

O P Jindal University Raigarh

(Founded by the Jindal Education and Welfare Society)

Hostel Policy Rules and Code of Conduct for Hostellers Session: 2026-27 onwards

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 & 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

Chief Wardens, Wardens, Estate manager, Assistant Wardens, care takers would reside in the hostel premises or nearby campus. They would be responsible for the day-to-day operations and play an advisory role in 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). At the time of the hostel room allocation, the students should 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 Semester and no claim for refund shall be entertained. (only mess fee may be refunded subjected to the approval of the hostel authority)
- 2.5. Students, if vacate room in between of academic year for whatsoever reason. He/She will not be able to claim for room allotment in same academic year.
- 2.6. **Detained/Year back students are not allowing to stay in the hostel. Hostel is for only regular students.**
- 2.7. Student who are expelled from the Hostel for any Disciplinary concern are not liable for any refund of Hostel Fee.
- 2.8. Students admitted to the hostel at any time during a semester shall be liable to pay the hostel fee for the entire semester. No proportionate reduction or proration of the hostel fee shall be permitted.

- 2.9. Students are required to provide accurate and up-to-date personal information, including their own contact number, parents' contact numbers, local guardian's contact details, and complete postal address, at the Warden's Office during hostel admission. Any changes to these details must be reported promptly. Providing false or misleading information will be treated as a serious violation and may result in disciplinary action.
- 2.10. Unauthorized change of room other than the rooms allotted by the authority is strictly prohibited those who violate, serious action (including fine) will be taken.

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 a fine of upto Rs. 10,000 or the cost of the damage which ever is highest.
- 3.3. If any hostel property is damaged by a hosteller or a group of hostellers and the persons responsible cannot be identified within a reasonable period, the hostel authorities reserve the right to recover the cost of repair by imposing a common fine on all hostellers residing in the affected area.
- 3.4. Common hostel furniture must not be moved without the permission of the hostel authority.

4.0 MESS RULES

- 4.1. Hostellers must have food in the hostel mess and it will not be served in the rooms except in case of illness and that too only with the permission of the hostel authority. The students as well as the mess staff will be penalized for violating the rule. Also, it is strictly prohibited to take mess utensils in the room /outside mess.
- 4.2. Hostellers are strictly prohibited to take any kind of Grocery items including raw food materials from the kitchen area of the mess.
- 4.3. Hostel authority is not liable for the expiry food items/ missing of food items kept in the fridge (in common area) by the hostellers.
- 4.4. All the utensils should be kept to washing tray after meal.
- 4.5. All the students should take the meals in queue and have to maintain dining etiquette while taking meals.
- 4.6. Student can give feedback about meal in the feedback register available in the mess/warden office.
- 4.5 Girls are not allowed to take any meal in Boy's hostel mess (subject to change as per requirement) and vice versa. They may take their meals in University Canteen.
- 4.6 Consumption of outside food is prohibited in the Mess. Also, day scholars are not allowed to take their meal in the hostels.
- 4.7 Mess Menu will be framed by the student mess committee, hostel authority, mess manager & Dietician every month. Revision of the mess menu will be done on monthly basis.
- 4.8 Parents/Authorized Local Guardians can avail mess facility with prior permission of the hostel authorities on payment basis. This permission will be accorded for a maximum duration of three days in a month.

- 4.9 Hostellers must be decently dressed in the dining & reception area.
- 4.10 Hostellers are expected to behave properly & interact with the hostel & mess staff in a courteous manner. Disciplinary action will be taken in cases of misbehavior with the staff by any Hosteller.
- 4.11 Hostellers are not permitted to cook any food on their own accord in the mess/ room.
- 4.12 High standard of hygiene & cleanliness should be maintained in the mess.
- 4.13 If any hosteller is medically ill or during festivals or fasting's and requires a special diet, he/she or group of hostellers can take permission from hostel authority to arrange for the same at the mess.
- 4.14 Any hostel resident found demanding food after the prescribed mess timings or entering the kitchen area without prior authorization during late hours shall be liable for disciplinary action.
- 4.15 In case hosteller ordered outside food, the delivery shall be collected at the main entrance by 10:00 PM under the scrutiny of the security Staff. Hostel authority is not responsible for the health issue caused by the consumption of outside food.
- 4.16 Mess timings are as follows: (subject to change as per requirement)

