

**HANDBOOK OF HOSTEL RULES  
2024-25**

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**PANJAB UNIVERSITY REGIONAL CENTRE,  
LUDHIANA**



### **Director's Message**

Every girl dreams of exploring the world and reaching out for stars, but very few get the chance to do so. I congratulate you, dear student for being blessed to have such supportive parents who help you to fly high and pursue your dreams of higher education. Hostel life will develop within you a sense of responsibility, adaptability and adherence to lodging rules as enshrined in your Handbook of Information. As you will make life time memories and new connections here you will also exhibit your family values with which you were groomed by your parents throughout, so be very thoughtful about your acts as you are representing not as an individual but a family as a whole.

Furthermore, dear student, memorize the goal which brought you here. Arjuna's Bird's Eye Test should teach you how you should set your priorities right and chase your goal. His reply to Guru was reflective of his abilities to streamline all his focus towards the goal. Concentration is what we learn from him. While others failed to separate their goal from the distractions in their path, Arjuna was able to ignore everything else and have his eyes only on his goal. In University life, there will be many inconsequential activities that will consume your energy on a day-to-day basis but you should always put the chaos aside and concentrate on things that matter. Be very objective about your aim and ambition of life and I assure this institution will provide you with the best of platform to achieve your dreams.

It's a proud moment for me to add that Amrita Shergil Girls Hostel is a 'Home Away from Home'. This Home houses not only routinely disinfected airy rooms, air-conditioned common room, Wi-Fi Connectivity but also a clean, hygienic mess that provides nutritious and healthy food. The Hostel has taken care to provide a 24 hour air-conditioned Study Room, where the resident can tantalize her intellectual mind without any disturbance. Nevertheless, being conscious of the saying 'All Work and No Play Makes Jack a Dull Boy', the hostel is equipped with a gym and facilities for indoor-outdoor games as well. Along with the games, the girls enjoy the community life by participating in various cultural festivals and celebrations.

As Amrita Shergil, often referred as India's Frida Kahlo, aesthetically blended western and traditional art form, we too, aspire to give our girls best of both the worlds. For that, we request the parents to go through the Handbook of Information to make this hostel a safe place for their daughters. We seek their collaboration for drawing a delicate line between freedom and safety. I further, appeal them to be in regular contact with the Warden and Hostel Staff about the leaves and other movements of their wards to create a conducive environment. Honest feedback on regular basis from parents shall be extremely appreciated.

Owing to the responsibility of the chair I hold and with a prayer in my heart, I welcome you all to Amrita Shergil Girls Hostel, Panjab University Regional Centre, Ludhiana with a positive thought that all your dreams come true to the fullest of energies and capabilities.

Welcome Onboard!

Prof. (Dr.) Aman Amrit Cheema  
Director & Professor (Laws)

## **HOSTEL ON THE CAMPUS**

The Amrita Shergil Girls Hostel has almost completed over nine years of its functioning and it has been quite a journey. Beginning with tiny building blocks, the hostel has now taken shape and has become the pride of its residents. Like Amrita Shergil, the famous painter who achieved much in a short life with her creativity and talent, so also the hostel aims at becoming a premier institution in as short a span as possible.

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

The University Hostel takes pains to give its students a neat and clean environment and a comfortable place to live in. There is a Warden, security guards and attendants on duty round the clock. The hostel has a dining hall and a visitors' lounge. The mess provides a balanced diet at reasonable rates. The Common Room is fairly well equipped with newspapers. A television for entertainment and information has also been provided.

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

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

There is no doubt that during these formative years in the hostel, life-long bonds are created and friendships cemented. This is a time, which will stand out in 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 Amrita Shergil Girls' Hostel of Panjab University Regional Centre, Ludhiana tries to provide an ideal atmosphere for a healthy, all round development of personality and a launching pad for a glorious career ahead.

