



Accommodation Policy



July 2019

RAJIV GANDHI NATIONAL AVIATION UNIVERSITY (RGNAU)

- **Version 1.0, dated 9th July 2019**
- **Prepared by : Ms Ketki Mahajan**
- **Reviewed by : Shri Jitendra Singh (Registrar)**
- **Approved by: AVM Nalin Tandon (Vice Chancellor)**

1. PREAMBLE

1.1 **Rajiv Gandhi National Aviation University** (hereinafter referred to as the University) is a fully residential University. Hence, all registered students are required to stay, if not permitted otherwise, in the Hostels as described hereunder.

1.2 Warden

The Warden shall be the main supervisor of the Hostel, who shall be responsible for managing and conducting day to day affairs of the Hostel.

1.3 Hostel Manager

The Hostel Manger will assist the Warden in the day-to-day functioning of the Hostel including the Mess and to keep records and office in order.

1.4 Hostel/Mess Committee

The Hostel/Mess Committee will be responsible for the general maintenance and cleanliness of the Hostel premises including the building, courtyards and the toilets.

The Hostel Maintenance Committee shall consist of the following members:

- i) Warden --- Chairperson
- ii) Three regular boarders (Secretary, Joint Secretary, Treasurer) --- Elected by the Hostel Inmates
- iii) Two regular boarders (Men/Women) --- Nominated by the Warden

2. ACCOMMODATION

2.1 Hostel accommodation shall be available to all registered students of the University.

2.2 Hostel accommodation is available to all registered Post Graduate Diploma (PGD) students for a maximum period of one year. The students can retain their

room during the vacation, if needed for curricular academic requirement. The students have to vacate the Hostel within one month of completion of the program.

- 2.3 Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel office or in the Administration Section of the University. All the allotments shall be done by the O/o of the Registrar of the University.
- 2.4 Accommodation would be provided only after paying the requisite fees and deposits as decided by the Hostel Management from time to time. All charges prescribed in the application form or any other documents are subject to change as per the decision of the University authorities without prior notice.
- 2.5 No student will be allowed to stay in the Hostel without formal admission.
- 2.6 The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.
- 2.7 At the time of admission every student has to submit a written undertaking in the prescribed form **enclosed as Annexure 1**, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.
- 2.8 No married accommodation shall be provided to any student in the Hostel. However, they can be accommodated in junior faculty accommodation at prevailing charges.

3. ROOM ALLOTMENT

- 3.1 At the time of admission of a student into the Hostel and at the beginning of every year, each resident is required to submit a duly filled in prescribed Personal Data Form **enclosed as Annexure 2**, containing the current address, mobile and/or the telephone number and the e-mail address of the parents/guardian. Any change in this information at any point of time has to be intimated to the Hostel office in writing.
- 3.2 All hostels are well-equipped and well-furnished with separate units for men and women.

- 3.3 Allotment of rooms shall be the sole discretion of the University administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives e.g. fostering cross-cultural relationships.
- 3.4 Rooms once allotted to the students for an academic year will not be changed except on special situations. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the Management.
- 3.5 If the status, on the basis of which a student was allowed accommodation in the Hostel, changes during the period of stay in the Hostel, he/she is required to inform the Hostel Warden(s) immediately. Such student may be asked to vacate the Hostel if the Hostel Management finds that he/she is no longer eligible for Hostel accommodation.
- 3.6 The students are entitled for accommodation in the Hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the Rolls of the University, will automatically cease to be a member of the Hostel. Such students shall immediately leave the Hostel.
- 3.7 Before vacating the rooms, the students should fill up the **Room Vacating Slip enclosed as Annexure 3** and submit this to the Warden. All installations should be handed over intact. The personal locks has to be removed while vacating the room.

4. ACCOMMODATION OF GUESTS

- 4.1 If the father/mother/guardian of a student needs accommodation for a short duration (one or two days only), he/she has to intimate the Hostel office preferably seven days before the expected date of occupancy. Accommodation will be provided to him/her, subject to the availability of Guest Rooms in the Hostel.
- 4.2 A boarder, whose guests would be accommodated in the Guest Room of the Hostel, has to pay the guest charges as per the rates fixed by the Hostel Management.
- 4.3 As only limited Guest Rooms are available, rooms will be allotted to the guests on first-come-first-served-basis.

- 4.4 Hostel rules and regulations will equally apply to the guests also. No guest is permitted to stay in a boarder's room overnight. If it is established that a visitor has stayed overnight in a boarder's room, severe punishment will be imposed on the boarder which may include a monetary fine of Rs. 2500/- (Rupees two thousand five hundred only) and expulsion from the Hostel or both.
- 4.5 If any damage is caused to the Hostel property by the guests, compensation as assessed by the Hostel Management shall be recovered from the respective boarder.

