

Central University of Rajasthan
NH-8, Bandarsindri, Kishangarh-305817

CODE OF CONDUCT FOR STUDENTS RESIDING IN HALLS OF RESIDENCE (HOSTELS)

This code of conduct indicates the procedures and practices of the Central University of Rajasthan (hereinafter referred to as University) for all students residing in Halls of Residences (Hostels), hereinafter referred to as 'hostelers'.

All students must know:

-that it is incumbent upon them to abide by this Code of Conduct and the rights, responsibilities including the restrictions flowing from it.

-that the University's endeavour by means of enforcing this code is to pioneer and administer a student discipline process in Halls of Residence (hostels) that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

1. The students are entitled for accommodation in the hostel only if they are full time registered students. University accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the rolls of University will automatically cease to be a member/occupant of the hostel.
2. Allotment of a hostel room/seat shall not confer on the allottee (student) any right to tenancy or subletting and the University shall have every right to have the accommodation vacated/evicted in the event of breach of rules by the allottee.
3. Hostellers are not permitted to change rooms or sleep/stay anywhere other than the allotted room. Rooms once allotted to the student will not be changed except in special circumstances.
4. All residents are required to maintain standards of behavior expected of students of a prestigious academic and research institute such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
5. Ragging of students admitted to the university is totally banned. Anti-Ragging affidavits must be submitted to hostel office at the time allotment of room. Any violation by the students will be dealt with very severely. When a student is expelled from the hostels, such students shall not be entitled for any refunds from the hostel/mess.
6. All residents are required to carry their valid identity cards issued to them by the University and have to produce the same if demanded by any official of the University/security.
7. No student will be allowed to spend night out without a written permission from the Parent or the Local Guardian in advance.

8. The Warden/Chief Warden/security personnel will be free to inspect the hostel rooms as and when required, without any prior notice. The Warden/Chief Warden also has the right to shift a student to any room without giving any reasons.
9. A hostel campus is a place where students can have the best possible condition for studying and adequate rest. Noise level must be kept low to allow others the opportunity to study or sleep in comfort, violation of the same attracts disciplinary action.
10. Any indoor games, the use of audio and visual systems which may cause inconvenience to other occupants are not allowed. The use of personal TV etc. is prohibited. However desktop computer may be permitted on the request of the student. Violation of which attracts disciplinary action along with seizure of audio and visual systems.
11. The common room activities like T.V. / T.T. etc., be limited to 10.00 P.M. except when permitted by the wardens on special occasions.
12. Notices shall not be pasted on walls and walls shall not be scribbled on. The common areas in the hostel complex should always remain vacant and not obstructed or hindered in any manner. No cycles / vehicles will be parked at the entrance or in the corridors.
13. The rooms, common areas and surroundings should be kept clean and hygienic. It is prohibited to throw garbage/trash/any other things outside the hostel through the windows/ balconies, rather should be dropped in the dustbin. Also one should avoid the use of non bio-degradable items like carry bags etc.
14. Rooms are allotted to each student on his/ her personal responsibility. He/she should see to the upkeep of his / her room, hostel and its environment. When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times).
15. Issued inventory items for each hostel room shall be supplied by the University only at the time of admission to the Hostel. Replacement(s) of the same, for the allotted room, shall be the responsibility of the respective hosteller(s).
16. Water is an essential but scarce commodity. All hostel residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported through caretaker/supervisors.
17. Hostellers should ensure proper respect to all irrespective of color, gender, caste, religion, etc. If any matter related to color, gender, caste, religion is noticed/ reported strict disciplinary action will be taken.
18. Any racial comments/misbehavior/ harassment with foreign students in hostels/campus premises will be strictly prohibited and strong disciplinary action will be taken in such case(s).
19. Electrician/contractors/any other service person may enter rooms as and when necessary in the course of their duty under the directives of the hostel warden. However every effort will be made to respect the privacy and dignity of the hostellers.

