



HOSTEL OCCUPANCY RULES & REGULATIONS

For More Information and Further Details, Contact:

Mr. Ashish Mittal

Administrative Officer

Sanskar Educational Group, Ghaziabad

Phone: +91-7251000123

Email: ashish.mittal@sanskar.org

1. THE HOSTEL FACILITY

- 1.1. The Hostel Facility comprises of separate built blocks for female students and male students. The hostel facility has been designed and constructed for conducive ambiance for learning.
- 1.2. The support staff provided at hostels is to facilitate your stay and make it as comfortable as possible. Please treat them with respect. If you have any problems with them, please direct your complaints to the Hostel Administration, rather than handling them yourself.
- 1.3. The hostel provides a cot, a study table, a chair and a cupboard. Every hostel has hot water facility, mineral water, TV halls and common reading room. Gym and indoor games are available as common facility for the hostel students. Dining halls are conveniently located close to the hostels.
- 1.4. Free Wi-Fi facility is available to every student for purposes of academic pursuits.
- 1.5. Laundry facility has been provided near the hostel which can be used by the students on direct to vendor payment basis.

2. SANCTITY OF THE HOSTEL

- 2.1. Use of bad and abusive language should be avoided within the hostel / institute premises.
- 2.2. Students are not permitted to keep-in-their possession and in their room items such as crackers, dangerous weapons, firearms, contraband items or instruments that can cause serious injury to others.
- 2.3. Students should not indulge in any illegal and/or unethical activity on the hostel premises.
- 2.4. Smoking, consumption of alcoholic drinks and use of narcotic drugs in the hostel premises is strictly prohibited. Neither the students nor their visitors are allowed to bring or consume liquor, drugs, or any other intoxicants on the hostel premises. Severe action will be taken against those in possession of drugs or found under their influence.
- 2.5. Neatness and proper maintenance of Hostel Block is expected from all inmates.

3. ADMISSION

- 3.1. Application for admission to the hostel should be made in the prescribed form, which can be had from the hostel office.
- 3.2. A responsible person, parent / guardian who will comply with the formalities and procedures for admission must accompany the candidate.
- 3.3. Every student before admission to the hostel must give an undertaking in writing that he / she will abide by the rules of the hostel and that he / she will submit to the discipline imposed on him / her by the authorities. This shall be confirmed in writing by the parent / guardian also in the attached declaration form.
- 3.4. All charges/expenses prescribed in the application form or any other documents are subject to change without notice.

4. FEE STRUCTURE

- 4.1. All the rooms are twin sharing basis and the Annual Fees for Academic Year 2019-20 is given below:

S. No	Particulars	Boys Hostel	Girls Hostel
01	Hostel Fee for 1 Year (2 Semesters)	75,000	75,000
02	Hostel Fee for ½ Year (1 Semester)	45,000	45,000
03	Hostel Fee for 2 Months	30,000	30,000

4.2. Note:

- i. All rooms are on twin sharing basis, unless otherwise specified.
- ii. No refund is permitted during the middle of the course even if the candidate withdraws or is expelled from the hostel.
- iii. Hostel rates given above include admission fees, room rent, mess charges, amenities fees, electrical charges and games & entertainment fees only.
- iv. Laundry facility through hostels administration has been done away with and the charges are not included in the above. Students will do the same under own arrangements through local market/vendors directly.

5. ROOM ALLOTMENT

- 5.1. Allotment of rooms may not necessarily be of one's choice. It is an automated online procedure where the students can opt for choices give. Subsequently, mutual shifting between the students may be permitted at the sole discretion of the administration. Once allotted, the rooms will generally not be changed unless it is for maintenance of discipline or other such necessity, on the discretion of the management.
- 5.2. Students must occupy the rooms allotted to them and should not exchange rooms without the knowledge of the concerned deputy warden.
- 5.3. The wardens may shift inmates from one room to another without assigning any reason.

6. MESS

- 6.1. Once a student joins the hostel, he / she are deemed to have become a member of the allotted mess until he / she vacates the hostel officially.
- 6.2. The hostel provides highly subsidized vegetarian / South Indian / and North Indian food.
- 6.3. The mess is run by the nominated caterers.
- 6.4. Strict discipline should be maintained in the dining hall.
- 6.5. Menu will be displayed on the notice board. Changes can be made based on decision of mess committee formed by the student representatives and wardens.
- 6.6. Day scholars can be entertained as guests in the mess. The guest rate is Rs.50/- for lunch. Students can also obtain a monthly pass for Rs. 800/- for having lunch in mess.
- 6.7. Food will not be served in rooms and the inmates are not supposed to take food to their rooms. If an inmate is ill, the deputy warden will make suitable arrangements.
- 6.8. The inmates should not enter the kitchen.
- 6.9. Wasting food is a crime.
- 6.10. Food will be served at the following timings: -
 - i. Breakfast 7.45 am to 8.45 am
 - ii. Lunch 11.30 noon to 2.00 pm
 - iii. Tea 4.30 pm to 5.30 pm
 - iv. Dinner 7.30 pm to 9.00 pm

7. COMPLAINTS AND FEEDBACK

- 7.1. A hostel Committee has been formed at institute to look into various matters/problems, related to hostels. The composition of the committee will be intimated from time to time.
- 7.2. For the convenience of the inmates, a complaint handling system is in vogue. In case of any complaint regarding upkeep and maintenance, the complaint form should be filled out in duplicate and a copy should be handed over to the warden.

