

**Draft for Approval**

**Guidelines for University Hostels**

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(A Central University established by the Central Universities Act 2009 No.25 of 2009)



# Guidelines for University Hostels

## HOSTEL ADMINISTRATION

The administration of hostel is an important part of university functioning. The hostel administrative structure comprises Chief Warden, Dean of Students, Administrative Wardens and Wardens.

### Chief Warden

The Chief Warden will be appointed by the Vice-Chancellor. The Chief Warden's term will be for three years or for shorter duration as decided by the Vice-Chancellor and may be extended for another term. The Chief Warden is entitled for honorarium and facilities like telephone facility and other conveyances fixed by the university from time to time.

The administrative Warden/ Wardens of hostels shall discharge their duties as assigned to them by the Chief Warden as per requirement from time to time and they will function under overall charge of the Chief Warden.

### Responsibilities and duties of Chief Warden

- a) The Chief Warden shall look after all the administrative and functioning affairs of various hostels falling under the jurisdiction of University and advise the Admin. Wardens, Wardens on matters related to their responsibilities and duties.
- b) The Chief Warden will oversee the functioning of the hostels and students' welfare and discipline.
- c) He/she will visit the hostels and maintain contact with its Admin. Warden, Wardens, staff and students.
- d) He/She will promote inter-hostel co-operation by way of encouraging sports and cultural and other activities at the Faculty/Institute level.
- e) He/She may grant permission for stay of bonafide guest of hostel inmate for a period of three days.

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- f) He/she may impose or waive fines to the hostel inmates (up to the limit of Rs. 1000/- and may take other disciplinary actions including eviction of resident from the hostel for reasons put on record.
- g) He/she in consultation with the Admin. Warden will distribute work amongst Wardens every year in the beginning of the Academic Session.

**Administrative Warden**

There shall be Administrative Wardens for each hostel as per number of the students and appointment of Administrative Wardens be recommended by the Chief Warden DSW while sending recommendation for appointment of Wardens. The term of Administrative Warden will be of three years or for shorter duration as decided by Vice-Chancellor and may be extended at the most for one more term. Administrative Warden will be assisted by Warden/Wardens. The administrative wardens are entitled to get honorarium and facilities like telephone facility and other conveyances fixed by the university from time to time. A part from the specific duties assigned, the Administrative Warden shall keep contact with the residents and take care of students in the hostel.

**Responsibilities and Duties**

- 1- The Administrative Warden will assist the Chief Warden, DSW in matters related to general administration, supervision and control of the concerned hostels including all matters related to student's welfare, their discipline, mess and security of the hostels.
- 2- He/She shall:
  - i. Allot hostel rooms.
  - ii. Shall maintain discipline and supervise the cultural activities of students residing in the concerned hostels.
  - iii. May permit stay of a resident's guest up to three days only for genuine required cases. The hostel administration reserves the right to deny entry into the hostel to any visitor including any student's guest, is likely to disturb peace and order in the hostel.

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- iv. A resident allowing lodging unauthorized person in his/her room will be subjected to fine and disciplinary action. The amount of fine will be Rs.1000/- (per unauthorized person) in the first instance. If someone is found guilty Second time, he/she shall be disallowed from the hostel.
- v. He/She will attend to such cases of misbehavior, indiscipline and illness of students-residing in the Hostel.
3. Administrative Warden in consultation with Wardens shall plan and supervise cultural life and social service in the hostel.
4. The Administrative Warden shall expeditiously decide the matter of grievance of a student or clerical or subordinate staff within the limitations of his/her powers. He/she can impose or waive fines (up to the limit of Rs.500/-) for in disciplinary action.
5. The Administrative Warden shall be responsible to implement the decision of the University authorities. He/she shall be the over all in-charge of all the administration functioning of the hostel.
6. He/she will be responsible for proper pursuance of complaints concerning civil and electrical works, repairs/replacement or procurement of furniture's, fittings etc.
7. The Administrative Warden shall take an undertaking from each hosteller to abide by Act Statutes, Ordinances, Rules and Orders of the University regarding payment of mess dues in due time duration maintenance of hostel discipline and regarding misuse of room, electricity, furniture, fittings, water and treatment with the hostel and mess employees.

