

SHRI MATA VAISHNO DEVI UNIVERSITY KATRA, J&K

Approved under Section 2(F) & 12(B) of UGC Act 1956

Office of the Dean of Students



Hostel-Residents' Guide Book

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Introduction

The University is a place of learning and holistic development of the students' personality. The learning process is not confined to acquiring professional competence alone; it includes cultivation of the norms of character and conduct of good citizenship. Shri Mata Vaishno Devi University seeks to provide a conducive and serene environment wherein students/scholars are encouraged to attain academic excellence and hone their potentialities in various areas of human flourishing. Shri Mata Vaishno Devi University is like a big family, wherein every member has certain responsibilities and duties towards every other member of the family. The hostel life of students plays a very important role in promoting and protecting the smooth functioning of the University. This small guide book is meant to provide useful information about facilities and directions/rules for resident students/scholars as to how they should conduct themselves.

The students therefore are advised to go through the contents of this guide book.

Section	Conditions/Rules
1	Accommodation
2	Hostel Residence Conditions And Facilities
3	Code of Conduct
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5	Hostel Mess Rules
6	Outside Entries / Visitors / Guests
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15	Guest House Rules pertaining to Students
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1. ACCOMMODATION:

- 1.1.** Shri Mata Vaishno Devi University is a residential University and all students are required to reside in the University Hostels. However, allotment is a matter of sanction of the Dean of Student's office on fulfilment of conditions of residence.
- 1.2.** Statutorily, hostel accommodation is available to the University students, only during a working semester. No student will have a right of occupation of a room during the end of academic sessions. The student may be permitted to stay after a proper permission from the Dean of students, if he/she is engaged in any course / project / hostel work/any other relevant assignment, with appropriate approvals.

2. HOSTEL RESIDENCE CONDITIONS AND FACILITIES:

- 2.1.** Presently there are four Boys Hostels namely Trikuta, Kailash, Neelgiri and Vindhyaachal and two Hostels for girls namely Shivalik and Vaishnavi.
- 2.2.** On arrival, the student shall report to the office of the Warden of the allotted Hostel. Each student is required to submit a duly completed hostel admission form and duly signed Hostel Residence Honour Code Undertaking attached as annexure-A of this booklet.
- 2.3.** Each resident of the hostel will be provided with furniture and fittings for each room consisting of one bed (without bedding), table, chair, almirah, ceiling fan and an electric light.
- 2.4.** The resident student/scholar must occupy the room allotted to him/her only. He/she may not change it without the permission of the hostel authorities. Any change in the room allotment will be considered as per the availability. The information regarding the availability will be provided to the resident students/scholars from time to time. The allotment of the room is prerogative of the hostel administration.
- 2.5.** Any student, who is removed from the rolls of school concerned, will automatically cease to be a member of the hostel.
- 2.6.** At the end of each academic year or while leaving the University, each student shall handover the charge of his/her room with all furniture and fixtures to the hostel authorities. The boarders will be charged the cost of all damages and shortages noticed in their room.
- 2.7.** In case of emergency the warden may break open the lock of boarder's room in the presence of the Dean of Students / Associate Dean of Students and one student/official. A student in any case is not allowed to break open his / her room lock, even if it may be his / her room of which the key is lost. He / she has to inform the caretaker in whose presence the lock will be opened and recorded in the register.
- 2.8.** Boarders shall undergo medical examination as and when required by the University.

