines (minimum)

Price of Hand Book of Rules/Online processing charges	Rs. 100/-
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. 100/- per day plus other applicable charges
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. 50/- per day
Advance for being a member of Co-operative Mess to be adjusted against the last bill	Rs. 2000/-
Surcharge on Guest diets	Rs. 5/- per diet
Group of students staying in the hostel from outstation	Rs. 50/- per head per night
Cloakroom charges	Rs. 50/- per day for a 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 into the Development Fund of the Hostel.

12. Fee structure for Girls Hostel 10 and 11

HOSTEL FUND CHARGES

	Room with common washrooms	Room with attached washroom
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	(per month)	(per month)
Rent* [#]	Rs. 200/-	Rs. 500/-
Water Charges (if the bill is higher it will be distributed equally amongst the residents of the hostel)	Rs. 100/-	Rs. 100/-
Electricity charges (if the bill is higher it will be distributed equally amongst the residents of the 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/-
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***SC/ST Ph.D. fellows**(approved vide paragraph 5, Syndicate meeting dated 13.7.2020) receiving any fellowship from UGC or any other funding agencies, **claiming H.R.A.**, be charged room rent. However, students pursuing Ph.D. without any funding assistance, be exempted from paying room rent; and

#SC/ST/BC students of Punjab State, pursuing Graduation, Post-Graduation or any other equivalent course and receiving Post-Matric Scholarship or any other fellowship, be exempted from paying the room rent if the limit of annual income is such as prescribed by the Government and adopted by the Syndicate from time to time. Documentary proofs be the same as required from "Merit-cum-Means Scholarship".

- 12.1 Undertaking from Girls Hostels No.10 students/residents regarding rent etc. be taken by the concerned Warden to avoid any discrepancy during their stay in the hostel.
- 12.2 **Guests:** As a rule, guests are not permitted to stay overnight in the hostel. However, one guest may be accommodated by the residents in his/her room for a maximum period of 3 days in a month on guest charges i.e. Rs. 50/- 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 prior permission of the Warden. Such guests will stay with the resident. Guest entry must be made before 8.00 p.m. No guest will be allowed to enter the hostels after 10.00 p.m. Defaulters will not be allowed to keep guests in future.
- 12.3 Research Scholars/ Students who are not getting HRA/fellowship will pay approved charges to the hostel semester-wise

a) Rooms without washrooms: Research Scholars getting fellowships should pay the hostel charges either equivalent to the HRA claimed by them or as per approved rates of the said hostel, whichever is higher.

b) Rooms with washroom: Research Scholars living in washroom rooms will pay the amount not less than the total monthly charges of the room irrespective of the HRA claimed by them.

c) In addition, the research scholars will pay the mess fund charges (semester-wise) as indicated in the rule book.

- 12.4 The Mess Fund Charges, Optional Charges and other fees, funds and fines will remain the same as applicable to other hostels.

13. Fee structure for International hostel

(As per extract of paragraph 31 from the minutes of the meeting of Syndicate held on 23.1.2016/6.2.2016, are as under)

- 13.1 **NRI/Foreign National Girls students** will be accommodated in International Hostel. They will pay the hostel fee, as per the fee structure approved by the Syndicate and Senate.
- 13.2 The residents/students in the hostel will be given shared room accommodation. Out of the hostel fee paid by the Foreign National/NRI Students, 75% will be kept by the hostel for up-keep of the facilities and 25% will be deposited in the non-plan account of the University, as room rent.
- 13.3 **(NOTE: Rule No. 10.3 to 10.11 of this Handbook of Hostels Rules will also be applicable in International Hostel)**

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 Apartments:

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: Undertaking from the International students/residents regarding rent etc. be taken by the concerned Warden to avoid any discrepancy during their stay in the hostel.

14 Rules for Working Women Hostel

- 14.1 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.

- 14.2 As per the 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.
- 14.3 Other charges are as under

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/-

- 14.4 In addition to this, all the residents will pay a 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 a vehicle (two-wheeler) 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.
- 14.4 Additional Facility Charges, Optional charges, Funds and Fines (Minimum) and General Rules for resident students of Working Women Hostel will remain the same as applicable to other hostels.