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

Professor Amit Chauhan

Dean Student Welfare

Professor Simrit Kahlon

Dean Student Welfare (Women)

Professor Naresh Kumar

Associate Dean of Student Welfare

Professor (Dr.) Aman  
Amrit Cheema

Director, PU Regional Centre, Ludhiana.  
Mob- 94172-33997  
Mail: [dirpurcldh@pu.ac.in](mailto:dirpurcldh@pu.ac.in)

Dr Neelam Batra, Assistant  
Professor, University  
Institute of Laws, P.U.  
Regional Centre

Warden, Amrita Shergil Girls' Hostel  
Mob- 84276-11552  
Mail: [wardenpurcldh@pu.ac.in](mailto:wardenpurcldh@pu.ac.in)

Prof. Aditi Sharma,  
Professor, University  
Institute of Laws, P.U.  
Regional Centre

Student Welfare In-Charge (Hostel)  
Mob- 98142-42200

Mrs. Reetu Rani

Clerk, Amrita Shergil Girls' Hostel  
Office no: 62847-83771  
Mail: [clerk\\_gh@ubsludhiana.com](mailto:clerk_gh@ubsludhiana.com)

## RULES FOR THE RESIDENT STUDENTS

*(Effective from the 1<sup>st</sup> day of opening of the Panjab University after the summer vacation)*

### General Rules

#### Admission

1. All rights of admission to the University hostel are reserved with the Director/ Warden/ Student Welfare Incharge, Panjab University Regional Centre, Ludhiana. No student can claim admission as a right.
2. ORDERS/DECISIONS NOTIFIED FROM TIME TO TIME, BY THE DEAN STUDENT WELFARE/ DIRECTOR, PANJAB UNIVERSITY REGIONAL CENTRE, LUDHIANA/ WARDEN/STUDENT WELFARE IN CHARGE, WILL BE BINDING ON THE RESIDENTS.
3. Admission to the students in the University hostel will be made on the recommendation of the Director, Panjab University Regional Centre, Ludhiana. The students are required to submit to the department concerned the forms for admission to the hostel within 3 days from the date of admission in the Department, for allocation of the hostel accommodation, after when her seat in the hostel shall stand forfeited and will be allotted to the next student in the waiting list. **The allocation of seats will be strictly on merit basis as per the quota of seats allocated to each department of Panjab University Regional Centre, Ludhiana.**
4. Admissions shall be sought afresh in the beginning of every academic session. A student may be refused admission if her conduct during her earlier stay in the hostel was not satisfactory or she was a defaulter.
5. Any student alleged to be involved in any misconduct will be liable to be suspended from the PU Regional Centre, Ludhiana 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 Chairman.
6. Once a student has indulged in misconduct in any manner, whatsoever, on the University Campus and action taken against her, she shall not be entitled to admission in any Department of the University. The Head of the Department shall ensure this before granting admission and shall give a certificate on the admission form to that effect.
7. Day Scholars and employees are not eligible for admission to the hostel.
8. An incorrect statement/ address filled by the student in the hostel admission form would result in immediate cancellation of admission and confiscation of securities.
9. (a) In case a student has failed or not appeared in the examination in the last academic session, she will not be eligible for the hostel accommodation in the next year.  
(b) An undergraduate student who is not promoted to the next class will not be eligible for hostel accommodation.  
(c) Students securing less than 50% marks will be given hostel accommodation, subject to its availability.
10. A person who is in employment, in profession or in any other whole-time occupation other than in status for the course for which she has sought admission in the Panjab University Regional Centre, Ludhiana shall not be entitled for hostel accommodation.
11. Only a bonafide student will be permitted to avail hostel facility and for that purpose the Warden concerned will send quarterly lists of the residents for verification by the Director, Panjab University Regional Centre, Ludhiana.
12. The hostel (including mess and common room) shall remain closed during the summer vacation for a period as specified by the D.S.W. The residents will vacate the hostel rooms within 3 days of termination of their examination. In case the room is still not vacated, it will be locked by the hostel

authorities till the possession of the rooms is 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.

13. (a) Foreign girl students studying in Panjab University Regional Centre, Ludhiana 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 girl students may be permitted to stay on payment of daily charges on the recommendation of Dean International Students.  
(b) The residents of ongoing classes who are to undertake summer training/ summer placements as a part of their course requirement during the summer vacation can stay in the hostel on normal room rent on production of a certificate to that effect from the Director, Panjab University Regional Centre, Ludhiana. However, they will be required to seek admission to the hostel afresh on the reopening after summer vacation as per the normal practice.
14. Residents shall see the Warden in the office during fixed hours only. In case of emergency, the Chowkidar on duty should be sent to the Warden's residence.
15. All bona fide students will be considered for Hostel accommodation only for the duration of their respective courses of study.
16. Late admission to the hostel shall be with prior permission of DSW. Late admission means any admission after the last date of admission in the University as specified by the University from time to time.
17. The rules for Admission of Research Scholars, Extension of stay in the Hostel to LL.M (one year course) for writing the dissertation will be subject to the production of an extension letter from the Director and the supervisor to that effect, clearly stating the period of extension. "The maximum period of stay must not be more than 3 months from the last exam of the second Semester.