#### Warden:

The Warden shall be appointed for a term of three years or for shorter duration as decided by the Vice-Chancellor on the recommendations of the Chief Warden. The tenure may be extended at the most for one more term by Vice Chancellor. One Warden may be appointed by the University for about 100 to 120 students.

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The Wardens are entitled for honorarium and facilities like telephone facility and other conveyances fixed by the university from time to time.

### Responsibility and Duties of Wardens

They have to make themselves available in the hostel office every day at specified hours (to be notified in the hostel office) to attend the office business and to residents problems. It will be Wardens' responsibility to have proper upkeep and maintenance of properties of the concerned hostel under his/her charge.

The following are the responsibility of the warden:

1. (a) Assist the Admin. Warden in allotment of rooms to students assigned to his Block/hostel.
- (b) Maintain a list of students along with permanent address and such other information as may require, on a form prescribed by the appropriate authority.
- (c) Enforce the rules relating to residence, management of messes, extracurricular activities and all other rules and orders connected with the residence of students in the hostel.
- (d) Report to the Chief warden/Admin. Warden for all cases of misbehavior, indiscipline and illness of students.
- (e) Attend to all matters of health, sickness, diet, sanitation and cleanliness of the premises of the concerned hostel, in accordance with the advice of the Medical and the Health Officers of the university.
2. The Warden shall assist the Administrative Warden in all matters of administration and supervision which have been referred to them by the Chief Warden. They shall also perform such duties as are delegated to them by the Administrative Warden.
3. The Warden of the concerned block/hostel should authenticate the attendance of the employees of his block/hostel by putting his initials and date, time to time.
4. The Warden shall inspect the messes regularly.

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5. He/she will also be responsible for maintenance of the common room, its discipline, sports and cultural activities of the hostel.
6. He/she may permit keeping the common room open beyond the prescribed hours on special occasions and will take care of complaints relating to common room items like television, computer etc.
7. He/she will supervise the functioning of the mess and engagement and working of the mess managers with the assistance of the Mess Committee.
8. He/she will conduct regular inspection of the dining hall, kitchen room and food preparation so as to monitor cleanliness, discipline and food quality.
9. He/she will stop meals/mess facility to residents defaulting payment of bills and recommend appropriate action to Administrative Warden.
10. He/she will examine cases of mess security refund to the students.
11. The Warden shall supervise the maintenance of the property of the concerned hostel for their repairs which will be done by the Engineering Section of the university monitored by UE/AE/JE.

#### Responsibilities and Duties of Matron/Ward boy:

The matrons of the hostel will discharge their duties as assigned to them by the Administrative Warden/Wardens as per the requirement from time to time and they will function under overall charge of the wardens. The matron/ward boy residing in the hostel will be responsible for the care of Hostel inmates. The additional responsibilities are as follows:

1. They will take care of the incoming and outgoing of the hostel inmates in the Hostel. They will also take care and maintained the permission copies of hostel inmates for outing purpose.
2. They will insure the proper maintenance of all incoming and outgoing registers of the hostel.

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3. They will take the attendance of the hostel inmates daily in the evening and maintain the attendance register and will keep it in their custody. They will also ensure that the register get signed by the Wardens daily.

4. They will look after all the matters of sanitary and cleanness of Common Hall, Mess Hall, Assembly Hall, All Wings and over all premises the hostel as per direction of the Wardens.

5. All the matter related to the sickness/health of the hostel inmates will be attended by the matron first and then she will report this to the warden immediately.

6. They shall be responsible for the safe custody and maintenance of such properties of the hostel as entrusted to her.

### Office of the Hostel

There shall be one office in each hostel having sufficient Clerks and at Peon. The office shall function as per University working time. The working hour may be decided by the Hostel Administration as per requirements.