- 14.5 Any guest staying more than 15 days in the hostel will have to pay electricity charges in addition to daily charges.
- 14.6 Students who have not secured a hostel seat and are ready to pay the charges as per the 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.
- 14.7 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 to them.
- 14.8 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.
- 14.9 Ph.D. Scholars who are not getting HRA/fellowship/undergraduate/postgraduate students, who are residing on a regular/sharing basis with the consent of residents, will pay approved charges to the hostel every month.
- 14.10 The Rules for Ph.D. Scholars who are getting HRA will be the same as applicable in other hostels.
- 14.11 Ph.D. students having no fellowship, whose Supervisor is not from the University, will not be eligible for getting hostel accommodation. For the course work of such students, temporary accommodation will be provided.
- 14.12 Residents getting admission in the Working Women Hostel before the 15th of the month will pay full hostel charges whereas those joining after the 15th of the month will have to pay 50% of the monthly hostel charges.
- 14.13 The rules related to vacating the hostel will be the same as applicable in other hostels.
- 14.14 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.

15. Important Telephone Numbers:

Designation	Contact No.	Intercom No.
Dean of University Instruction	2541156	4292
Dean Student Welfare	2541596	4569
Dean Student Welfare (W)	2541596	4573
Assistant Registrar (DSW)	2541176	4570
Dietician	9872841200	
Dean International Students	2541873	4574
Dean Alumni Relations	2541156	4292
P.U. Health Centre Office/Reception	2541722 4475	4474, 4476, 4477, 4479
Panjab University Enquiry	2534817, 2534818, 2534819	4817, 4818, 4819
Chief of University Security	2771170, 9779824323, 9888307832	4891, 4289, 6164

Hostel Number/Name	Warden/Department	Mobile No./E.Mail	Contact No.
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Boys Hostel No. 1 (Meher Chand Mahajan Hall)	Dr. Harbhinder Singh UIET	9316103516 bh1@pu.ac.in	2541313 253-4670
Boys Hostel No. 2 (G.C. Chatterji Hall)	Dr. Tilak Raj UBS	7589367740 bh2@pu.ac.in	2541312 253-4671
Boys Hostel No. 3 (Shanti Swaroop Bhatnagar Hall)	Dr. A.N. Singh Botany	9888703865 bh3@pu.ac.in	2541310 253-4672
Boys Hostel No. 4 (Sardar Vallabh Bhai Patel Hall)	Dr. Naveen Kumar UIAMS	9888931435 bh4@pu.ac.in	2541092 253-4027
Boys Hostel No. 5 (Lala Lajpat Rai Hall)	Dr. J.S. Sehrawat Anthropology	9988031199 bh5@pu.ac.in	2541060 253-4028
Boys Hostel No. 6 (Justice Teja Singh Samundri Hall)	Dr. Jodh Singh SSBUICET	9872336133 bh6@pu.ac.in	2541316 253-4029
Boys Hostel No. 7 (Swami Vivekananda Hall)	Dr. Arun Singh Thakur UIHTM	9465226116 bh7@pu.ac.in	2541081 253-4030
Boys Hostel No. 8 (Baba Banda Singh Bahadur Hall)	Dr. Vishal Sharma UIET	8360644211 bh8@pu.ac.in	253-4135
Girls Hostel No. 1 (Mata Gujri Hall)	Dr. Smita Sharma Economics	9417127368 gh1@pu.ac.in	2541049 253-4482
Girls Hostel No. 2 (Laxmi Bai Hall)	Dr. Harjit Kaur Dr. SSB UICET	9041014879 gh2@pu.ac.in	2541439 253-4483
Girls Hostel No. 3 (Sarojini Naidu Hall)	Dr. Simran Preet Bio-Physics	8146944552 gh3@pu.ac.in	2541929 253-4382
Girls Hostel No. 4 (Kasturba Gandhi Hall)	Dr. Indu Sharma Zoology	9592111622 gh4@pu.ac.in	2541562 253-4383
Girls Hostel No. 5 (Mata Savitribai Phule Hall)	Dr. Jaspreet Kaur Botany	8146473399 gh5@pu.ac.in	2541261 253-4975
Girls Hostel No. 6 (Mother Teresa Hall)	Dr. Manisha Sharma Mathematics	9914905729 gh6@pu.ac.in	2783814 253-4378
Girls Hostel No. 7 (Bebe Nanki Hall)	Dr. Sarvnrinder Kaur Bio-Physics	7888893415 gh7@pu.ac.in	2720047 253-6193
Girls Hostel No. 8 (Florence Nightingale Hall)	Dr. Simran Kaur Evening Stds.	9876700895 gh8@pu.ac.in	-----
Girls Hostel No. 9 (Amrita Pritam Hall)	Dr. Nishima UIET	9464258583 gh9@pu.ac.in	2920671
Girls Hostel No. 10 (Neerja Bhanot Hall)	Dr. Varinder Kaur Chemistry	9815065809 gh10@pu.ac.in	2924706
Girls Hostel No.11			
Working Women Hostel (Sushila Nayyar Hall)	Dr. Amritpal Kaur IETVE	9416723779 wwh@pu.ac.in	253-4198
International Hostel (Sarvadaman Chowla Hall)	Dr. Ravinder Kaur Dhaliwal, USOL	9780333818 ih@pu.ac.in	-----