20. Hostellers are duty bound to report to the Warden/ Chief Warden / Dean, Student Welfare / Proctor/Security office in case they notice any unwanted incident/undesirable activity going on in the hostel or on the campus / any unacceptable behavior by the room-mate.
21. If it is found that he/she is absent (without permission from warden / chief warden) continuously for long time or does not stay in the room allotted to him/her, the admission of the resident shall be cancelled and intimation shall be given to his/her parents on the address provided by the resident in the admission form. The fee and deposit shall be forfeited and no admission shall be given to such student in future.
22. No girl student is allowed for spending a night out, without a written request from the Parent or the Local Guardian in advance.
23. All hostlers need to subscribe mess facility and have to pay minimum monthly food charges of mess.

VISITORS:

1. Visitors including parents are allowed only into the visitor's area of the hostel during the visiting hours as follows; Weekday (Monday to Friday): 5:00 pm to 8:00 pm and 7:00 am to 10:00 am, Weekend (Saturday, Sunday) and holidays: 7.00 am to 8:00 pm (or as decided by the University from time to time).
2. All visitors must register at the guard/hostel office; and provide all details and documents including valid photo identity card as required by security/hostel office before entering the hostel. All visitors must leave the hostel complex by 8.00 pm.
3. Students are not permitted to allow visitors of the opposite sex, including boy and girl students, into rooms at any time for whatever reason. Any hostellers found violating this rule will be evicted from the hostel.
4. Non-Hostel students are prohibited in the hostel.
5. Any visitor found inside the hostels after 8.00 pm shall be sent out by the security and the hosteler permitting such unauthorized person will be penalized. The hosteler on account of harboring unauthorized person(s) in his/her room would be fined and if found guilty second time, he/she will be evicted from the hostel.
6. Students are not permitted to allow visitors into Hostel rooms at any time for whatever reason. Under any casualty/emergency situation, the Parent/ Guardian/ Local Guardian may be allowed to enter into the Hostel room with permission from warden.
7. The hostel administration reserves the right to deny entry into the hostel to any visitor if, in its opinion, the visit including any student's, is likely to disturb peace and order in the hostel.

ACCOMMODATION DURING VACATIONS:

1. Hostels will remain closed during the vacations as specified in the Academic Calendar of the University from time to time. Hostelers will not be allowed to stay in the hostels during that period. However PhD students can stay during vacation with prior permission of Chief Warden.
2. Students who have finished all the semesters of the program but have some backlogs will not be given accommodation in the hostels.
3. Similarly, students who have not been promoted to the next higher class/next semester and who are not for some reason attending classes during the given semester or academic year will not be given accommodation in the hostels.
4. The hostellers, who harbor backlog students, ex-students, etc. to stay in their rooms/hostel, will also be penalized apart from disciplinary action including expulsion from the hostel.
5. All the hostellers will have to vacate the hostel on the last day of the semester ending before summer vacations including the continuing students. Such students, on their request, may leave their belongings after proper packing under lock and key at the designated place only, provided by the hostel administration if such request is considered. Hostel administration will have no responsibility in case of any damage or loss of their belongings. However, students are advised not to leave the valuables, such as laptops, desktop computers, etc.
6. Accommodation during vacation could be provided to the existing students who are appearing in NET/SET or other similar examinations. The permission may be given only to the genuine applicants, who have opted their examination center at Ajmer/Jaipur.
7. Such students should submit their request to the chief warden/ university authority at least 15 days before the commencement of summer vacations duly supported with the, Fee Receipt of the relevant examination/admit card, etc. and the recommendation of the respective Head of the Department,
8. On accepting his/her request, the student has to deposit fee in advance for staying during summer vacation in the hostel @ Rs. 50- per day or Rs. 1000/- per month and submit the deposited fees receipt in the Chief Warden office. In such cases, any room in any hostel can be allotted by the Warden/Chief Warden. Any violation (staying without permission etc.) liable to imposition of fine @Rs.100/- per day
9. The students appearing in final semester examination will not be provided accommodation one week after the completion of examinations.
10. Ph.D. Students can stay in hostel upto three months or till viva-voice whichever is earlier, after submission of thesis.