3. CODE OF CONDUCT:

3.1. CONDUCT & BEHAVIOUR:

- 3.1.1. Boarders shall conduct themselves with **decorum and dignity and shall not create any nuisance or disturbance or indulge in an activity that creates social disharmony. Mass gathering, mass agitation, unruly acts, etc. of students will attract disciplinary action as per section-12 of the hostel guidebook.**
- 3.1.2. A hostel is a place where students can have best possible conditions for studies and adequate rest. **As such the resident students/scholars are expected to maintain a peaceful atmosphere and not cause inconvenience of any form (loud music, shouting, violence, knocking, kicking of doors and other undesirable behaviour) to other residents.**
- 3.1.3. Smoking, consumption of alcohol, non-veg. food and use of objectionable, irreverent literature/objects/activities are strongly prohibited. Any student found involved is liable for disciplinary action as per section -12.
- 3.1.4. A resident of a room would be responsible for any damage to the property in the room during his / her occupancy. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
- 3.1.5. **Boarders shall be responsible for all the articles of furniture, electrical and other fixtures, provided in common rooms and dining hall as well. They shall not disfigure or paint walls, doors, and windows or otherwise damage them or remove newspapers, journals, furniture, TV or games material, etc. They shall be held collectively /individually responsible for any wilful loss or damage to the hostel property including furniture, fixtures, electricity and sanitary fittings in the rooms, toilets, bathrooms common/dining halls, etc. They are also expected to keep their rooms and surroundings tidy and clean. Damaging hostel property will be treated as an in-disciplinary activity.**
- 3.1.6. The resident students/scholars may organize a get together/function (a rare event) within the hostel premises only with the permission of the Warden and the Associate Dean of Students/ Dean of Students and the timings of party must not exceed 10:30 pm. Any breach of this rule will be treated as an instance of indiscipline.
- 3.1.7. **Any misbehaviour with the hostel authorities/Faculty member of the University/staff/workers/mess staff and physical assault of any kind will be considered as gross indiscipline and the student shall face severe disciplinary action as per section-12.**
- 3.1.8. **Students are also advised to refrain from altercation or any unlawful activity outside the Campus. Normally the jurisdiction of University is confined to the Campus. However if a student or group of students create Law and Order problems outside the Campus, he/she/they will be answerable to the Police and University may also proceed with disciplinary action as per section-12.**
- 3.1.9. **Resident students / scholars will not celebrate birthday parties or any other kind of parties in the lobbies or common space of the hostel, causing inconvenience to others. Any body found arranging or taking part**

in such parties shall be fined appropriately or can be suspended from the hostel by the concerned warden.

3.2. UPKEEP OF THE HOSTEL:

3.2.1. Resident students/scholars shall not throw garbage or litter and spit on staircases, corridor corners and wash-basins and the hostel surroundings. Resident students/scholars found guilty will face severe disciplinary action in the form of fine or suspension from the hostel by the concerned warden.

3.2.2. Resident students/scholars must note that the university is covered by the Public Premises Act and they are directed to report any matter of concern to the hostel warden's office immediately.

3.2.3. Resident students/ scholars must switch off their electric fans, lights, etc. before leaving the room. The misuse of electricity & water may lead to the imposition of fine and other disciplinary action. They must not mistreat plants, spoil landscape or trespass flower beds thereby spoiling the landscape of the University.

4. USE OF APPLIANCES:

4.1. Resident students/ scholars are not allowed to cook any veg. /non veg. item in the hostel rooms.

4.2. Resident students/ scholars may use personal computer in their room. Use of any appliances other than those provided by the University is strictly forbidden. Any body found using appliances not provided by the University may be fined appropriately by the warden on spot.

4.3. Any form of loud music and video system inside the rooms or the hostel premises causing inconvenience to others, will be treated as indiscipline and dealt with sternly, leading to seizure of the system and / or fined by the warden.

5. HOSTEL MESS RULES:

5.1. **Constitution of Hostel Mess Committee:** Every hostel will have a Hostel mess committee constituted for a period of one semester and members of the committee could be changed by the warden in discussion with Associate Dean of Students and Dean of Students. The composition of the committee shall be as follows:

Warden in charge of the Mess	Chairman
One of the members of the hostel mess committee shall hold position of Mess Secretary for a term of one Semester	Mess Secretary
Six members selected by the general body of the Hostel concerned	Member
Caterer Representative	Member

5.2. Joining the mess is compulsory for every resident of the hostel.

5.3. Mess charges deposited at the time of registration are for four months and fifteen days / for prescribed duration of the semester (whichever is applicable) only. For availing mess facility beyond the period, approval from the competitive authority should be taken. Charges will have to be paid to the caterer directly in this regard.

5.4. Boarders must maintain decorum and discipline in the dining hall and must adhere to the mess timings. Nobody will be provided mess facility beyond the prescribed timings.

- 5.5.** In case of any problem/difficulty in the functioning of mess, complaints may be registered to the duly constituted mess committee or in the office of the warden. Unnecessary arguments with the mess workers are not allowed. Throwing of plates or damage of hostel property is liable to strict disciplinary action.
- 5.6.** It is the responsibility of the mess committee to take care of the smooth functioning of the mess. The committee will prepare and execute the mess-menu in consultation with the caterer and with prior permission of the warden.
- 5.7.** The mess committee may restructure/change the mess-menu, if required.
- 5.8.** The committee can inspect the mess store and kitchen, but no other student is allowed to enter the kitchen.
- 5.9.** Food shall not be served in the rooms of the hostel. However special meals may be provided to a sick boarder, if it is prescribed by the Medical Officer; and the responsibility would lie on the hostel mess committee.
- 5.10.** Self-service system shall prevail in the dining hall. Boarders must go in queue at the service counter and the utensils must be kept in the shelves after taking the meal. No one shall be allowed to take the utensils outside the dining hall.
- 5.11.** Any order to the caterer for arranging a party/banquet in the dining hall shall require prior permission of the warden and the Associate Dean of Students/ Dean of Students.
- 5.12.** In case of non-adherence of instructions / terms and conditions by the caterer, penalty will be imposed / action will be taken as per terms and conditions.