16. Important information for form submission:

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 the 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 Forms shall not be entertained. Entries in the form shall be verified. Wrong entries shall lead to the 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 a merit basis as per the quota of seats allocated to them.
10. In compliance with 2nd UGC regulations, it is compulsory for each student and every parent to submit an online 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 to the concerned Department.

17. First year students of undergraduate/post graduate will fill online form. Steps to be followed by the Students for Online Hostel Allotment:

1. Read the Hostel General Information and General Rules given on the website (<https://hms.puchd.ac.in>).
2. Students admitted in 1st year of any department (except Ph.D.) have to register and complete Hostel Registration Form at (<https://hms.puchd.ac.in>) on or before the last date of Merit Generation (Merit cut-off date). Merit cut-off date will be every Sunday (till 11:59 pm), till the closing of Hostel Registration. ***Students are advised to fill the Online Form as soon as they get the admission in the department.***
3. Each student would be given a unique ID i.e. HMS ID. Students have to fill the following information very carefully:
 - Year of Admission (1st Year)
 - Course
 - Counseling Round
 - Date of Admission in that Course (1st Sem./Year)
 - Merit Score (as per Merit List released by the Department) for that Course
 - Date of Start of Course
 - Date of Completion of Course
 - Gender
 - Category

Before completing your form, ask your department to provide you the information about your *Counseling Round, Date of Admission of your course, Start Date of Course, End Date of Course.*

4. Students have to submit the printout of their filled online form in the office of their department.
5. Course and Category wise Merit list(s) will be generated only after the approval of the forms by the department.
6. Once the department creates and locks the merit, the merit rank(s) will be shown to the student also in his/her login account.
7. Hostel(s) will be assigned to the students in order of Merit (category-wise) and availability of seats. Students can check hostel assignment in his/her login account.
8. Students need to report to the assigned hostel and hostel room will be allotted by the office of the hostel.
9. The students have to take the print-out of their Hostel ID card after the allotment of hostel room and get it stamped & signed from the Hostel.
10. In case student shift his/her department, he/she must inform his/her previous department, hostel (if room was allotted). Ask new department to transfer your record to their department and student has to update the information of new course/department under the same HMS ID and submit the printout again in the new Department and follow the above mentioned procedure again.
11. The students can check their statuses such as approval of form, merit, hostel assignment and hostel room allotment, inside their login account.

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

<u>Ingredients/forms of Ragging</u>	<u>Punishments</u>
<ul style="list-style-type: none"> - 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 the property; - Criminal intimidation; - Attempts to commit any or all of the above-mentioned offences against the victim(s); - Physical or psychological 	<ul style="list-style-type: none"> - 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 processes; - 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 periods 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. 1 Lakh; - Rigorous imprisonment of up to 3 years. - Collective punishment: When the persons committing or abetting the crime of ragging are

humiliation; - All other offences following from the definition of “Ragging”.	not identified, the institution shall resort to collective punishment.
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In compliance with the 3rd Amendment in UGC Regulations on 29th June 2016 to expand the definition of ragging by including the following: “Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background”.

Students becoming a victim of ragging should immediately inform the concerned Chairperson/ Warden as the case may be besides contacting Helpline nos. given below.

Helpline Numbers for reporting the ragging:

Dean Student Welfare	8427297000, Mail: dsw@pu.ac.in
Dean Student Welfare (W)	9814163093, Mail: dswwomen@pu.ac.in
Associate Dean Student Welfare	9216392982
Assistant Registrar (DSW)	2541176, 253-4570
Security Control Room Hotline No. (24X7)	0172-2771170, 9779737403
Security Office	0172-2534891, 0172-2536164 (intercom)
Chief of University Security (Official No.)	9888307832
Anti Ragging Helpline at	helpline@antiragging.in
National Anti Ragging Free Helpline No.	1800-180-5522 (24x7 Toll-Free)

Price of Handbook of Hostel Rules/Online processing charges: Rs.100/-