### Office Clerk

- a. The office clerk will have Supervisory control over the staff including block servants, chowkidar, safaiwala, etc.
- b. He/she will get checked the attendance register by Admin. Warden/Warden and keep it under his custody.
- c. He/she will keep record of the leave of the staff and put up/forward it for sanction/onward transmission before the wardens, Administrative Warden.
- d. He/she will keep liaison with all Wardens of the hostel.
- e. He/she will maintain list of hostel residents along with their guardian's permanent address and such other information as necessary for smooth running of the hostel.
- f. He/she will keep record of cash/ imprest money and vouchers etc.

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Admin

Warden

Warden



- g. He/she will check the bills and maintain all the ledgers, registers of deposits, contracts and stock books.
- h. He/she issue no-dues certificates to students/staff duly signed by Admin. Warden/Warden and attend to the observations of internal audit department.
- i. He/she will attend to internal audit objections, initiate write/off proceedings of unusable items and prepare bank reconciliating statements.
- j. He/she will maintain leave account of staff and forward application for regular leave to warden/ Adm. Warden/ Chief Warden
- k. He/she will maintain temporary advance register, adjustment of advances and will retain paid vouchers.
- l. He/she will maintain the record of refund security amount, after necessary adjustment of dues, to the resident students on the authority of Administrative Warden/Wardens.
- m. He/she will maintain list of defaulters, issue 'no dues' certificate under the signature of Warden/Administrative Warden.
- n. He/she will perform any other work including typing as may be assigned by Warden/Administrative Warden.

**Chowkidar (Watchman):**

The hostel chowkidar will be responsible for "(i) checking the entry of unauthorized persons, (ii) safe custody of keys of entry points and office rooms, (iii) ensuring that no property belonging the hostel/university is removed by unauthorized persons, (iv) removing stray cattle/dogs from the hostel and its surroundings, (v) patrolling of building and other installation, (vi) reporting immediately cases of theft, sabotage of fire etc., to hostel authorities and security officers at once, (vii) overall watch and ward duty and (viii) any other duty assigned by the hostel authorities/security officer.

**Safaiwala:**

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Safaiwala will : (i) keep building premise, roads, lavatories etc., neat and clean, (ii) make economic use of cleaning materials, (iii) bring to the notice of the hostel authorities those places (not allotted to him/her) where insanitary conditions are noticed by him/her, (iv) dispose of garbage etc., at the appropriate place, (v) cooperate with other safaiwala wherever required and (vi) perform other duties as may be assigned by hostel authorities/in charge Sanitary & Support Services."

### Committees of the Hostel and their Functions

#### 1. Hostel Committee:

Each hostel will have a Hostel Committee consisting of ten resident students nominated by warden and admin. Warden and approved by chief warden (on the basis of merit of students) from each wing of the hostel. The nomination shall be for one year. The resident students once nominated shall not be renominated for another year. The committee will work for creating vibrant academic atmosphere in the hostel, proper integration of student's life and maintenance of discipline in the hostel.

#### 2. Mess Committee:

Every hostel will have a Mess Committee to assist the Warden the nomination shall be for one semester. It will consist of:

- i) The Wardens as the ex-officio chairperson
- ii) The members of the Hostel Committee
- iii) Two student nominated by Chief Warden.

#### Functions of Mess Committee

The mess committee will ensure proper arrangement for working of the mess and will also be responsible for maintenance of infrastructural facilities such as dining table, water containers, crockery etc. and cleanliness. The welfare of personnel working in the mess will also be its responsibility.

#### ALLOTMENT OF HOSTEL: NORMS, PROCEDURES AND RELATED ASPECTS

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This includes eligibility and priority for hostel accommodation, hostel admission procedure, duration of stay in the hostel, procedure for vacation and eviction of hostel rooms etc.”