6. OUTSIDE ENTRIES / VISITORS / GUESTS:

- 6.1.** Male visitors to female hostels and female visitors to male hostels (other than parents / guardians) are not allowed.
- 6.2.** Overnight stay by visitors is not permitted. Overnight stay by parents will only be allowed under genuine circumstances. Advance approval of the hostel administration is necessary. Approved overnight stay will be charged at ` . 150/- per night.
- 6.3.** If it is established that an overnight stay by a visitor has taken place without the approval of the hostel administration, the host will be charged appropriately (double or multiple times the original amount) as a penalty. In addition to this the concerned warden will take action as per section 12.1.
- 6.4.** Entertaining unauthorized guests / passed out students without due information and permission will lead to severe punishments.
- 6.5.** Student's visitors, such as parents / guardians, relatives, alumni, any other guest shall be allowed to enter the University premises only on proper verification at the Gate No.1.

- 6.6. Visitors would require filling in the Visitor’s Slip which they are supposed to carry with them on campus and have to produce if demanded by the authorities.
- 6.7. Visitors will be allowed to visit campus for short term only. If they intend to stay in the Guest House, the student / attendee has to inform the security at the gate.
- 6.8. The Visitor’s Slip will contain the details of the visitor, purpose of visit, time of entry and time of exit. The visitors should return the slip at Gate No.1 while leaving the Campus.
- 6.9. Students vehicles have to be registered in the Security Office and must fix upon it the sticker-pass issued by the Security Office.
- 6.10. Visitor’s vehicle should also be entered in the Entry Register at Gate No.1. the vehicle number must be mentioned in the Visitor’s Slip.

7. SECURITY:

- 7.1. **Constitution of Hostel Working Committee:** Hostel working committee shall be constituted for a period of one semester and members of the committee can be changed by the warden in discussion with Associate Dean of Students/ Dean of Students:

Warden of the Hostel concerned	Chairman
At least ten members selected by the general body of the Hostel concerned	Member
One of the members of the hostel working committee shall hold the position of Hostel Secretary for a term of one Semester	Hostel Secretary

Hostel working committee shall look after the academic environment in the hostel, overall development/maintenance of hostel facilities and maintain a liaison with Warden/ Associate Dean.

- 7.2. **University authorities shall not be responsible for the personal belongings of the boarders. A proper locking of the allotted room is essential after occupying the room.**
- 7.3. Any case of theft should be reported promptly to the office of the warden.
- 7.4. Resident students/ scholars are required to carry their Identity Card at all times and produce it on demand.
- 7.5. **Boys are strictly prohibited to visit residents in the Girls Hostel and vice versa, for any academic or non academic purpose.**
- 7.6. **Gate Pass will be issued to students who are allowed to leave the campus (for more than 5 or 6 hrs) during weekdays or weekends by their Wardens only on recommendations of the Director of their concerned School. Such students shall apply one day in advance to their respective Wardens, for issue of Gate Pass.****

- 7.7.** Resident student/ scholar will be allowed to go out of the Campus only on production of Gate Pass at the Gate No:1.
- 7.8.** Any student, who finds his /her room-mate or neighbour missing for more than 24 hours, must report to the office of the warden immediately. This is to enable the hostel authorities to take immediate action in this regard.
- 7.9. Possession, distribution and use of lethal weapons including air gun, contraband drugs, toxic and hazardous material, including crackers , is strictly prohibited on the Campus. Any student found involved in having any of the items mentioned above will be dealt with seriously and the concerned warden can take the action as per section 12.1.**
- 7.10.** Residents are duty bound to report to the office of the Warden / Associate Dean of Students in case they notice any unwanted incident /undesirable activity or object in the hostel or on the Campus.
- 7.11. Resident students/scholars are not allowed to park their vehicles inside the hostel compound but in the specified parking area only. The speed limit within the campus must not exceed 20 Km/hr. All the vehicles should be registered with the security officer. They must wear Helmets and/or Seat Belts while driving. If the student fails to follow the instructions mentioned above, the concerned warden is authorised to take the appropriate action by imposing penalty keeping view the severity of the situation.**
- 7.12.** Residents Students / Scholars **must not sit on rooftops of Hostels & Academic Blocks, Staircases, Road Dividers and Footpaths, as this endangers their lives and also hinders smooth driving.**