8. ENTRY/EXIT TO/FROM HOSTELS

- 8.1. Hostellers will not be allowed to go out of the hostel **after 7:30 pm or enter after 8:00 pm on Weekdays** (Monday – Friday) and go out of the hostel **after 8:30 pm or enter after 9:00 pm on Weekends** (Saturday – Sunday) **and Holidays**.
- 8.2. Students will only be allowed to Entry/Exit To/From Hostel after the issue of **Gate Pass** from Hostel Warden.

- 8.3. The students are expected to be present for daily attendance at 8.00 pm on weekdays and 9.00 pm on weekends.
- 8.4. Fine for late arrival and absence for daily attendance:
 - i. Rs. 100/- for first time
 - ii. Rs. 500/- for second time
 - iii. Suspension for third time
- 8.5. If any student plans to stay away from the hostel after hostel timings, they have to plan in advance and inform the Warden in writing. Warden will issue a **Leave Pass** to students on such requests. Permission from their parents in writing or by way of email/call is mandatory for staying outside the hostel beyond specified timings.
- 8.6. Fine for late arrival as per the Leave Pass:
 - i. Rs. 500/- for first time
 - ii. Rs. 1000/- for second time
 - iii. Suspension for third time
- 8.7. Warden will maintain a separate register for the record of all late arrivals.

9. SUMMER BREAK

- 9.1. All Hostlers have to vacate the hostel during the summer vacation every year. In addition, the inmates may also be asked to vacate their room and deposit their luggage in the cloak rooms during winter vacation for maintenance or any other requirement. In case a student is advised by the university to stay in the hostel during vacation due to academic reasons he/she may be allowed to stay as decided by the hostel administration.
- 9.2. The allotment of the same room for the next year is not assured. New allotment based on the situation will be decided by the hostel administration and is binding on the residents.

10. MEDICAL ASSISTANCE

- 10.1. Cases of serious illness and diseases should be reported immediately to the concerned warden for necessary action. During hospital working hours, students can go to the hospital for treatment. A vehicle and driver are available on campus 24 hours to transport students to hospital and back if any emergency arises.

11. RAGGING:

- 11.1. Ragging is a cognizable offence. Ragging in any form is strictly prohibited and they are advised not to indulge in any form of the same; severe action will be taken against those who indulge in such activities as per Govt. orders and University rules.
- 11.2. Ragging entails heavy fines and/or suspension/ expulsion from the hostel and/or University.
- 11.3. Any student, with the intention of causing ragging or with the knowledge that he/she is likely by such act to cause ragging, commits or abets ragging, and thereby teases or embarrasses or humiliates or assaults or uses criminal force or criminally intimidates or wrongfully restrains or wrongfully confines or causes grievous hurt or kidnaps or abducts or rapes or commits unnatural offence or causes death or abets suicide shall be punished as per the Prohibition of Ragging Act, 1997.
- 11.4. If the individuals committing or abetting ragging are not identified, collective punishment could be resorted to act as a deterrent punishment and to ensure collective pressure on the potential ragers

The revised rules and regulation supersedes all previous regulations. In case of any dispute the decisions of the Hostel Administration will be final and it reserves the right to modify the rules and regulations as deemed fit.

HOSTEL PACKING LIST

This is a list of things that you will ever require during your stay at Sanskar. You need not bring everything from home, as most of the things are available in the campus at your arrival. Otherwise, Ghaziabad city is always there.

S.NO	ITEM	QUANTITY
	BEDDING:	
01	Mattress	02
02	Pillow	01
03	Bed Sheets	02
04	Pillow Cover	02
05	Blankets / Quilt	01
	STATIONARY:	
06	Pen, Pencil, Sharpener and Eraser	02
07	Notebooks (Per Semester)	15
08	College Bag	01
09	Scientific Calculator	01
10	Scissors	01
11	Cello Tape	01
12	Stapler	01
13	Highlighters	02
	PERSONAL CARE:	
14	Toothbrush	01
15	Toothpaste	02
16	Bathing Soap	02
17	Hand Wash	02
18	Hair Oil	01
19	Shampoo	01
20	Comb	01
21	Vaseline	01
22	Bucket / Mug	01
23	Nail Cutter	01
24	Medicines	
25	Spectacles	01
26	Mosquito Repellent	01
	FOOTWEAR:	
27	Sports Shoes	01
28	Slippers	01
29	Formal Shoes (Black)	01
	CLOTHING:	
30	Undergarments	08
31	Shirts	04
32	T-Shirts	04
33	Pants / Jeans	06
34	Shorts	02
35	Lower	01
36	Night Wear	01
37	Belt	01
38	Towels (Small)	02

39	Towels (Big)	02
40	Sweaters	02
41	Jackets	01
42	Formal Suit	01
	ELECTRONICS:	
43	Mobile Phone + Charger	01
44	Earphones / Headphones	01
45	Pen Drive	01
46	Laptop + Charger (If Available)	01
	MISCELLANEOUS:	
47	Water Bottle	01
48	Locks	02
49	Cloth Pins	05
50	Rope to Hang Clothes	01
51	Umbrella	01
52	Sports Equipment	
53	Waste Newspapers	
54	Plastic Bags	
55	Food and Snacks	

CENTRALIZED HOSTEL PERSONS IN-CHARGE AND CONTACT DETAILS

Mr. Ashish Mittal
Administrative Officer

Phone: 7251000123

Email: ashish.mittal@sanskar.org