SECURITY AND SAFETY MEASURES:

1. All hostellers are expected to be in hostel before 10:00 PM (or as decided by the University from time to time). Occasionally, if the hostellers expects to be late (not beyond 10:00 pm), he/she should obtain a late night pass from the security office in advance and this pass must be produced to the security guard on returning to the campus/hostel. The late night pass of permission shall mention the date and time of return to the campus/hostel.
2. Any hosteller coming late in the night shall call the respective hostel office/security office for permission to entry into the hostels. He/she has to surrender the identity card to the security and record the reason for late coming in the late night register. The identity card surrendered to the security shall be collected from their respective hostel/security office or wardens the next day.
3. If repeated, late coming will be brought to the notice of the parents and further course of disciplinary action will be initiated.
4. The hosteller is responsible for any damage to the property in the room during his/her occupancy and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture and other materials in good condition when he/she changes/vacates the room/hostel.
5. The hostellers are responsible for the safe keeping of their personal belongings. They are advised to keep under lock all valuable items such as laptop, mobile phone, watches, money, etc. and lock the room even when they are out for a short period. The University Authority is not responsible for any loss of private property.
6. Protection of the hostel property is also the responsibility of the hostellers. The hostellers are responsible to safeguard the materials of gymnasium, newspapers stands and periodicals, sports goods, water purifiers, water-coolers, computer equipment, T.V. or any other property of the hostel.
7. Hosteller is not allowed to break open or try to break open the occupied/vacant rooms of the hostels.
8. Hostellers should not indulge in practices/activities, which may endanger their own personal safety as well as others.
9. In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, if not identified.
10. The Warden/Chief Warden without assigning any reason may relocate/ shift a hosteller from one room to another or from one Hostel to another respectively.
11. The Warden/Chief Warden reserves the right to break open rooms/double lock to the room, in case of any violation of hostel rules, suspected unlawful activities or on the basis of security risk perceived in consultation with the proctor/security office.

12. The Warden/Chief Warden/security/University authority reserves the right to carry out spot checks on the hostels and rooms without prior notice to the hostelers.

ACTIVITIES BANNED/FORBIDDEN IN THE HOSTELS:

1. Unauthorized occupation of any room or exchange of rooms without permission of the Hostel Warden shall be treated as serious violation of disciplinary rules of the hostels. Hostelers found guilty of such violation of the hostel rules shall be suspended/ expelled from the hostels without any further enquiry.
2. The hostelers of one hostel building are not allowed to enter into the premises of other hostel building without permission of the Hostel Warden. If not, student may be suspended from the hostels.
3. Hostelers are not allowed to sing aloud, shout and making any type of noise likely to distract the attention of those who may be at study or the neighbors or visitors.
4. Employing unauthorized persons for personal work such as washing clothes, bringing the food etc., is not permitted.
5. The students should not screen pirated /unauthorized / unlicensed movies in their computers and common rooms. Nor should they indulge into chatting and/or exchange of any other non-relevant data. Any violation will be dealt severely including warning and/or fine.
6. Hostelers are expected to use social/digital media carefully and responsibly. They cannot post derogatory comments about individuals of the University on the social media or indulge in any such related activities having grave ramifications on the reputation of individual. In case, they are found guilty of it, a disciplinary action will be taken.
7. The residents should not tamper with the electrical fixtures in their rooms in the hostel premises or use any unauthorized electrical appliances/gadgets such as immersion heaters, electric stove / heaters/electric iron. Such appliances, if found will be confiscated and a fine will also be imposed.
8. Hostelers should not entertain non-hosteller students or outsiders in their room without prior permission of the Warden. Students violating this clause will be liable for disciplinary action.
9. Except hosteler of the concern hostel no outsiders are allowed inside the TV room. Any hosteler found responsible for bringing any outsiders inside the hostels, suitable action will be initiated immediately. The same will be informed to their parents.
10. No commercial or any other activities such as convene meetings to attempt signature campaigns of any sort; birthday parties or any function/festivals, anti-national, political gathering, religious, antisocial or undesirable activity shall be permitted in the hostels in the covered or open areas of the hostel.
11. Playing of Football, Cricket and such other games which may cause damage to glass panels and properties, damage to vehicles and which may cause injury to any person is strictly prohibited in common or covered areas inside the premises.

12. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items in a room, the occupant of the room shall hand over them to the warden / hostel staff, failing which he/she will be charged a fine.
13. They are barred from handling, tampering with any equipment including any property from the dining hall, mess, common rooms, or the visitor's rooms or any other room, scribbling on walls or displaying obscene & vulgar pictures or paintings, bursting of crackers are forbidden and are liable for disciplinary action.
14. Every hosteler is responsible for the care of the hostel property he/she uses. Hostelers found responsible for any damage or loss of the hostel property will be charged there for, individually or collectively, as the case may be, and they will also be liable to disciplinary action. The decision of the Warden/Chief Warden/ University Authority will be final in this regard.
15. Possessions, distribution and use of alcoholic beverages/intoxicated drugs/narcotic/contraband drugs, weapons-blunt, sharp edged or a firearm, lethal weapons including air gun, toxic, hazardous materials, tobacco, smoking, playing cards or any kind of gambling in the hostels, are strictly prohibited. Also, students shall not enter the hostel premises in intoxicated state. Failing these leads to strict action against the student.
16. No pet(s) / animal(s) are allowed to be kept in the hostel premises. No animal is to be fed or encouraged.
17. The Security personnel are authorized to check the bags of any student at any time. It is expected that all hostellers should cooperate with security personnels, particularly while they are performing their official duty.
18. Harassment of any nature/kind or misbehavior by any student with another student (male/female) and/or Hostel Warden/staff (male/ female) shall lead to immediate disciplinary action.

EMERGENCY:

1. In case of any emergency, a student may please contact the security guards/security office/hostel office/medical officer.
2. In case a student falls sick, he/she should contact immediately the Medical Officer/ Warden/ Chief Warden. In case of an emergency, students may shift the patient immediately to a hospital and inform the authorities at the earliest.
3. Medical facilities are provided at the campus dispensary for routine health problems. However, for any other major treatment requiring specialist/expert medical care and treatment, the inmates are supposed to make their own arrangements for treatment and to bear medical expenditure themselves.
4. A student suffering from infectious/contagious diseases will not be permitted to stay in hostels/university if University Medical Officer recommends.

5. The jurisdiction of university is confined to the campus. If a student or group of students create law and order problems outside the campus, they are themselves answerable to the police and the university will cooperate with appropriate officials taking necessary action.
6. The University reserves the right to close any or all hostels suo motto.

PUNITIVE ACTIONS:

Any breach of these code of conduct will invite a disciplinary action that it deems fit. Depending on the case, the hostel administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel. Any student, who is found to be indulging in undesirable activities and violating of code of conduct will be liable to the following disciplinary action/ punishments:

1. Issuance of warning through different cards.(yellow ,blue ,red)
2. Suspension of a student for a specified period either from all privileges of the University or only from specified activities.
3. Imposition of fine of a stipulated amount.
4. Debarring the privilege of appearing for participating in the sports/extracurricular activities/ campus interviews or similar kind activity.
5. No recommendations will be given to him / her for future endeavors.
6. Rustication of a student for a specific period from hostel.
7. Expulsion of a student from hostel.

Sr. No.	Indiscipline Acts	Punishment
1.	Act of ragging in the Hostel	Rustication from the University and an FIR with the police authority.
2.	Leaving the hostel over-night / late entry without prior permission/information	Warning and on repetition, the hosteller shall be suspended / expelled.
3.	Irregularity in attendance in hostel and default in payment of hostel dues.	Warning and on repetition, the hosteller shall be suspended/expelled.
4.	Accommodation of unauthorized guest in the hostel room.	Warning with minimum fine of Rs. 500/- Two such offences shall result in suspension/expulsion.
5.	Holding of commercial activity/any meeting whatsoever in the hostel.	Warning and imposition of minimum fine of Rs. 250/- to each. Two such offences shall result in suspension/expulsion.
6.	Organizing games, sports, other programs without permission / informing the Warden.	Imposition of minimum fine of Rs. 250/- to each.
7.	To sing aloud, shout/making any type of noise by playing of music or musical instruments (audio/ visual systems) with interfering sound.	Confiscation of audio/ visual systems with warning. Two such offences shall result in suspension/expulsion.
8.	Use of unauthorized electrical appliances.	Confiscation of appliance and imposition of minimum fine of Rs.500/-. When such mistake is repeated the hosteller shall be suspended/ expelled.