8. ANTI RAGGING NORMS:

- 8.1.** Ragging is totally prohibited on the Campus. If any student is found indulging in ragging, severe action will be taken against the student. Based on the Honourable Supreme Court of India's direction, the UGC has issued regulations and guidelines. As per the guidelines, the ragging constitutes one or more of any of the following acts:
- i. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
 - ii. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
 - iii. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
 - iv. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
 - v. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
 - vi. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

- vii. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- viii. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- ix. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

8.2. As per the ruling of the Honourable Supreme Court, the punishment for involvement in ragging incident has to be exemplary and justifiable harsh to act as a deterrent against recurrence of such incident. For further information regarding ragging and its avoidance is available on **website:** <http://www.smvdu.ac.in/mainpage/Ragging.htm>.

8.3. First year student(s) are not allowed to visit the rooms of residence of senior(s) and vice-versa.

8.4. The student(s) must report any incident or problem in this regard on the helpline **01991-285732** or E-mail: helpline@smvdu.ac.in

9. DISCIPLINE COMMITTEE:

9.1. Any act of eve-teasing, misbehaviour, etc., is liable to be referred to GSCASH Gender Sensitisation Committee Against Sexual Harassment and followed with actions stipulated therein.

9.2. There shall be a Disciplinary committee constituted to deal with the cases of indiscipline and recommend appropriate action thereof as explained in section-12.1 (b).

9.3. The Dean of Student may constitute a Student's Discipline Committee to take care of smooth conduct of Student's Events / Activities.

10. REDRESS OF GRIVENCES:

10.1. Every School will constitute a student-faculty committee every semester to look into the students' grievances/ problems of academic nature.

10.2. In case of day-to-day problems/difficulties faced by the residents of the hostel, complaints should be registered in the Complaint Register in the office of the hostel Warden.

10.3. Looking into the severity of the problem, the resident may follow the proper channel of written complaint to Warden, Associate Dean of Students and ultimately to Dean of Students.

11. MENTOR & GUARDIANSHIP:

11.1. The Directors of all Schools would constitute a group of faculty members from their respective Schools to act as mentor & guardian to attend the needs, queries and problems of the students from the school.

12. NON ADHERENCE TO THE CONDITIONS/RULES OF RESIDENCE:

Students/Scholars are expected to maintain discipline and proper conducive atmosphere within and outside the hostels.

12.1. Non-Adherence to the guidelines as per section 1 to 11 of the Hostel Resident's Guide Book shall invite following disciplinary actions:

- a) For first time involvement in aforesaid incident(s), based on the type of involvement and degree of offense, the Warden may take one or all of the following actions:
 - i) Ask him / her to vacate the room allotted and lock the room of the student immediately for a specified period of time, not exceeding 15 days.
 - ii) Issue a Show Cause notice to the student.
 - iii) Report to the Parents / Guardians.
 - iv) Monetary penalty.
 - v) Recovery of cost in case of damage of property.
 - vi) Office and or physical work / community service to be assigned by the Warden.

- b) For subsequent involvement in the aforesaid incident(s), based on the gravity of the offense the disciplinary action shall be decided by the disciplinary committee which may include;
 - i) The amount of fine to be doubled compared to the amount fixed for the first time incident.
 - ii) Conduct to be reflected in the character certificate.
 - iii) Withdrawal of privilege to appear for campus interviews.
 - iv) Denial of recommendation letters for further studies or study abroad or job.
 - v) Confiscation of security money.
 - vi) Semester off.
 - vii) Expulsion from the University.
 - viii) Debaring from getting invitation to participate in any University function / convocation / registration for alumni, / giving any certificate of his / her involvement in co-curricular activities or appreciation letter, even if the student has passed out.

In case of severe indiscipline, the case shall be dealt by the disciplinary committee and actions may include as in 12.1 (b).

12.2. Record of any indiscipline shall be kept in the personal file of the offending student for future reference also. Any grievance of a student should follow a proper channel as mentioned in section 10.3.

13. GATE -PASS RULES:

Students of SMVDU require taking gate – pass to proceed on leave. And, their leaves / night –outs are defined as under. However, the authorities may restrict the outings as and when required.

13.1. A student will be eligible for only 10 night – outs in a semester, for which students do not have to have approval from their concerned School Director. Official holidays and mid-semester recess (if mentioned in the academic calendar) are not included in it.

13.2. Students will apply for gate-pass 24 hours in advance to the office of the Warden and the same may be collected next day from the office after it has been duly signed by the concerned Warden.

