



# **Hostel Policy, Rules and Code of Conduct for Hostellers**

**O P Jindal University, Raigarh**

**(Founded by the Jindal Education and Welfare Society)**

# HOSTEL POLICY, RULES, AND CODE OF CONDUCT FOR HOSTELLERS

## INTRODUCTION

O P Jindal University offers Hostel facility for students with the primary objective of imparting in every hosteller a spirit of bonhomie, self-confidence, and self-discipline. Hostel accommodation, separately for boys and girls will be provided by the University solely based on availability. The guiding principle towards the formulation of the *Hostel Policy, Rules and Code of Conduct for Hostellers* is to ensure a secure and comfortable environment which is conducive to learning, and all hostellers are required to strictly abide by the same.

## 1.0 HOSTEL AUTHORITIES

The hostel authorities constitute Chief Warden, Wardens, Assistant Wardens, and caretakers all would reside in the hostel premises or nearby campus. They would be responsible for the day-to-day operations and administration of all hostels. Responsibilities, roles, and the powers of each of these authorities will be notified to the hostellers, as applicable.

## 2.0 PROCESS OF SEEKING HOSTEL ADMISSION

- 2.1. Students seeking admission to the University hostels **must apply for the same** at the time of Admission to the University. The student must pay the Hostel Fee as prescribed by the University (charged semester-wise or annually). At the time of the hostel room allocation, the students must produce the **University Fee and Hostel Fee receipts** to the concerned hostel authority. In case the hostel room is not allotted to the concerned student, due to non-availability of hostel room or any other reason, the Hostel Fee shall be refunded to the student at the earliest.
- 2.2. At the time of admission to the hostel, a **declaration agreeing to abide by the Hostel Policy, Rules and Code of Conduct for Hostellers** as may be notified from time to time shall be **signed by the student and countersigned by his/her Parent/Legal Guardian/Local Guardian**.
- 2.3. On admission, the student will be allotted a room/space as per his/her demand/need, subject to availability room will be allotted. These allotments can undergo change at any time, for administrative or other reasons considered appropriate by the Hostel Authority.
- 2.4. Students cannot vacate or cease using the hostel facility during the academic year. If they do so, they will forfeit the Hostel Fees paid by them for the entire academic year and no claim for refund shall be entertained. The refundable Hostel Deposit shall be refunded as per the conditions mentioned in Clause 2.2 above. (Student need to fill undertaking form).

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### 3.0 FURNITURE & FIXTURES

- 3.1. On allocation of the hostel room, the hostellers will be provided with the essential furniture and fixtures on record. The students should ensure that such furniture and fixtures are maintained in good condition.
- 3.2. Hostellers are required to hand over furniture and other materials in good condition when they change/vacate the hostel room. Failing which the concerned student/s will be charged for the damaged furniture/materials which may be recovered from the Hostel Deposit as specified in Clauses 2.1 and 2.2.

### 4.0 MESS RULES

- 4.1. Hostellers must take food in the hostel mess, and they are strictly prohibited to take mess utensils in the room/outside the mess.
- 4.2. All the utensils should be placed in the washing tray after eating.
- 4.3. All the students should maintain dining etiquettes while taking meals.
- 4.4. students can give feedback about meals in the feedback register.
- 4.5. Girls are not allowed to eat in the Boys' hostel mess. They may take their meals in Canteen.
- 4.6. Consumption of outside food is prohibited in the mess.
- 4.7. Mess menu will be decided by the mess committee and change in every month.
- 4.8. Parents/Authorized Local Guardians can avail mess facility with prior permission of the hostel authorities. This permission will be accorded for two to three days in a semester only.
- 4.9. Mess timings are as follows:

#### Meal

*Breakfast*

*Lunch*

*Evening Tea and Snacks*

*Dinner*

#### Timing

07:30 am to 09:00 am

12.30 pm to 02.00 pm (at the University  
Campus on all Working Days);

12:30 noon to 02:30 pm (at the Hostel Mess on  
Holidays).

05:00 pm to 06:00 pm

07:30 pm to 09:00 pm

**\*All hostellers must strictly follow the Mess timings.**

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## 5.0 HOSTEL TIMINGS

- 5.1. No hosteller will be allowed to stay in the hostel during academic hours.
- 5.2. The hostellers must be inside the hostel premises **before 09.00 pm every day.**
- 5.3. Silence hours is between **10.30 pm and 06.00 am on all days.** Violation of the same will result in disciplinary action against the errant hosteller(s).