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

### **Responsibilities**

18. 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 decorum.
  - (iii) Observe all hostel rules meticulously in letter and spirit.

Any violation of rules and directions will be subject to strict disciplinary action, which in extreme case/s may lead to expulsion(s), forfeiture of the securities of such resident/s and 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.
19. Residents should be properly dressed while going to common room, dining hall or hostel office, failing which it will be considered an offence and a fine may be imposed as decided by the hostel Warden.
20. Residents should not keep cash or jewellery or other valuables in their rooms. The responsibility for the safety of their belongings including MOBILE SETS/ DESKTOP/ LAPTOP/ AUDIO SYSTEM will be entirely that of the residents. Residents are advised to take an insurance policy against theft and fire. Use of strong and reliable lock is recommended.
21. Deadlock, interlock is not permitted. Any resident whose room is fitted with interlock shall be fined Rs. 1000/- and damages shall be recovered from the resident.
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 Rs. 1000/-; (d) daily charges from the date of illegal occupation of the room to be determined by the Warden and (e) be debarred for seeking admission in any of the University hostels and this will be communicated to her parents/ guardian.
23. In case of non-payments of dues in time or violation of any hostel rule by a resident, the Warden may get 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 proceeds adjusted against the payment of the hostel.

24. Every resident shall be responsible for the safety of the furniture/other articles given to her. Furniture is neither to be removed from one room to another nor be carelessly kept outside the room to be exposed/ damaged. Anybody indulging in this practice will be liable to disciplinary action (including fine up to minimum Rs. 500/- per article). Replacement of a cot/chair/table etc. shall be done on payment of Rs. 1000/- and repair of almirah lock, bed box channel etc. during the session will be done only on payment of Rs. 500/- to be borne by the defaulter.
  25. (a) No vehicle without stickers, issued by Warden should be permitted to be parked in the hostel.  
(b) The residents shall park their cycles/motor vehicles in the cycle shed/parking area on payment of the prescribed parking fee. Defaulters will be fined Rs. 100/- per default in addition to normal charges.  
(c) Registration number of cars and jeeps of residents and of their guests must be entered in the register with the Chowkidar of the hostel failing which a fine would be imposed.
  26. THE HOSTEL WILL NOT BE RESPONSIBLE FOR ANY THEFT, DAMAGE AND LOSS OF A CYCLE/ SCOOTER/MOTOR-CYCLE/MOBILESET/LAPTOP/DESKTOP/AUDIO SYSTEM. THESE WILL BE POSSESSED BY THE RESIDENTS AT THEIR OWN RISK AND RESPONSIBILITY. THE RESIDENTS ARE ADVISED TO GET THEIR VEHICLES INSURED AGAINST LOSS, THEFT AND FIRE.
  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. Any resident misusing the telephone shall be fined up to **Rs. 100/-**.
  29. Acts of indiscipline, misbehavior, gambling, and 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 fine up to Rs. 1000/- or both. Any resident found in possession of any weapon shall be liable to a fine of Rs. 2000/- and/ or expulsion and the matter shall be reported to the Police. Further the Warden may send the case of a resident who commits such an act for disciplinary action to the Director, Panjab University Regional Centre, Ludhiana.
- Note:** ALL ROOMS (INCLUDING ALMIRAHS AND BELONGINGS) ARE OPEN TO INSPECTION BY THE WARDEN AT ANY TIME OF THE DAY.
30. Any student opening a room by breaking the hostel lock or seal or window-panes etc. shall be liable to a minimum fine of **Rs. 500/-**. In case this kind of conduct is repeated, student(s) will be liable for expulsion from the hostel and this will be treated as a criminal offence.
  31. Disciplinary Committee may be constituted every year comprising Director, PU Regional Centre, Ludhiana, Student Welfare In-charge, Warden.
  32. In case of any urgency/serious issues, the Warden, Student Welfare In-charge, Director, PU Regional Centre, Ludhiana are authorized to communicate with the parents/guardians of the residents.
  33. No roll number for any examination/semester will be issued to the resident student at PURC Ludhiana unless she produces a "No Objection Certificate" from the GIRLS HOSTEL. The "No Objection Certificate" is to be procured prior to every University examination.
  34. 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. 1000/-** for not handing over the charge.
- NOTE:** Maximum fine levied by the Warden for one episode of mis-conduct shall not exceed than Rs. 2500/-. A fine exceeding Rs. 2500/- may be levied with the prior permission of the DSW.