Meal	Timing*
Breakfast	07:00 am to 09:30 am
Lunch	12.30 pm to 02.15 pm (at the University Campus on all Working Days);
Evening Tea and Snacks	05:00 pm to 06:00 pm
Dinner	07:30 pm to 09:30 pm (boys hostel) 07:30 pm to 9:00 pm (girls hostel)

**All hostellers must observe the Mess timings.*

5.0 HOSTEL TIMINGS

- 5.1. No hosteller will be allowed to stay in the hostel during academic hours.
- 5.2. The hostellers are to be inside the hostel premises **before 10:00 pm every day**. (subject to change as per requirement)
- 5.3. Silence hour 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. Attendance will be taken from **7:30 pm to 9:30 pm** through biometric system & manually. All hostellers should co-operate to the hostel authority and should give their attendance before time. Strict action will be taken on the hostellers those who have repeatedly failed to give the attendance.
- 6.2. Hostellers suffering from serious health issues shall be exempted from reporting for regular attendance. In

such cases, the Assistant Warden/Caretaker shall visit their rooms to record their attendance.

- 6.3. Students who go out on an outing and are unable to return to the hostel before the scheduled attendance time for any reason shall immediately inform the hostel authorities, stating with the valid reason for the delay.

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. Parents/Guardians shall register their details in the visitors' register available at the Warden's Office and present a valid photo identity proof to the hostel authorities before meeting their ward in the hostel.
- 7.3. 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 on payment basis. This provision is subject to availability of the guest rooms.
- 7.4. **No Girls are permitted to visit Boys Hostels and no Boys are permitted to visit in the Girls Hostels under any circumstances.**

8.0 PERMISSION FOR OUTING

8.1. Outpass

The hosteller must fill all the details in the leave form /app and has to take prior approval from the academics (permission from HOD/ class teacher/ mentors) and then from hostel authority in consultation with the parents in case of leave/absence from hostel campus.

- 8.1.2 Leave approvals will be entertained only during college hours in weekdays. Special approvals for the leave beyond college hours will be provided only on emergency cases (based on the seriousness of the situation). Bypassing the leave procedures or forgery of approvals, and parent impersonation will be taken serious action.
- 8.1.3 Extension of leaves for any reason should be informed to the hostel authority with a valid reason.
- 8.1.4 University will be providing bus facility for Sunday outing. All the students have to submit their ID cards and enter the details in the register at the security office.

Bus timings: 10:00 AM from OPJU to Raigarh

3:00 & 4:00 PM from Raigarh to OPJU

- 8.1.5 In case of emergency, if any hosteller is going for the outing for any reason they must inform and take prior approval from the hostel authority and must return to the hostel before 5:00 PM. Any delay must be informed to the authority with a valid reason.

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 also their parents. **The parents should give their consent in writing for the official tour/travel** (undertaken form). 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 of their belongings from their allotted rooms in order to allow the hostel authorities to carry out maintenance work. Also, 1 room key should be submitted to the warden office.
- 8.3.2 Students are required to vacate the Hostels and their room as per the notification after their end semester exams. Students, who prefer to stay back in hostel during the end semester vacation for Internship/Professional Practice/Summer intern, etc., should take prior permission from the HOD/Dean of the concerned Department/School and hostel authorities. Accommodation during this period shall be as per university norms. Expecting full Co-operation from all the hostellers.

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

- 10.1 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.**
- 10.2 Any celebration inside the campus area (apart from hostel) by the hostellers must be organized with the prior approval from the admin head. Hostellers are responsible for the discipline and cleanliness of the area.