## 6.0 HOSTEL ATTENDANCE RULES

- 6.1. All hostellers should report to hostel **before 09:00 pm on daily basis.**
- 6.2. Attendance will be taken **up to 10:00 pm.**

## 7.0 PARENTS/VISITORS

- 7.1. Parents/Authorized visitors of the hostellers are permitted to visit their wards with the permission of the prescribed hostel authorities.
- 7.2. No Parent / Guardian / Visitor or any person is allowed to stay with the hostellers in their rooms. However, with prior intimation to the concerned hostel authority, Guest Room can be booked for one-day stay only. This provision is subject to availability of the Guest Rooms.
- 7.3. **No girls are permitted to visit the Boy's Hostels and no boys are permitted to visit the Girl's Hostels under any circumstances.**

## 8.0 PERMISSION FOR OUTING

### 8.1. Out-Pass:

The hosteller must be allowing the out-pass only through online attendance LMS software.

### 8.2. Official Tour/Travel:

Hostellers who are leaving the hostel to attend events/programs organized by the University should get prior permission from the concerned HOD/Dean and their parents. **The parents should give their consent in writing for the official tour/travel.** Also, hostellers are required to inform the concerned hostel authority about the same.

### 8.3. Vacation:

- 8.3.1 During notified vacations, students must remove all their belongings from their allotted rooms to allow the hostel authorities to carry out maintenance work. All request and permission will be process through LMS.

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- 8.3.2 Students, who prefer to stay back in hostel during the end semester vacation for Internship/Professional Practice/Summer Term, etc., should take prior permission from the HOD/Dean of the concerned Department/School and hostel authorities. *Accommodation during this period will be as per university norms.*

## 9.0 PERSONAL VEHICLE

**Hostellers are not allowed to use any personal vehicles.** Parents are requested not to provide any vehicle for their ward. Students are strictly instructed to use the transportation provided by the University. Violation of this rule will result in the withdrawal of the Hostel facility for the errant hosteller.

## 10.0 CELEBRATING FESTIVALS AND BIRTHDAYS

Hostellers may celebrate festivals and birthdays in the hostel premises with prior permission from the concerned hostel authority. However, all the functions/celebrations are to be concluded before 10 pm, and students should confine themselves to their allotted rooms thereafter. There should not be any kind of discomfort caused to other Hostellers and other occupants in the hostel premises. **No outside guest(s) or interference of any kind will be permitted.**

## 11.0 RECREATION (Details of specific room number and indoor games)

A recreation room and facilities for indoor games are provided within the hostel premises. Hostellers are allowed to use these facilities as per the following timings:

- **Morning: 05:00 am to 07:00 am**
- **Evening: 05:00 pm to 10:00 pm**
- **Holidays: till 10:00 pm**

## 12.0 MEDICAL EMERGENCY

Any accidents or sudden illness should be reported immediately to the concerned hostel authority for necessary action.

- 12.1. In case of a medical emergency, the hosteller will be given first aid medical care and Parents/Guardians will be informed immediately. Hence, it is very important that the **Phone/Contact numbers must be updated by the hostellers/parents.**

- 12.2. The University will take all precautions in providing minor first aid medical care within the University Hostel, and if deemed necessary, move the concerned hosteller to a local hospital for medical attention and hospitalization. **The University shall not be liable in torts or any**

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other Law for any accident injury or damage caused to a hosteller due to any act or omission or commission by the concerned hosteller and /or if such injury or damage arises due to the concerned student failing to adhere to prescribed safety norms or directions or instructions or failure to adhere to the code of conduct prescribed.

12.3. If required, the cost/medical expenses of initial medical treatment will be paid by the University and the same shall be recovered from the Hostel Deposit (Refer Clause 2.2) and/or as an additional amount due from the hosteller.

### 13.0 ROOM INSPECTION

All rooms are subject to periodic and/or unscheduled inspection by the hostel authorities. The authorities shall be entitled to inspect the entire room, including personal bags and belongings.

### 14.0 HOSTEL COMMITTEES

These committees are constituted and notified by the University Authorities. There are a few essential committees such as Hostel Committee, Mess Committee and Anti-Ragging Committee consisting of students and Wardens to look after the day-to-day functioning of the Hostels.

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## 15.0 CODE OF CONDUCT FOR HOSTELLERS: DO'S &amp; DON'TS

General	
DO'S	DON'TS
<ul style="list-style-type: none"> <li>➤ Maintain discipline inside and outside the Hostel and University Premises.</li> <li>➤ Keep your University Identity Card always with you.</li> <li>➤ Show your Identity Card to security personnel or any other authorities of Hostel / University as and when demanded.</li> <li>➤ Lock your room always, even when going out for short durations for security reasons.</li> <li>➤ Keep your rooms and room tidy, neat and clean at all times.</li> <li>➤ Dress appropriately when you are in hostel premises.</li> <li>➤ Lodge a complaint to the on-duty caretaker for any maintenance work.</li> <li>➤ Share your problem(s) individually with the authorities.</li> <li>➤ Take special care of your mobiles and give your number to only authorized persons.</li> <li>➤ Keep your valuables and cash under lock.</li> <li>➤ Save electricity and water.</li> <li>➤ Switch off the fans and lights whenever you leave hostel room.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep any valuable belonging/ electronic devices and Gold ornaments.</li> <li>➤ Use/bring any personal vehicles to the hostel premises.</li> <li>➤ Unauthorised stay in the hostel.</li> <li>➤ Cook the food in the hostel</li> <li>➤ Keep or feed pets of any kind in your room or hostel premises.</li> <li>➤ Play or create disturbance in the corridors.</li> <li>➤ Involve/get involved in any un-lawful activity, violate any rules and regulations of the Hostel and University leading to un-becoming of a student.</li> <li>➤ Smoke and Drink</li> <li>➤ Hang your clothes other than in the designated place.</li> <li>➤ Hire services of housekeeping staff for personal work even on payment basis.</li> <li>➤ Bring extra furniture and/or fixture into the room except with the permission of the concerned hostel authority.</li> <li>➤ Cheat or spread rumours in the hostel.</li> <li>➤ Never use things without the permission of the owner (fellow hosteller).</li> </ul>

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Electrical / Electronic Equipment	
DO'S	DON'TS
<ul style="list-style-type: none"> <li>Students can keep their own personal Laptops at their own risk. However, hostel authorities will not be responsible for any theft or damage of the same.</li> <li>Use the laptop for academic requirements only, failing which the hostel authority may initiate disciplinary action.</li> </ul>	<ul style="list-style-type: none"> <li>Do not use sound system with speakers, or any other type of electrical and electronic appliances/gadgets in the hostel premises. However, a few items found to be essential can be permitted provided: <ul style="list-style-type: none"> <li>permission is obtained from the concerned hostel authority, and</li> <li>fellow hostellers do not complain/object.</li> </ul> </li> <li>Do not download / screen / circulate any pirated/restricted/pornographic/unlicensed movies or video clips in your computers inside the hostel rooms, common areas and the University campus. Any violation will be dealt very severely, including expulsion from the hostels.</li> <li>Personal electronic gadgets are not permitted inside the rooms.</li> </ul>

Hostel Mess	
DO'S	DON'TS
<ul style="list-style-type: none"> <li>Inform your absence for a particular meal to the on-duty caretaker/mess authority, to avoid wastage of food.</li> </ul>	<ul style="list-style-type: none"> <li>Do not waste food.</li> <li>Do not cook in your rooms.</li> <li>No mess food is allow to rooms.</li> <li>Do not bring outside food to the hostels. However, food items brought by parents /guardians/authorized visitors are permitted.</li> <li>Do not enter in the kitchen area of mess.</li> </ul>

## 16.0 STRICTLY PROHIBITED ACTIVITIES

16.1. Infringement of the following rules will be severely dealt with, which includes expulsion from the hostels:

16.1.1. Ragging in any form is banned inside and outside the hostel premises. Strict action will be taken against defaulters. No leniency will be shown to offenders. Students involved in ragging will be expelled from the hostels and rusticated from university.

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- 16.1.2. Consumption/possession of alcohol, smoking or use of tobacco, narcotic drugs, possession of obscene pictures, posters, pornographic materials, lethal weapons or inflammable materials and the related products are strictly banned in the Hostel and University premises. Violation of these rules will be treated as a serious offence resulting in expulsion from the hostels.
- 16.1.3. Cooking inside the rooms and organizing parties or get-togethers within the hostel premises are strictly prohibited.
- 16.1.4. All hostellers are advised to extend their fullest co-operation to see that no unauthorized person enters in the hostel premises. If a hosteller finds any such unauthorized person, the matter should be brought to the notice of the concerned hostel authorities immediately for further strict action.
- 16.1.5. Playing with dry/wet colors or with plain water, using crackers inside the hostel premises even with excuses of celebrations and festivals are strictly prohibited.
- 16.1.6. Hostellers shall not play games in the hostel premises which may cause any damage to the property and disturbance to others.
- 16.1.7. Hostellers are not allowed to write/scribble/draw/paste anything on walls, windows or doors in the room or deface them in anyway.
- 16.1.8. Hostellers are not expected to be remain in the hostel during class hours. However, a hosteller who is unwell may stay back in hostel during working hours, strictly on the advice of doctors and with the prior permission from the concerned hostel authority.
- 16.1.9. No hosteller shall loiter in the hostel corridors, peep through the windows with voyeuristic tendencies or move surreptitiously between rooms causing disturbance to other residents in the hostel.