### Eligibility for Hostel Accommodation-

The students should satisfy the following eligibility criteria for hostel allotment;

1.
  - a. should be admitted to a full-time course.
  - b. Should not be enrolled in a part-time course.
  - c. Should not be employed or joined any course outside Guru Ghasidas Vishwavidyalaya.
  - d. Should not have his/her parents residing in Bilaspur within 8 km. from the University Campus,
  - e. Should not have availed the hostel facility for a course of the same level earlier.
2. Hostel allotment will be made on the basis of admission merit list supplied by the respective departments to the office of Hostel.
3. Reservation in the hostel shall be given as per Central Government Rules.
4. No student is eligible for hostel admission unless he/she deposits the currently applicable hostel dues. Receipts of payment of hostel dues must be kept and produced by the students when required.

### Admission Procedure:

The following admission procedure shall be followed for admission into hostels:

1. A student desirous to seek hostel accommodation has to apply through a prescribed form (available in the office of the Hostel) to Administration Warden/Wardens along with documentary evidence of admission in a course of study of the university and residential proof. Every student has to fill up a hostel identify card in duplicate, one copy of which will be kept at the office of the hostel.

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2. The basis of hostel admission in first semester will be merit secured in the entrance test held by the university in the respective course of study / merit of the student where as no entrance test has been taken by the University
3. For readmission to each session in the hostel for old inmates a fresh application has to be filled by the student.
4. Within a week of allotment, the students have to take possession of their allotted room failing which the allotment may be cancelled. Room allotment will be made by concerned Administrative Warden/Wardens only on production of the receipt of the payment of the prescribed charges/dues/fee. in case of students who have already lived in hostel in preceding years, dues and furniture check is required prior to allotment of room.
5. Entry in the hostel will be allowed only in first semester.
6. The hostel administration reserves the right to refuse admission to any applicant without assigning any reason,

#### Vacation of Hostel Rooms:

1. The university hostels, in general, will remain closed in summer vacation.
2. All hostel residents have to surrender their rooms to the concerned Warden/Administrative Warden within 48 hours of the completion of their examinations or as decided by hostel authorities.
3. Prior to vacating the hostel every student has to handover the complete charge of his/her room with all furniture's and fittings intact to the office-in-charge and clear all hostel and mess dues.
4. The resident students at the time of vacating or on being evicted from the hostel rooms will have to pay the cost of article(s) found either missing or any damage to the article in room/ common room.





5. The student will be liable to disciplinary action or fine or both and eviction procedure shall be initiated against him/her in case he/she fails to vacate the hostel room by due date.

#### Procedure of Eviction:

1. A resident 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.
2. The eviction process will be initiated by the Administrative Warden/Wardens in consultation with Chief Warden/DSW.
3. Prior to eviction, the resident in question will be served 3 days eviction notice by the Administrative Warden/Warden in order to enable the resident to take care of his/her personal belongings lying in the room and vacate the room on or before the date fixed for eviction.
4. If the resident does not comply with the eviction notice by the date specified therein, the lock of the room will be broken open in the presence of the Administrative Warden, the Warden concerned and the Chief Proctor or his representative. For this purpose, the Administrative Warden has to inform the student and concerned officer(s) in advance.
5. In case of roommate being affected by eviction of the defaulting student, the roommate may be accommodated by the Administrative Warden in the other room if possible and necessary.
6. After the lock is broken open, the personal belonging of the defaulting student, if found in room, is enlisted and signed by all present at the time of eviction and disposed off by the hostel administration in whatever manner it is deemed fit. The hostel administration will not be responsible for any loss or damage of such personal belongings.

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7. In case any furniture/fixture issued/allotted to the student is found missing or damaged, the cost of the article or damages to articles will be recovered from the student taking into account the original price of the article minus depreciation value as may be fixed/worked out by the Warden.