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. During hospitalization, parent/local guardian should turn-up within 24 hrs. and take the responsibility of their stay in the hospital for the said duration. Hence, it is very important that **the Phone/Contact numbers must to 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 warden office, and if deemed necessary, move the concerned hosteller to a local hospital for

medical attention and hospitalization in the university ambulance. **The University shall not be liable in torts or any 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/ student.

12.4. Hostellers diagnosed with a contagious or infectious disease shall not be permitted to stay in the hostel to safeguard the health and well-being of other residents. They are advised to return home or stay at an appropriate medical facility until they have fully recovered. They may resume their stay in the hostel only after recovery and, if required, upon submission of a medical fitness certificate.

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. Any unauthorized items if caught will be seized and the strict action will be taken on the responsible hosteller as per the hostel policy. Hostellers should provide full co-operation to the hostel authority.

14.0 TEMPORARY ACCOMODATION

Temporary accommodation is **available on a payment basis, subject to room availability**. Charges are applicable as per the hostel norms and the details are **available on the notice board and hostel office**. Students and staff must send a request through email to the chief warden/ hostel authority **at least two days in advance**.

16.0 HOSTEL COMMITTEES

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

17.0 CODE OF CONDUCT FOR HOSTELLERS: DO'S & DON'TS

General	
DO'S	DON'TS
➤ Maintain discipline inside and outside the Hostel and University Premises. ➤ Behave courteously and fairly with everyone both inside and outside the campus. It is their responsibility to maintain discipline, peace, and harmony in the hostel. ➤ The hostel campus should provide the best possible conditions for studying and adequate rest. Students must show due consideration to others at all times. ➤ Keep your University Identity Card always with you. ➤ Show your Identity Card to security personnel or any other authorities of Hostel / University as and when demanded. ➤ Lock your room always, even when going out for short durations for security reasons. ➤ Cooperate with the housekeeping staff and ensure that the rooms are kept clean, neat, and tidy at all times. ➤ Use dustbins for the disposal of garbage. Fine up to Rs. 500 will be charged if any garbage thrown inside the hostel premises. ➤ Dress appropriately when you are in hostel premises. ➤ Lodge a complaint to the on-duty caretaker for any maintenance work. ➤ Share your problem(s) individually with the authorities. ➤ Inform the hostel authorities immediately if they notice any student in distress, showing signs of depression, or exhibiting unusual or concerning behavior. ➤ Inform to the hostel authority at the time of admission or during your stay if he/she has any serious medical history ➤ Take special care of your mobiles and give your number to only authorized persons. ➤ Keep your valuables and cash under lock. ➤ Save electricity and water. ➤ Switch off the fans and lights whenever you leave hostel room. ➤ In case of any dispute/ problem/ discrepancy, inform to hostel authority as a first priority.	➤ Do not keep any valuable belongings/ electronic devices and gold ornaments. ➤ Do not use/bring any personal vehicles to the hostel premises. ➤ No unauthorized stay in hostel or helping other(s) to stay in hostel without hostel authorities concern. ➤ Do not Cook food in hostel. ➤ Do not Keep or feed any kind of pets/ animals in your room or hostel premises. ➤ Do not Keep the utensils outside the corridors or under staircases which are brought from the mess for any reason. ➤ Do not play or create disturbance in the corridors. ➤ Do not get involved in any un-lawful activity, violating any rules and regulations of the Hostel and University will lead to disciplinary action. ➤ Consumption of alcohol and smoking is strictly prohibited in the hostel premises. ➤ Do not hang your clothes other than in the designated place. ➤ No hire services of housekeeping staff for personal work even on payment basis. ➤ Do not bring extra furniture and/or fixture into the room except with the permission of the concerned hostel authority. ➤ Do not give your room keys to inmates of other rooms during your absence. Hostel authority is not responsible for loss/steal of your valuables, jewelers, cash etc. ➤ Never use things without the permission of the owner (fellow hosteller). ➤ Unwanted screaming, shouting, or causing disturbance is strictly prohibited. ➤ Never engage in abusive or physical clashes/Fighting with any one for any reason. It is a punishable offence (refer to clause 20.0). ➤ The hostellers are not allowed to remove any property from the common rooms to their own rooms.

Electrical / Electronic Equipment	
DO'S	DON'TS
➤ 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. ➤ Use the laptop for academic requirements only, failing which the hostel authority may initiate disciplinary action.	➤ Do not use sound system with speakers, or any other type of electrical and electronic appliances/gadgets (induction and coil heater) in the hostel premises. However, a few items found to be essential can be permitted provided: • permission is obtained from the concerned hostel authority, and • fellow hostellers do not complain/object. ➤ 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 ➤ Personal expensive electronic gadgets are not permitted inside the room.

Hostel Mess	
DO'S	DON'TS
➤ Inform your absence for a particular meal to the on-duty caretaker/mess authority, to avoid wastage of food. ➤ All hostellers have to take their meal within the mess area.	➤ Food must not be wasted, paying mess bill does not entitle a diner to waste food. ➤ Do not cook in your rooms using kitchen utensils. ➤ No Mess food is allowed in the room. ➤ Do not bring outside food to the hostel mess. However, food items brought by parents /guardians/authorized visitors are permitted. ➤ Eating non-veg in mess is strictly prohibited ➤ Do not enter into the kitchen area of Mess. ➤ Don't argue or misbehave with the mess staff.

18.0 STRICTLY PROHIBITED ACTIVITIES

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

- 18.1.1 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.
- 18.1.2 Consumption/possession of alcohol, smoking, spitting, distribution or consumption of chewable tobacco, weed, narcotic & prohibited 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.

- 18.1.3 Cooking inside the rooms and organizing private parties and social gatherings in the hostel are strictly prohibited (except those permitted by management).
- 18.1.4 All hostellers are required to extend their full cooperation in ensuring that no unauthorized person enters or stays within the hostel premises. Providing accommodation or allowing an unauthorized person to stay in the hostel without prior approval from the hostel authorities is strictly prohibited. If any hosteller is found accommodating an unauthorized person, strict disciplinary action will be taken against the concerned hosteller.
- 18.1.5 Playing with dry/wet colors or with plain water/ or using fire extinguisher, using crackers inside the hostel premises even with excuses of celebrations and festivals are strictly prohibited.
- 18.1.6 Hostellers shall not play games in the corridors or rooms which may cause any damage to the property and disturbance to others.
- 18.1.7 Hostellers are not allowed to write/scribble/draw/paste anything on walls, windows or doors in the room or deface them in anyway.
- 18.1.8 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.
- 18.1.9 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.
- 18.1.10 Hostellers shall not conduct any campaigning, or circulate pamphlets, or papers other than university related activities inside the hostel premises. Any activity prejudicial to the smooth functioning of the University hostel will result in disciplinary action.
- 18.1.11 Complaints regarding differences among hostellers or hostel staff will be handled by Hostel Authorities. No police/outside agency complaint shall be lodged without prior permission from the Registrar and Hostel Authority.
- 18.1.12 Taking or sharing private photographs or videos of any person without their consent, spreading rumors, making offensive remarks about personal relationships, engaging in body shaming, commenting on a person's physical appearance in a derogatory manner, or indulging in any form of harassment is strictly prohibited. Such acts shall be treated as serious misconduct and may result in strict disciplinary action, including suspension or expulsion from the hostel, as deemed appropriate by the hostel authorities.

19.0 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 still remains un-resolved, he/she can report the grievance/complaint to the Registrar office.

20.0 LEGAL AND DISCIPLINARY PROVISIONS: PUNISHABLE OFFENCES AND CORRESPONDING PUNISHMENTS

To maintain a safe and disciplined hostel environment, the following acts shall be treated as punishable offences. Disciplinary actions will be based on the nature and gravity of the violation.