9.	Unauthorized occupation/ change of room/ break open of any lock in the hostel without prior permission of the warden.	Imposition of minimum fine of Rs. 500/- and suspension of minimum seven (07) days from hostels. When such mistake is repeated the hosteler shall be expelled.
10.	Activity that endangers the individual's safety.	Warning with a fine up to Rs. 250/-. Two such offences shall result in suspension/expulsion.
11.	Playing cards or gambling/Smoking/chewing of Pan Masala/Gutka/ Tobacco etc.	Imposition of minimum fine of Rs. 500/- and suspension of minimum three (03) days. On repeating, the hosteler shall be expelled.
12.	Damage in any form to the hostel property.	Imposition of fine (to recover the cost of damaged item) from the student(s) responsible for such damage or loss, if identified, or from all the students of the hostel, if the students who caused the damage could not be identified. When such mistake is repeated the hosteler shall be suspended/ expelled.
13.	Remain in the hostel during the class hours without any prior permission or justified reason.	Warning, In case of repetition of such act thrice the hosteler may be suspended from hostels.
14.	Notices, Scribbling, displaying obscene pictures, bursting of crackers in hostel.	Warning and imposition of minimum fine of Rs. 250/-.When such mistake is repeated the hosteler shall be suspended for minimum three (03) days from hostels.
15.	Showing disrespect to the authority, disobeying the instructions of security/hostel administration. Any act which brings the University into disrepute.	Warning/fine with suspension. Two such offences shall result in expulsion.
16.	Manhandling, illtreating, physical assault, abusing and/or using foul language to any individual inside the University campus.	Warning/fine with suspension. On repeating, shall result in expulsion.
17.	Possessions, distribution and use of alcoholic beverages/intoxicated drugs / narcotic / contraband drugs.	Imposition of minimum fine of Rs. 1000/- and suspension from hostel for minimum fourteen days (14 days). When such mistake is repeated the hosteler shall be expelled.
18.	Keeping arms/ contraband material including but not limited to weapons-blunt, sharp edged or a firearm, lethal weapons including air gun, toxic, hazardous materials, etc.	Expulsion from the hostel.
19.	All kinds of shouting, hooting, violent knocking or any other act of movement or behavior that is likely to cause disturbance or annoyance to others, not maintaining strict silence during study hours.	Warning / fine and on repetition, the hosteler shall be suspended / expelled.
20.	Any other act of indiscipline	Warning / fine and on repetition, the hosteler shall be suspended / expelled.

PROCEDURE FOR EVICTION/VACATING THE ROOM:

- a) A student residing in hostel is liable to eviction for any kind of breach of discipline, violation of norms of hostel or mess rules or for not conforming to academic requirements as stipulated in the academic ordinances of the university or otherwise notified by the University.
- b) Prior to eviction, the student in question will be served a maximum 48 hours eviction notice through post / mail and pasting it on the notice board of hostel in order to enable the resident to take care of his/her personal belongings lying in the room and vacate the room (along with his/her belongings) on or before the date fixed for eviction.
- c) If their belongings are found in the room or if their rooms are found locked then the lock will be broken and the university authorities will not be responsible for loss of any belongings.
- d) In case any furniture/fixture issued/allotted to the student is found missing or damaged, fine will be imposed.

REVISION OF RULES AND REGULATIONS:

The university authority reserves the right to revise the code of conduct / rules and regulations from time to time and will keep the hostellers informed of any changes in the form of circulars/notices/emails on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

COMPLAINTS AND SUGGESTION:

Any complaints, suggestions or enquiries are always welcome.

REMOVAL OF DIFFICULTY:

Notwithstanding anything contained in these rules, the Vice-Chancellor may, on the recommendations of the chief warden / warden and where it is expedient to do so, take appropriate decision on the hostel related issues not covered by these rules.