### RULES FOR THE RESIDENTS (STUDENTS)

1. Ragging is a cognizable offence. If any student involves himself in ragging, action will be taken against him as per UGC guidelines.
2. Hostel seat/Room allotment shall not confer on the allottee (student) any right to tenancy or subletting and the university shall have every right to get the room vacated/evicted in event of breach of rule by the allottee.
3. If any student gets back papers /ATKT in any semester will not continue his/her hostel bordership in the next session.
4. The students should be back to their respective hostels latest by 9.00 P.M. Student, if found outside the hostel premise after the stipulated time, strict disciplinary action will be taken against him.(for girl hostel last entry time in the hostel will be 6.30 pm.) and it may get change as per summer or winter season.
5. In case, a student wishes to stay out after 9.00 P.M. or to remain absent overnight from the hostel, he has to obtain written permission from the Administrative Warden/Wardens.(For girls hostel prior permission will be given by Admin warden as per norms decided on the basis of the Fax from the parents.
6. Any student who has been found to stay out at night outside hostel without written permission of the Wardens will be subject to strict disciplinary action which may amount to expulsion from the hostel.
7. Girls Hostels inmates will go out of the University Campus with the prior permission of the Wardens failing to this the warning letter will be issued to them or the disciplinary action will be taken against them on the repetition of this three times during the session.

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8. No visitor shall be permitted to stay in the rooms of residents after 7.00 P.M. or timing may be decided by hostel administration, time to time in the Boys Hostels.
9. No visitor shall be permitted in the rooms of the resident in the Girls Hostel.
10. Stay of a visitor in a hostel room in the absence of the resident is strictly prohibited.
11. The residents shall switch off lights, fans and other electrical gadgets of their rooms while going out.
12. No property from the dining hall, common room, visitor's room or any other room of the hostel can be removed by the hostel inmates/residents.
13. The students must not tamper with the electrical fixtures in their rooms in the hostel premises or use any unauthorized electrical gadget like room/water heater. Any violation will amount to breach of hostel rules.
14. Room cooking is strictly prohibited.
15. The university shall not be responsible for any loss or damage of the personal belonging of the residents. They have to use their own locks in their rooms and take care of their personal belongings.
16. An indulgence in any act of intimidation or violence or riotous behavior will be viewed seriously and firmly dealt with.
17. Use of narcotics, consumption of alcoholic beverages and gambling in the hostel are strictly prohibited and shall be treated as punishable offence.
18. The residents shall not organize any religious (other than those related to student's activities) within the premises of the hostel without permission of the Admn. Warden/Wardens.
19. Students can't hold any meeting or organize any activity within the hostel premises other than those which have been recognized as falling within the regular activity of the university without the prior permission of the hostel administration; concerned and such permission should be normally sought at least 48 hours in advance of the meeting.
20. It is mandatory for all residents to give attendance at the time fixed by the hostel authorities.

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21. Every student must remember that the hostel is the home of the student in the campus and therefore, he/she should behave himself/herself in the campus as well as outside in such a manner as to bring credit to him/her and to the institution.
22. A student once admitted in the hostel will continue to be a hostel inmate throughout the year unless otherwise debarred from the hostel on disciplinary grounds. Unless they clear the dues, they shall not be allowed to take University examinations. Further, he/she may be expelled from the halls of residence and/or messes.
23. The admission into hostel is valid upto commencement of summer vacation/end of academic programme whichever is earlier.
24. Room furniture, electrical fittings etc., are required to be maintained by the students in good condition. Students should vacate the hostel during summer vocation. If they have to leave any belongings in the hostel during this period, they should contact the hostel caretaker for the same but at their own risk.
25. Hostel students shall not leave the headquarters without prior permission of the Warden/Administrative Warden. They shall have to apply for permission in writing in advance stating the reason for leaving and the address of destination. Hostel students who leave hostel without the application and prior permission from the concerned authorities shall be deemed to be missing and their parent/guardian or even the police authorities may be intimated.
26. The inmates of the hostel should not leave the hostel premises on holidays for the purpose of excursion or picnic without prior permission of the Warden/Administrative Warden. However, for any accident or fatality that may occur during picnic/excursion, the responsibility does not lie with the institute or Hostel authorities.
27. No resident of the hostel is permitted to take any article/utensils etc, outside the hostel/mess premises and even to his/her room.