## Committees

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

## Allotment

36. (a) Rooms will be allotted by the Warden according to the plan prepared by the Warden, SWI.  
(b) All students will be provided hostel accommodation on sharing basis only.  
(c) A resident cannot shift from her allotted room to another room within the hostel without the permission of the Warden. Defaulters will be fined minimum **Rs. 500/-**.  
(d) Resident 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 will be 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 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.  
(e) Any person who is a defaulter of hostel dues shall not be eligible for hostel admission till she produces **no dues certificate** from the hostel Warden.

NOTE: In case of unavoidable/pandemic situation etc. residents will have to vacate hostel and follow SOPs issued by the competent authorities.

## Visitors and Guests

37. (a) Male visitors shall see residents of the Girls Hostel, if need be, only in the Visitors' Room during specified hours.  
(b) A Register will be maintained at the reception of the hostel to regulate outsiders' entry.  
(c) As a rule, guests are not permitted to stay overnight in any hostel. However one female guest may be accommodated by the resident(s) in her room for a maximum period of 02 days in a month on guest charges i.e. Rs. 100/- per day. No guest is allowed to stay in the hostel without prior permission of the Warden; their names must be entered in the guests register with the chowkidar with the prior permission of the Warden.  
(d) 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. 500/-** and disciplinary action, in addition to the guest charges to be levied for duration of stay of the guest.  
(e) If any outsider is found staying without the prior permission of the Warden/SWI, the Hostel Attendant shall also be accountable for it.  
(f) Any University Teacher may be permitted to stay in the hostel temporarily on payment of daily charges to the DSW/SWI after due recommendation from the Director, Panjab University Regional Centre, Ludhiana.

**Note:** Guest entry will be allowed only up to 7:30 pm.

## Attendance and Leave

38. (i) Residents shall present themselves for daily roll call at 8.40 pm.  
(ii) Hostel gate will be closed at 8.30 pm and shall be opened at 5.30 a.m. in the morning. After that, LATE ENTRIES will be made in the register maintained for the purpose.  
(iii) The following fines will be levied:  
1. A student who comes late to the hostel (later than 8:30 pm) will attract punishment in the form of fine (Rs.150/-) /disciplinary action or both and such a students' parents will also be informed.  
2. Any student who reaches the hostel later than 9:00 pm on any day will be fined Rs **250/-**



unless held up for a compelling reason, prior information of which has to be given to the warden.

- (iv) Residents returning from home must report themselves before the roll call time. Violators will be fined as decided by the Warden.
- (v) A resident must enter a valid contact number and address in the home going register before proceeding on leave. If a resident either forgets to make the entry in the register or does not fill up the entry with full address and contact number, she will be fined Rs. **200/-**.
- (vi) An Out Pass be given to students for an outing of up to 10:30 pm once in a month. The student desirous of availing the pass will have to get it signed by the warden during office timings only. No telephonic requests will be entertained. The Out Pass will be presented to the security guard while leaving the hostel. Entry of students availing the Out Pass will also be maintained by the security guards in the register. The Out Pass cannot be used by a resident to cover her late entry into the hostel.
- (vii) As per the orders of the Supreme Court of India, Ragging is strictly banned in educational institutions. The students found indulging in ragging shall be expelled from the institute and the hostel.
- (viii) Any resident who is present in the room but does not come for the attendance will be fined Rs **100/-** for each default.
- (ix) Latest time by which a resident must leave the hostel for home/outing is 7:30 pm.