13.3. If a student is being sent out by her / his School for some academic assignment, she / he will make an application on plain paper to the hostel authorities duly recommended and forwarded by the concerned School Director. Those outings will not be part of the 10 permitted night –outs as mentioned above.

13.4. All students must carry their identity cards with them and must show the same at the gate for identification.

13.5. No gate – pass is required for a short duration as per the time-schedule specified hereunder;

- (i) For Boys (on working days) : 7:00 – 8:30 A.M. and 5:15 – 8:00 P.M., (on non-working days) : 7:00 A.M. to 8:00 P.M.
- (ii) For Girls (on working days) : 7:00 – 8:30 A.M. and 5:15 – 6:30 P.M., (on non-working days) : 7:00 A.M. to 7:00 P.M. (summer) & 7:00 A.M. – 6:30 P.M. (winter)
- (iii) Any group activity or visits outside campus during the time schedule mentioned would require prior approval of the Competent Authority such as Dean of Students.

13.6. Student must enter in the register at the Gate; their names, entry numbers and the time of their exit from the campus and the time of their arrival.

14. RULES REGARDING ISSUE-RETURN OF SPORTS ITEM(S)

14.1. The sports items generally fall under two categories, namely, Consumables and Non-Consumables. The consumable items (currently) are *Cricket balls, Tennis Balls, Table-tennis balls and Badminton Shuttlecocks, etc.* All the other items are non-consumable items and thus have to be returned to the Department of Sports within the specified time.

14.2. All the non-consumable items, which are issued to students, *must be returned back to the office of the Department of Sports within 15 days.* In case, a student fails to return the same, a fine of Rs. 100 (per item) shall be imposed. *A fine of Rs. 5/- (for each day delayed) is charged for the first week and Rs. 10/- (for each day delayed) for the consecutive weeks.*

14.3. All the items which are damaged may be taken back by the department if there is sufficient reason for the same. The department has authority to check and see if the items have been damaged by the students intentionally or unintentionally. *The final authority to take a decision on these shall be vested with the office of the Department of Sports.*

14.4. In case of loss of item(s), the office of the Department of Sports must be informed at the earliest. The full cost of the item shall be recovered from the concerned student.

14.5. This must be further noted that the company/brand/model of the sports item which is issued must be returned back. We disallow any student to return an item of any other company/brand/model.

15. GUEST HOUSE RULES PERTAINING TO STUDENTS :

15.1 In case a student requests accommodation for his / her guests the Accommodation Request Form is required to be recommended and endorsed by Dean of Students (Associate Dean of Students in the absence of Dean of Students).

15.2 Students can request for accommodation only for their parents / guardians.

15.3 During the period of admissions, the forms of candidates seeking accommodation in the Guest House must be endorsed by the concerned Admissions In-Charge.

15.4 Female students are not allowed to go into the rooms of Guest House and should restrict their movement to the reception area only.

15.5 Students are not allowed to stay with their parents / guardians in the Guest House and should return to their Hostels after dropping their guests at the reception.

15.6 In case a guest does not report at the Guest House for the accommodation as mentioned in the Accommodation Request Form and if no communication is received by the Faculty / Staff / Student member making the request for accommodation, the booking will be deemed cancelled and the accommodation considered for the next request.

15.7 It is advisable that students must go through the detailed rules regarding scheme of category and rent, availability of meals and other procedure while filling in the request form. The same may be obtained from the reception. Any ignorance in this regard shall not be entertained as an excuse.

16. REVISION OF CONDITIONS/RULES:

16.1. The University reserves the right to revise the conditions/rules from time to time and will keep the residents informed of any change in the form of notices on the hostel notice boards.

Annexure – A

Hostel-Resident Honour Code Undertaking

I _____, S/o. / D/o. _____, do hereby undertake that I have read all rules/conditions mentioned in the Hostel-Residents' Guide Book of Shri Mata Vaishno Devi University, Katra. I undertake that as a student of the University, I shall abide by all the rules/conditions mentioned in the Guide Book of the University. I also understand that my non adherence to the rules/conditions shall invite any or more actions against me as given below:

- i) Report of the incident to the Parent/Guardian.
- ii) Office and / or Physical Work.
- iii) Semester off to Expulsion from the University.
- iv) Recovery of the cost of damage intentionally caused to the University property together with penalty.
- v) Heavy fine commensurate with the offence committed.
- vi) Withdrawal of privilege to appear for campus interviews.
- vii) Denial of character certificate.
- viii) No recommendation letters for further studies or study abroad or job.

Signature:

Name:

Entry No:

Date:

Place: