Hostel Registration Guidelines

Shiv Nadar University is a fully residential University and staying on campus is mandatory for every student. This document has:

- General guidelines
- Hostel registration form
- Hostel rules

GENERAL GUIDELINES

Shiv Nadar University is committed to provide comfortable and convenient stay for students on the campus which supports them in learning and gaining precious life skills beyond the classroom.

1. The students are allotted rooms and beds in accordance with the University policy to ensure students coming in from different regions, backgrounds and beliefs are assimilated in a unified University culture. Request for accommodation with friends/siblings is not appreciated.

2. You are expected to follow the University Hostel Rules, drafted by students themselves, in letter and spirit. Please go through the rules given later in this document. They may be reviewed from time to time by as may be required in the best interest of your stay on the campus. Claiming ignorance of rules will not be accepted as a reason in case of a violation.

3. All Freshmen will be allotted a standard four-bedded shared accommodation for academic year 2013-14.

4. Please report at the campus on the designated day with a copy of the Hostel registration form (on page 2) duly printed and filled.
HOSTEL REGISTRATION/RE-REGISTRATION FORM

Students’ Name:__________________________________________________

Date of Birth: DD _______ M M _______________ YYY Y _____________

Gender:_________________________________________________________

Nationality: _____________________________________________________

Program with Major: ___________________________________________

Batch (Year): __________________________________________________

Contact No.: ____________________________________________________

Email:__________________________________________________________

Blood Group with Rh Factor (Mandatory):____________________________

Medical history (Deserves special attention): __________________________

________________________________________________________________

________________________________________________________________

Parents and Local guardian details:

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I certify that the above information is correct. I affirm that I shall abide by the rules and regulations of the hostel. I understand that ragging is a punishable offence and I pledge that I shall not indulge in to or abet any such activity.

Place and Date: __________________________ Signature of the Student __________________________

Room Allotted:______________ Signature of the Warden____________________________

Approved/Not Approved Assistant Dean, Students’ Affairs __________________________
SNU HOSTEL RULES

Section A:

A.1 SNU is a residential university and students enrolled in SNU have to stay in campus hostels for the duration of their respective programs. The durations of the different programs are:

- Undergraduate Program (B.Tech., B.S., B.A.): Eight full semesters
- Masters Programs (M.Tech., M.S., M.A.): Four full semesters
- Ph.D. Program: Six full semesters

Any student who needs stay beyond his/her program’s duration shall have to seek permission from the Dean of Students Welfare for extension, which will be considered subject to availability of rooms.

A.2 All students have to deposit the required hostel fees as directed. Hostel fees cover two days before the beginning and after the end of the semester.

A.3 Single/Double/Four bedded sharing rooms are available in the hostels, which shall be allotted to students by Assistant Dean Student Welfare.
Section B:

B1. SNU is concerned about the environment and energy conservation and hence it is expected from the students to ensure cleanliness of their rooms, help maintain general upkeep of hostel premises and switch off all the electrical appliances, when not in use.

B2. Student notices/posters/publicity materials should be placed at designated places in the hostels and academic block.

B3. Electrical wirings/fittings in the hostel rooms are not designed for heavy load and hence, in room use of electrical appliances like air-conditioners, heater, irons, electric kettles and similar appliances, is not allowed.

B4. Individual student shall be responsible for any damage to the items provided to him/her and would be required to make good the loss by paying for the cost of damage.

B5. Given the geographical location of the university and safety concerns thereof, students are not permitted to leave the campus before 6:00 AM and after 8:00 PM. Under special circumstances, the relevant Warden shall issue a gate pass at his/her sole discretion.

B6. Students are not permitted to leave the hostel for night outs without explicit written permission/out-pass from the warden. Night out passes shall be issued only on receipt of request from parent/local guardian.

B7. In cases of emergency, where obtaining such requests formally is not possible, student shall request to the warden for night out pass, who shall take telephonic approval from Assistant Dean Student Welfare or Dean Student Welfare. In case of their unavailability, permission may be taken from the Registrar or the student’s Mentor. Issuance of night out pass is a matter of privilege and not a right.

B8. Every student has to mark exit/entry in the register kept at the gate. Students without id card shall not be allowed to leave the campus.

B9. Students are allowed to be out of restricted area (restricted area being the hostel block and the road immediately in front of the hostels) from 6:00 AM to 10:00 PM.

B10. Students are to be within the restricted area from 10:00 PM to 6:00 AM.

B11. Students are required to carry their identity card at the all times and show it on demand by any authorized person.

B12. Students without id card have to enter their respective hostels by 10:00 PM. They shall not be allowed to leave hostels from 10 PM to 6 AM.
B13. Students without id card may be denied entry to the campus.

B14. Hostel common areas shall be open for both the genders 24x7. However, opposite gender cannot enter the residential floors i.e. the entry shall be restricted to the common areas.

B15. Students have to mark their attendance in the register kept at reception area of their respective hostels between 09:00 PM-11:00 PM. They must carry their id card while marking the attendance. Marking proxy shall be an offence.

B16. Guests/visitors of the students are permitted to visit the hostels only in common areas between normal day timings but not after 10:00 PM, under any case. All visitors to the hostel areas have to sign in before entering the hostel premises.

B17. Students are required to cooperate fully with authorities to ensure security. Students shall not argue with university staff.

B18. No student shall change his/her room without prior permission from the warden/authorities.

B19. Possession and/or consumption of alcoholic drinks, cigarettes & drugs is totally banned.

B20. Possession of fire arms/weapons is totally banned.

B21. Any willful damage to the hostel/university properties shall invite severe disciplinary action.

B22. Students shall not play loud music and cause disturbance at odd timings. If someone wants to listen to music after 10 PM, earphones must be used.

B23. Access to student’s room by any SNU authority shall only be with explicit permission of the Dean Student Welfare and in the presence of at least one member of the Student Hostel Committee.

B24. In case a student loses his room/almirah keys, a fine of Rs. 500/- shall be imposed in addition to the actual replacement cost of the lock. The money collected from such penalty shall be appropriated to the students’ welfare fund.
Section C:

Following shall invite disciplinary action:

C1. Students without id card have to return to their respective hostels by 10:00 PM. Non returning shall be an offence.

C2. Being outside the restricted area after 10:00 PM.

C3. Willful damage to the hostel/university property

C4. Consumption and/or possession of DRUGS/ALCOHOL/CIGARETTES etc.

C5. Arguing with the university staff.

C6. Any act of proved misbehavior in the hostel or otherwise.

C7. Loud noise/music after 10:00 PM in the restricted area.

C8. Littering the hostel or campus.

C9. Ragging in any form of anyone will be reported immediately to the Registrar for immediate hearing of the Anti-Ragging Committee.

Section D:

Actions to be taken for violating the rules:

D1. First instance of violation of rules shall result in to automatic cancellation of membership of all student bodies for the remaining part of the semester. In addition, following actions shall be taken:

D2. At the first instance of violation - Community service for one weekend with blacklisting i.e. student not to leave hostel after 10:00 PM for one week.

D3. At the second instance of violation - Community service for two weekends with blacklisting i.e. student not to leave hostel after 10:00 PM for one month.

D4. Third instance of violation of rules shall be reported to the Proctoral Committee which can impose a minimum penalty of three days of suspension to a maximum of expulsion/rustication from the hostel.
Section E: RAGGING

E1. Ragging is a cognizable and punishable offence and is totally banned in or out of the university.

E2. Any violation of this by any student shall be dealt with severely by appropriate disciplinary action, which may result in expulsion from the hostel/university.

E3. Display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student which includes teasing, abusing, playing practical jokes or causing hurt to such students; asking the student to do any act or perform something which such student will not in the ordinary course be willing to do shall be considered ragging.

E4. Every student along with his/her parent/guardian is required to sign and submit an Anti-Ragging Undertaking on an appropriate judicial stamp. Any student who has not submitted this undertaking shall not be allowed to stay in the hostel.

E5. Students are desired to carefully go through the UGC regulations to curb the menace of ragging in accordance with the Supreme Court rulings, which are already sent to them by email and also available with the Registrar and Assistant Dean Student Welfare.

E6. University Anti-Ragging Committee may initiate suomotu investigation and take appropriate action for any such incidence.

E7. For the first month of the beginning of the session, no juniors are allowed in any senior’s room or vice-versa. In either case, the presence shall be taken as proof of ragging by the senior student/s present and disciplinary action taken.

E8. Only the residents of a particular wing shall visit that wing for the first month of the beginning of the session.