28. Residents shall refrain from any act, covert or overt, that may destroy or disturb the peace and harmony among the residents and on the campus.
29. No hostel inmate shall take the law into his/her own hands. If any of the hostel inmates find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other hostel inmates, he/she should lodge a complaint in writing with the warden concerned.
30. Keeping of lethal weapons like sticks, rods, chains etc. in the hostel rooms is strictly prohibited.
31. Medical facilities are provided at the University Health Centre for routine health problems. However, for any other 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.
32. In case a student falls sick, he/she should contact immediately the Medical Officer/Chief Warden/Administrative Warden/Warden.
33. In the Girls Hostel, in case of the Medical grievances/illness of the Hostel inmates the matron will first attend it and report to the Hostel authorities (Warden/Administrative Warden/Chief Warden).
34. The Medical officer and the Hostel authorities will take care of the patient (hostel inmates) accordingly. The parents/ guardians will be informed immediately and they have to attend their ward compulsorily earliest (maximum upto Two days).
35. The parents/guardians will bear the entire responsibility of the concerned hostel inmates during medical treatment.
36. A student suffering from infectious/contagious diseases will not get the hostels. In case if any student got these disease during stay will also be not allowed to stay in hostel.

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37. Residents shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. If there is any complaint or suggestion to be made, it shall be made to the warden concerned.
38. A hostel student will be completely responsible for all his possessions including his/her cycle/Laptop/Computer/Electronic gadgets, etc., the institute hostel authorities will not be responsible for any loss incurred.
39. The use of motor vehicles such as Car, Motor cycle, Scooters, Mopeds, etc. by students is strictly prohibited inside the hostel premises. Only cycle is allowed in each hostel.
40. No one should use the belongings of other students without their consent.
41. Students are advised not to keep valuables in the hostel rooms. They are advised to deposit extra cash in the bank or in the post office.
42. They should lock their rooms properly when they go out for their bath, mess etc., each room-mate must keep a key of the door lock of his room, particularly in the case of double/triple seated rooms.
43. Every student residing in the hostel must dine in the hostel messes only. Individual/group cooking in the rooms is forbidden. If found, may will be expelled from hostels or fined.
44. Playing music and videos etc. inside the rooms is strictly prohibited as it causes disturbance to the inmates. Any such complaint against boarders will be viewed very seriously and seizure of the gadgets will be made along with imposition of fine.
45. The room of any student in the hostel can be inspected at any time by the Warden/Administrative Warden/Chief Warden University authorities. Inmates are advised to keep their ID cards with them and show them on demand.
46. Hostel inmates are requested to maintain their surroundings neat and clean.

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47. Students should not break open or try to break open the occupied/vacant rooms of the hostels. Any damage done to the hostel property will have to be borne by all the residents of the hostel.
48. Inmates should not use fire crackers on any occasion inside the hostel or within the premises of the hostel.
49. Inmates are prohibited from writing slogans or any writings obscene drawings on the hostel walls and rooms. Penalties will be imposed on students/group of students indulging in such writings.
50. Inmates should not play cricket, football etc., in the common halls or inside or in front of hostels. It causes damage to the hostel property, but also disturbs the peace of the surroundings. Heavy penalty will be imposed and will be collected from all students of the Wing/Block.
51. Electrical/carpentry/plumbing complaints should be given in writing to office of hostel. In case the complaint is not attended to or there is any difficulty, the students can contact the Chief Warden.
52. Female visitors and Girl students are not permitted to visit the Boy's hostel.
53. Birthday party/any type of party is not allowed in the Hostel by the students.
54. If any student violate the above mention rule and found involved in any indiscipline activities, hostel warden/ Admin. warden will recommend cancelation of his /her boardingship.

**1. Some following Rules applicable only for the Girls Hostel**

- For the inmate of Girls Hostel there is Performa to fill for the outing purpose (City, competitive exam) it is mandatory to fill.....