5. VISITORS

- 5.1 Any visitor is allowed to enter into the Hostel up to the visitors' room only. All visitors to the Hostel including the parents/guardians will have to make necessary entries in the Visitors' Book available at the Hostel entrance with the security guards.
- 5.2 Visitors are allowed to visit a student only in the visitor's lobby between 9.00 to 8.00 pm on working days and between 10.00 am to 5.00 pm on Sundays and public holidays.
- 5.3 Students shall inform the Hostel authorities if he/she wants to accommodate his/her parents to the room. Personal servants/Domestic helpers are not allowed inside the rooms.
- 5.4 The visit of male students to the women's Hostel and vice versa is allowed up to the Visitors' Room strictly between 4.00 pm to 10.00 pm only. Violation of this rule will lead to severe penalty and punishment as decided by the Hostel and Authorities of the University.

6. ACCOMMODATION OF CONTRACTUAL EMPLOYEES

- 6.1 The University offers accommodation to its contractual and outsourced employees' basis their contractual tenure with the University. These shall be allotted residential accommodation at the University.
- 6.2 The allotment of rooms to all contract employees shall be done by the O/o of the Registrar of the University.
- 6.3 The residential accommodation to contractual employees shall be allotted basis the "**Guidelines on Allotment of Residence Quarters in RGNAU**".

7. MESS

- 7.1 The Hostels are meant for both boarding and lodging. No one is permitted to use the Hostel for boarding or lodging only. Once a student is admitted to a Hostel, he/she is deemed to have become a member of the Hostel Mess until he/she officially vacates the Hostel.
- 7.2 The Mess in each Hostel shall function as a single integrated unit and shall not under any circumstances be subdivided into sub-units. The Mess shall provide both vegetarian and non-vegetarian foods.
- 7.3 The weekly menu will be prepared by the Mess Committee and the menu will be displayed on the Notice Board. Changes in the menu, if necessary, can be made by the Mess Committee.
- 7.4 Food will not be served in rooms and the students are not supposed to take food from the dining hall to their rooms. If a student is ill, the Hostel Management will make suitable arrangements for his/her food.
- 7.5 In case a boarder defaults in payment of Mess dues, he/she shall be imposed a suitable fine, as decided by the Mess Committee.
- 7.6 Students are requested not to waste food. Outsiders are not allowed in the mess. Guests are allowed in mess with prior permission of the Supervisor and charges applicable. Outside food/dabbas are strictly not permitted in the hostel.
- 7.7 The mess timings are as follows and the students should strictly adhere to these timings:
- | | | | | |
|-----------|---|----------|----|----------|
| Breakfast | : | 07.30 am | to | 09.00 am |
| Lunch | : | 11.45 am | to | 02.30 pm |
| Snacks | : | 04.30 pm | to | 05.30 pm |
| Dinner | : | 07.30 pm | to | 09.30 pm |
- 7.8 The system of self service will be followed in all the messes.
- 7.9 Students can entertain their guests. They can entertain their parents as guests in their respective messes on prior intimation.

8. MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTELS

- 8.1 Students should be present within the Hostel premises between 10.00 PM to 6.00 AM. No student is permitted to stay outside the Hostel during this time without the written permission of the Warden. Violation of this rule will invite strict disciplinary action on him/her.
- 8.2 In case for any reason, the student wants to stay out during night time between 9:30 PM to 6:00 AM, he/she needs to provide approval from their parents/guardians and should fill up **Night-Out undertaking form enclosed as Annexure 4** specifying time of return.
- 8.3 If any student wants to go out to the city/town between 6.00 AM to 9.30 PM, excluding the class hours, he/she should enter their names in the Hostel register kept in the Hostel office indicating the time of leaving the Hostel and expected time of return.
- 8.4 Except during vacations, residents shall be allowed to go home only if there is a written request for the same from self /parent/guardian citing genuine grounds and consented by Head of the School he/she belongs.

9. CODE OF CONDUCT

- 9.1 Students shall maintain basic courtesy and mannerism in the Hostels and the campuses.
- 9.2 All residents are required to carry their valid Identity Cards issued to them by the University.
- 9.3 The student shall pay hostel fee along with deposit two months in advance at the time of admission.
- 9.4 The rooms, common areas and surroundings should be kept clean and hygienic.
- 9.5 Beyond 10:30 pm, the students to exercise their discretion not to disturb other inmates by use of audio systems/ video/ TV etc.
- 9.6 When the boarders go out of their rooms they should switch off all the electrical/electronic appliances, and lock the doors (at all times). Violation of this rule will attract suitable penalty and punishment as decided by the Hostel Management.

- 9.7 Rooms are allotted to each student on his/ her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room, hostel and its environment.
- 9.8 Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.
- 9.9 Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dog by offering food, petting them etc.
- 9.10 Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.
- 9.11 If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, students should bring it to the notice of the Hostel Authorities.
- 9.12 Students should cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Administration requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
- 9.13 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
- 9.14 In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.
- 9.15 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he/she will be charged a penal rent as decided by the Warden.

9.16 The resident shall not remove any fittings from any other room and get them fitted in his/her room.

9.17 Antiragging measures

As per the Government regulations, ragging in any form is banned. Severe punishment, including expulsion from the Hostel and the University, shall be imposed on any resident if he/she is found to have indulged in ragging.