20.1 Classification of Offences

A. Minor Offences (First-time or non-malicious infractions)

- Violation of hostel timings
- Non-compliance with attendance requirements
- Use of unauthorized electronic appliances
- Disorderly behavior or excessive noise
- Failure to maintain cleanliness.
- Intentionally remaining in hostel during class hours without permission
- Unauthorized absence from hostel.

Punishment (any one or more as decided by authorities)

- Verbal or written warning and informing to parents/ Guardian
- Community service in hostel premises
- Fine up to ₹2,000.
- Temporary restriction from recreational facilities.
- Possession of restricted electronic gadgets.

B. Major Offences

- Repeated minor offences
- Hosting unauthorized guests
- Use of personal vehicle despite prohibition.
- Harming hostel property intentionally.

- Unauthorized cooking or storing inflammables

Punishment (any one or more as decided by authorities)

- Written warning with intimation to parents
- Fine up to ₹5,000 or cost of the damaged property
- Temporary suspension from hostel (up to 2 weeks)

C. Serious Offences

- Physical assault or threatening behavior
- Theft, cheating or damage to hostel property
- Tampering with electrical installations, CCTVs, Water cooler, Hand dryer or fire safety systems or related.

Punishment (any one or more as decided by authorities)

- Fine up to ₹10,000
- Permanent expulsion from the hostel
- Suspension from academic classes (with Dean's approval)
- Filing of police complaint (where applicable)

D. Criminal Offences (in line with Indian Penal Code and UGC guidelines)

- Ragging in any form
- Sexual harassment or voyeurism
- Consumption or possession of alcohol, drugs or narcotic substances
- Distribution/viewing of pornographic content
- Possession of weapons or hazardous items and harming any hosteller

Punishment (any one or more as decided by authorities)

- Immediate expulsion from hostel and university, and if the student is in the end of the course a fine up to ₹ 10,000 (depends on the severity of the case)
- FIR filing with local police
- Blacklisting from re-admission to university facilities
- Communication to affiliating regulatory bodies

20.2 Due Process and Appeal

1. Inquiry Committee: All major and serious offences will be investigated by a disciplinary committee including the Chief Warden, warden, HOD/Dean, Faculty mentor, and Dean (Student Affairs).
2. Right to Be Heard: Accused hostellers will have the right to be heard before final action is taken.
3. Appeal: An appeal against the decision can be submitted to the Registrar office/ Chief warden within 7 working days of the decision.

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*. Ignorance of rules will not be accepted as an excuse.

ANNEXURE – 1**PROFORMA****DECLARATION BY STUDENT AND PARENT****O P JINDAL UNIVERSITY, RAIGARH.**

I _____ s/d/o _____

Studying _____ Year _____ Program with Enrollment/ Admission Number _____ at O.P. Jindal University, Raigarh, have carefully read and fully understood the HOSTEL POLICY, RULES AND CODE OF CONDUCT FOR HOSTELLERS of the university, and 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 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 Students in the rooms

S. No.	Item	Allotted item serial no.
1.	Cot	
2.	Almirah with keys	
3.	Study Table	
4.	Chair	
5.	Window curtains	
6.	Fan and tube light	

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

Recreation and other Facilities

S. No.	Item
1.	TV room
2.	Sports room
3.	Papers and Magazines
4.	Study room
5.	First Aid Box
6.	Wifi
7.	Laundry services

Vehicle Facilities

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

Recommended Items to be bought by students during admission

S. No.	Item
1.	Mattress with cover & Blanket (01)
2.	Bedsheet (02)
3.	Bucket & Mug (1)
4.	Pillow and Pillow Covers (1)
5.	Room lock (1 with 3 keys)
6.	Room Dustbin (1)
7.	Door Mat (1)
8.	Umbrella (1)
9.	Passport size photographs (4)
10.	Aadhar card copy (1)
11.	Emergency light (1)