**1.1 Local Outing/City Going**

1. Hostel inmates can go for outing with the permission of the Wardens on the basis of prescribed rules.
2. The Permission of outing will be given to hostel inmates with their local guardians (LG) or with the letter or Fax undertaking of their parents.

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3. All girls going for outing have to compulsory submit their permission copies with the matron with following details written on it :
    - (i) Date of outing
    - (ii) Time of leaving the hostel
    - (iii) Purpose of outing
  4. They must submit the copy before two day of outing mentioning the aforesaid details.
  5. The permission will be given for very specific needs as per the satisfaction of the warden and only once or twice in a month.
  6. In no circumstances, any girl will be allowed to stay outside the hostel beyond the closing time of the main gate. Strict action will be taken against such girls.
  7. Warden will be conducting random checking of the copies and the information provided in the copy. Any case of false information will be deal tmost strictly.
  8. Special outings on other than the prescribed days will be only given by the warden in charge. Any case of outing on other than the prescribed days of outing without prior permission of the incharge warden will be dealt strictly.
  9. Outing permission will be given to hostellers within the following specific times decided by the Hostel authorities.

## 1.2 HOME GOING RULES

1. The permission to go home will only be given during the official holidays of University or due to any other reasons satisfactory to the in-charge Warden.
2. Two days prior permission from the departure date from the warden through matron is compulsory to go home and should followed strictly.
3. Application has to be submitted to the wing matrons first.
4. Application without matron's signature will not be permitted by the in-charge warden.
5. Application should be in proper format in their permission copy along with undertaking of Parents by Fax (if they want to go home alone).
6. The girls who have prior permission to go home alone need to submit a Fax from their parents in the prescribed format each time they want to go home, as follows....

To  
The Administrative warden  
Girls Hostel  
Guru Ghasidas Vishwavidyalaya  
Bilaspur-495009

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Sub: Application requesting for alone permission to my daughter for coming home.

My daughter "name....." and class.... that is studying in the University girls hostel is allowed to come home alone from "date....." to "-----date" for the purpose.".....I will take all responsibilities of my daughter/ward during her alone travel.

Signature of Father/ Mother/Guardian

Name of parent

Date

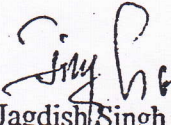
Address

Place


Mobile no

7. The girls who do not have permission to go home alone can go with the parents or person authorized by parents at the time of admission in the admission form.
8. At the same time they have to fill up the **HOME LEAVE REGISTER**.
9. In odd circumstances and after producing of relevant document hostel inmates may be permitted within the guidelines of the hostel rules.
10. Any hostel inmates involved in breaking the hostel internal rules/absent in hostel/ manipulating entry time in gate register/visiting outside the University premises without warden permission, will be immediately evicted or can lead to expulsion from the hostel.


Note: The things which have not been covered in this regulation for that the Vice Chancellor decision will be final.

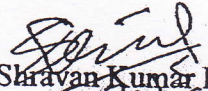
  
Dr Jagdish Singh  
Warden


  
Dr Bhaskar Chaurasia  
Warden

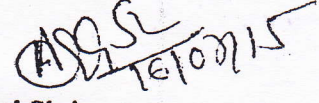
  
Mr Saurabh Meshram  
Warden

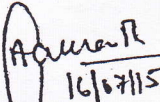
  
Dr Alka Mishra  
Warden

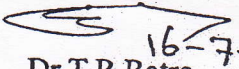
  
Dr Sweta Singh  
Warden


  
Mr Shravan Kumar Patel  
Warden

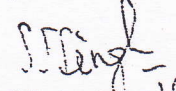
  
Mr Agniwesh Pandey  
Warden

  
Dr Arti Shrivastava  
Warden

  
Dr Abhishek Awasthi  
Warden

  
Dr T R Ratre  
Warden

  
Dr Rashmi Agarwal  
Administrative Warden

  
Prof S S Singh  
Chief Warden