What constitutes Ragging - Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- j. In case of any such instances either directly been contacted by the senior, being a victim or if the student happen so witness any such incident which

can be categorically defined under ragging as above as a campus resident he/she should immediately report to the appropriate authority Warden/Convener of Hostels/Chief warden/Dean Students Welfare/Antiragging squad for further course of action. Such informants will be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

- k. The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- l. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - i. Suspension from attending classes and academic privileges.
 - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - iii. Debarring from appearing in any test/ examination or other evaluation process.
 - iv. Withholding results.
 - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension/ expulsion from the hostel.
 - vii. Cancellation of admission.
 - viii. Rustication from the institution for period ranging from one to four semesters.
 - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- m. An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
 - i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
 - ii. in case of an order of a University, to its Chancellor.
 - iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
- n. All students, boarders and day scholars attached to the Hostel are required to sign an **Anti-Ragging Undertaking form enclosed as Annexure 5** and submit it to the Hostel office.

9.18 The residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.

9.19 In the Hostel premises the following acts are strictly prohibited:

- i. Consumption of drugs
- ii. Gambling
- iii. Intimidation or violence
- iv. Wilful damage to property
- v. Entering the Hostel premises in an intoxicated state
- vi. Using abusive languages
- vii. Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc.
- viii. Cooking in the room or on the Hostel premises
- ix. Using two-wheelers and/or motor vehicles of any kind.

9.20 If any student feels aggrieved on any matter concerning running of the Hostel or its Mess, he/she may approach the O/o of the Registrar for help, guidance, counselling and/or redressal of the grievance. **A suggestion form in this regard is enclosed as Annexure 6.**

9.21 The Hostel Management reserves the right to initiate amendment of the rules and regulations stated hereinbefore from time to time as felt necessary. The students shall be informed of any amendment becoming effective through circulars displayed on the Hostel notice boards.

9.22 Any student, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other students, noncompliance of any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections, shall be subjected to disciplinary action by the Hostel Management as stipulated under the relevant clause after a proper enquiry.

REGISTRAR

ANNEXURES

ANNEXURE - 1

UNDERTAKING BY THE STUDENT

I.....D/O-S/O, Mr./Mrs.....
staying in Room No. in Hostel has read the
above Rules and Regulations and I undertake that I will sign on the attendance register
before 10.30 pm (unless exempted) failing which shall be liable for censure/ fine/
disciplinary action.

Name of the Student:

Programme:

Room No:

Signature of the Student Date

ANNEXURE - 2

PERSONAL DATA FORM

PERSONAL INFORMATION

Full Name: _____

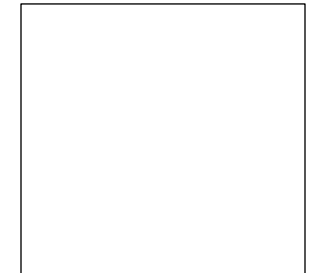
Father's Name: _____

Gender (M/F): _____

Address: _____

Email Id: _____

Contact Number: _____



Passport size Photograph

EMERGENCY CONTACT INFORMATION

Full Name: _____

Address: _____

Contact Number: _____

Relationship: _____

ANNEXURE – 3

ROOM VACATING SLIP

Date: _____

To:
The Hostel Warden
RGNAU Campus
Fursatganj

Dear _____ (Hostel Warden)

This form serves as my written 30 days' notice of intent to vacate the University Hostel by _____ (date). Abiding with the rules and regulations of the Hostel, I hereby confirm that I have handed all the installations in good working condition and kept the room and its inventory intact.

If any damage is noted, I shall be responsible for paying for the damage as required.

Sincerely

(Signature)
(Name)
(Address)
(Contact Number)

ANNEXURE – 4

UNDERTAKING BY THE STUDENT – NIGHT OUT

Name of the Student: _____

Name of the University: _____

Room No: _____

Purpose: _____

Night Out timings: _____

Contact Number: _____

I hereby undertake to return on expiry of the permitted duration. I will be back at

_____ (time) _____ (date).

I hereby undertake that I am solely responsible for the incidents, whatsoever, and that I shall return on the expiry of the said duration. I shall follow the norms of Rajiv Gandhi National Aviation University code of conduct while being outside the hostel.

Signature of the Student _____ Date: _____

ANNEXURE – 5

UNDERTAKING BY THE STUDENT ON ANTI-RAGGING

I, (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____, having been admitted to Rajiv Gandhi National Aviation University (RGNAU), have carefully read and fully understood the provisions contained in the UGC Regulations on “Curbing the Menace of Ragging in Higher Educational Institutions, 2009”.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 5 and clause 6.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ___ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/Mobile No.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) _____ on this the (day) _____ of (month), _____ (year).

Signature of deponent

ANNEXURE – 6

SUGGESTION FORM FOR THE HOSTEL

Name of the Student: _____

Name of the University: _____

Programme: _____

Room No: _____ Contact No _____

Problem Identified:

Suggestion:

Signature of the Student _____ Date: _____