### Food

39. (a) Residents will take food in the hostel mess.
- (b) The monthly charges for the mess are Rs 3700/-(approx.) fixed irrespective of meals taken which have to be paid by the 10<sup>th</sup> of every month in advance. Rate may be changed in negotiation with mess contractor and rates will be subject to market rates. Defaulters will be fined Rs 10/- per day after the deadline.
- (c) Residents who join the hostel after mid- July will be charged Rs 150/- per day (for the month of July only). In the month of January all residents will pay Rs 700/- as a service charge in addition to per day meal at Rs 120/- per day from the date of joining the hostel after winter vacations.
- (d) Hostel would have facilities for breakfast, lunch, tea and dinner. A resident shall have meals in the hostel mess only.
- (e) **Residents will not enter in the cooking area.** A fine of Rs. 200/- will be levied on violators.
- (f) All complaints requiring immediate action of the Warden should be made in writing through a member of the Mess Committee.
- (g) It will be obligatory on the part of the resident to inform the Mess Contractor/Warden beforehand if they want to miss a meal so as to avoid the wastage and loss. A register for this purpose will be available with the contractor wherein the residents should enter the information about missing the meals.
- (h) Cooking in the rooms is strictly prohibited and defaulters will be fined a minimum of **Rs. 250/- each time for a default**, in addition to the fine for use of a heater, if any, and its confiscation.
- (i) No meals will be served in the rooms except in cases of illness or any justified reason and that too with the permission of the Warden. Resident as well as contractor will be fined Rs.200/- for violating this rule each time. Meals should be taken only in the dining hall.
- (j) Complaints, if any, against the conduct of the contractor/servants may be made by the residents to the warden **in writing**. No complaint about mess shall be entertained if the complainant herself is a defaulter.
- (k) Mess and Common Room will remain closed after 2.00 p.m. on the following days:  
Republic Day  
Holi  
Independence Day  
Inaugural Day  
Dussehra  
Gandhi Jayanti  
Diwali  
Guru Nanak Dev's Birthday  
Christmas  
Hostel Annual Day

### **Food Subsidy/Scholarships**

40. (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 has a record of misconduct in the University hostel is not eligible for any kind of food subsidy/ financial assistance/ scholarship.

### **Electricity**

41. (a) Residents are not allowed to use more than one LED bulb (up to 15 W). They must switch off the light/fan while going out of the room. The defaulter will be fined a minimum of **Rs. 100/-** for each offence.
- (b) Residents are not permitted to use/keep any kind of electric appliances such as electric heaters, electric rods, induction cook tops, table fans, T.V in their rooms. Residents are not permitted to use/keep electric iron, electric kettles, desert coolers, hair dryer/ hair straightner without prior permission of Warden. Defaulters will be fined a minimum of **Rs. 500/-** for each offence
- (c) Room cooler may be used by the residents with the permission of the Warden on payment of **Rs.300/-p.m.** and **Rs.100/-** for use of Laptop.
- (d) Residents will not tamper with or damage the electrical and sanitary installations. The cost of repairs/replacement due to any damage done to them will be realized from the resident/s in addition to fine which may be imposed by the Warden.

### **Hostel, Mess and Fines**

42. (a) Hostel fees will be charged from all the residents semester wise (for six months at a time) in the following installments:
  - (i) First Quarter (on admission): July to December
  - (ii) Second Quarter (in January): January to June
- (b) Residents getting admission to the hostel at any time during the month will be charged full fee for the month. However, they will be charged for 15 days if they leave after the termination of their University annual examination before the middle of the month. All research scholars/fellows getting a fellowship will be treated at par with other students.
- (c) Securities (Hostel Mess) will be refunded to a resident only after she has cleared all the dues and properly handed over the possession of the room. Securities will not be adjusted against the bills. Applications 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 her mess accounts will be closed and 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 in that case the room rent will be deducted up to the period she informs the Warden in writing. She will be given refundable securities after deducting the charges pertaining to the minimum diet and mess charges etc. as per rule.
- (e) **THE SECURITIES WILL STAND LAPSED AFTER ONE YEAR OF LEAVING THE HOSTEL.**
43. Hostel fees will be cleared by 10<sup>th</sup> of the month whenever it is due. Defaulters will be fined Rs 10/- per day if they pay the fee after the deadline.
44. **IF THE LAST DATE OF PAYMENT IS A HOLIDAY, THEN THE FEE/CHARGES WILL BE ACCEPTED WITHOUT FINE ON THE NEXT WORKING DAY.**
45. If the total amount of mess dues from a resident exceeds the security deposits for mess and canteen on the 20<sup>th</sup> of the month in that case she will not be eligible for mess and canteen services after 21<sup>st</sup> of the month.
46. 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.
47. All residents are required to clear their hostel, mess and other dues and obtain a no dues certificate

before they take their examination roll numbers and again all their dues must be cleared before they vacate the hostel, failing which their names will be forwarded to the Controller of Examinations/Director, Panjab University Regional Centre, Ludhiana for withholding the declaration of result/award of degree. Other disciplinary action, including forfeiture of their securities, may also be taken.