## 17.0 GRIEVANCE/FEEDBACK/SUGGESTION

If any hosteller has any grievance/problem, he/she needs to enter the grievance/complaint in the relevant "Grievance Box" kept in the hostel office. If the complaint is not attended to within a week, then he/she may take the issue to the concerned hostel authority. If the problem remains un-resolved, he/she can report the grievance/complaint to the higher management/-Vice Chancellor.

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## 18.0 EXPULSION FROM THE HOSTELS

The University reserves the right to cancel admission of a Hosteller from the University Hostels **without giving any prior notice or reason**. Suspension/rustication from the University also implies consequent suspension/rustication from the University Hostel. **Fee will be refundable in such cases.**

## 19.0 TEMPORARY ACCOMMODATION

Temporary accommodations are available **on a payment basis**, subject to room availability. **Charges is available on notice boards and hostel office.** Students must send a request email to the wardens at least two days in advance.

## 20.0 ACCOMMODATION CHARGES

Accommodation charges are subject to periodic updates and can be found at the Chief Warden's office as well as on the notice boards of the hostels.

## 21.0 REVISION OF RULES AND REGULATIONS

The University reserves the right to revise or amend the Hostel Policy, Rules, and Code of Conduct for Hostellers from time to time as deemed necessary by the University. Hostellers will be informed of such changes through notices/circulars, and they shall abide by the revised/amended Hostel Policy, Rules, and Code of Conduct for Hostellers.

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ANNEXURE – 1

PROFORMA

DECLARATION BY STUDENT AND PARENT

O P JINDAL UNIVERSITY, RAIGARH.

I \_\_\_\_\_ S/D \_\_\_\_\_  
studying \_\_\_\_\_ Year \_\_\_\_\_ Program with  
Identification/Enrollment Number \_\_\_\_\_ at O P Jindal University,  
Raigarh, have carefully read and fully understood the **HOSTEL POLICY, RULES,  
AND CODE OF CONDUCT FOR HOSTELLERS** of O P Jindal University.

I hereby agree to abide by all the rules and code of conduct contained therein. I am liable for disciplinary action in case of breach of any of the O P Jindal University Hostel rules and regulations that may be in force from time to time.

Date: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF THE STUDENT)

Place: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF THE PARENT)



## ANNEXURE - 2

### PROFORMA

### CHECKLIST OF HOSTEL ITEMS

#### Items Allotted to Individual Students

S. No.	Item	Allotted item serial no.
1.	Cot	
2.	Cupboard	
3.	Study Table	
4.	Chair	
5.	Mattress	

**Note:** To be submitted back in the good condition while vacating the hostel or at the end of academic year.

#### Items Shared by roommates


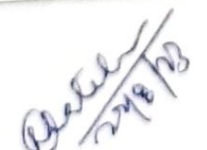
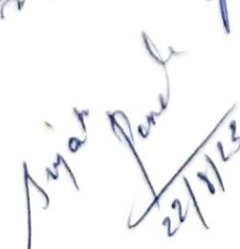
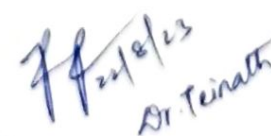



S. No.	Item
1.	Bucket
2.	Mug
3.	Mirrors
4.	Wi-Fi/ Internet Facility
5.	Hangers
6.	Fan and Lights
7.	Water Dispensers
8.	Dustbin

#### Recreation and other Facilities

S. No.	Item
1.	TV
2.	Table Tennis
3.	Papers and Magazines
4.	Indoor Games
5.	First Aid Box
6.	Plates and Spoons in Mess

#### Vehicle Facilities

S. No.	Item
1.	Ambulance
2.	University Buses

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# Recommended Items to be bought by students

S. No.	Item
1.	Bed Sheet
2.	Blanket
3.	Water Bottles
4.	Pillow and Pillow Covers
5.	Bathroom Slippers
6.	Bathroom Towels
7.	Foot Mats
8.	Mosquito Net or Coils
9.	Night Dress
10.	Shoes and Socks (Formal and Sports)
11.	Bathroom Items (Soap, Soap-box, Toothbrush, Tooth-Paste, Personal Cosmetics, etc.)

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