48. Residents are required to pay hostel charges as printed in the Handbook of Rules.

**Fee and charges for hostel residents in Panjab University Regional Centre, Ludhiana are:**

**A. HOSTEL FEE (TO BE CHARGED SEMESTER WISE )**

A1. Hostel fees for six months @ Rs.790/- p.m. (@Rs.565/-p.m. from SC/ST students) as detailed below:-

Rent (Not to be charged from SC/ST students)	Rs. 225/- p.m.
Water Charges	Rs. 65/- p.m.
Electricity charges	Rs. 500/- p.m.

(if the bill is higher it will be distributed equally amongst the residents of hostel)

**A2. OPTIONAL CHARGES**

**A2.1: Parking Charges**

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

**A2.2 Additional Facility Charges**

Desert Cooler	Rs. 300/- p.m.
Desktop	Rs. 150/- p.m.
Laptop	Rs. 100/- p.m.
Kettle	Rs. 100/- p.m.
Iron	Rs. 100/- p.m.
Hair Dryer/ Straightener	Rs. 100/- p.m.

**B. REFUNDABLE SECURITIES**

Hostel	Rs. 1500/-
Mess	Rs. 3500/-

**C. ANNUAL CHARGES (Total Charges= Rs. 2850/- p.s.)**

C1	<b>General Hostel Administrative Charges</b> (Admission fee/ Establishment/Development fee)	<b>Rs. 750/- p.s</b>
C2	<b>Welfare Charges</b> (Hostel Resident Welfare fee/Mess-Canteen Servant Welfare charges/Poor Student Welfare fund)	<b>Rs. 300/- p.s.</b>
C3	<b>Celebration Fund</b>	<b>Rs. 500/- p.s.</b>
C4	<b>Routine Hostel Maintenance Charges</b> (Dilapidation fee/Common room fee/ Fee for usage & maintenance of fan & geysers, fee for maintenance of computer facility/crockery & utensil	<b>Rs. 1300/- p.s.</b>

charges/security, sewerage, waste management fee/ essential services maintenance fee)

**FEES, FUNDS AND FINES FOR RESIDENT STUDENTS ARE AS PER DETAILED BELOW:-**

1.	Price of Hand Book of Rules	Rs. 75/-
	Fine for over-staying up to 7 days	Rs. 35/- per day
3.	Fine for over-staying beyond 7 days	Rs.50/- per day
4.	Daily charges for final year foreign students staying during summer vacations	Rs.50/- per day
5.	Fine for smoking	Rs. 500/-
6.	Fine for possession of any weapon	Rs. 2000/-
7.	Fine for not returning Identity card	Rs. 50/-
8.	Fine for any vehicle found parked inside the Hostel building	Rs. 150/-
9.	Guest Charges	Rs.100/- per day
10.	Temporary allotment on daily charges	Rs.60/- per day
11.	Fee for continuation	Rs.40/- per day
12.	Fee for ex-students staying in the hostel on sharing basis with the permission of Dean Student Welfare	Rs.50/- per day
13.	Advance for being a member of Co-operative Mess to be adjusted against last bill	Rs1300/-
14.	Group of students staying in hostel from outstation head	Rs.50/- per night
15.	Students coming from outstations and Staying in Hostel for training etc. room rent	Rs.50/- per day
16.	Final year foreign students	Rs.50/- per day
17.	Charges for any enrolled research scholar not Getting registration within one & half year	Rs.25/- per day (1 to 3 months) Rs. 30/- per day (4 to 6 months) Rs. 50/- per day (beyond 6 months)
18.	Cloak room charges	Rs.50/- per day for a group of 4 students
19.	Charges for reissuing be a time barred cheque from the residents will	Rs. 100/-

## **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 attached 4 copies of your recent passport size photograph duly attested by the Director/ Chairperson of your Department.
3. You have adequate funds to pay the required Hostel 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 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 cancellation of Hostel Admission.
8. You have attached a copy of your residence proof.
9. Admission to the students in the HOSTEL will be made on the recommendation of the Director, Panjab University Regional Centre, Ludhiana.

**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 quota of seats allocated to them.**

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