

This Handbook lays down guidelines which all inmates of Boys Hostel have to follow and adhere to.

Hostel Handbook – Boys Hostel

GSFCU-Hostel(B)-Rev01

GSFC University, Fertilizer Nagar



Revision Details

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1. Preamble

GSFC University, Vadodara is offering hostel accommodation to all registered students who wish to avail accommodation facility.

University shall appoint a warden of the hostel, who shall be in-charge of the hostel, responsible for managing and conducting the affairs of the hostel.

2. General rules

Following is to be made note of by students and strictly followed as applicable by those who choose to stay in the hostel:-

- a. Hostel fees for the second semester, shall have to be paid within 15 days from the commencement of the second semester.
- b. Accommodation would be provided only after paying the requisite fees and deposit as decided by the university administration from time to time
- c. All charges and deposit prescribed in the application form or any other document are subject to change as per the decision of the university administration without prior notice.
- d. No Student will be allowed to stay in the hostel without formal admission
- e. University 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 or furnished incorrect information.
- f. Students should treat the campus & hostels with a sense of community ownership. They are required to avoid littering & help to keep the hostels & the campus clean and beautiful.
- g. Students are strictly not allowed to keep any pets or encourage domestication of stray animals.
- h. The University requires Students to maintain the highest standards of personal integrity and honesty & observe the laws applicable to local citizens. Any student found engaged in unlawful activities of any type or socially undesirable activities shall be dealt with severely.
- i. Two copies of the inventory list of items provided in the hostel room will be given to each residing student of hostel at the time of allotment of room. He has to submit one copy of inventory list duly signed by him, confirming that all the items mentioned in the list are provided in the room and the same are in good working condition. The form is given below:-



Inventory List		
Name of the Student:-		Room No:-
Building name :: Suramya Heights in “Dashrath” village		
No	Item Description	Qty
1	Main Door Lock 1 key + 1 Cupboard key	2
2	Tube light fixed in the common room	2
3	Fan Fixed in the common room	2
4	Study Table in common area	1
5	Tube light Fixed in the Kitchen	1
6	Fan Fixed in the Kitchen	1
7	RO fixed in the kitchen area	1
8	Tube light fixed in living room	1
9	Fan Fixed in living room	1
10	Chair	1
11	Cot	1
12	Cupboard	1
	Any other items provided will be added hereafter.	
All the items above are provided in the room and they are in a good working/usable condition.		

Signature of Student _____

3. Room Allotment

- Allotment of rooms shall be at sole discretion of the hostel administration, which may allot the rooms on either first-come-first-serve basis or any other basis, depending upon the situation and prevailing factors and objectives, e.g. - fostering cross-cultural relationships.
- Students must occupy the respective rooms allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations and at discretion of hostel administration.
- Inmates shall respect the equal rights of their roommates.
- In exigencies, the hostel administration, without assigning any reason, may shift inmates from one room to another.
- 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 students whose registration is cancelled. Any student, whose name has been removed from the rolls of the university, will automatically cease to be an inmate of the hostel. Such students shall immediately leave the hostel.
- Before vacating the rooms, the students have to ensure that, all inventory that were handed over at the time of admission, are returned in proper condition (as allotted at the time of admission) to the hostel administration. If any damage is found to have occurred, compensation as assessed by the Hostel / University administration shall be recovered from the concerned students.



4. Accommodation of Guest

- a. If Parents / Guardian of a hostel inmate needs accommodation for a short duration (one or two days only), he/she has to intimate the hostel administration seven days before the expected date of occupancy. Accommodation will be provided to him/her on chargeable basis as decided by the administration (Rs. 500/- day), subject to the approval of university administration and availability of space in appropriate place.
- b. Hostel rules and regulations will be equally applied to the guests too.

5. Visitors

- a. Visitors are allowed to enter into the Hostel up to the visitors' area 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.
- b. In case of visit of any female student to the Boy's Hostel and vice versa is allowed up to the Visitors' area ONLY. Violation of this rule will lead to severe penalty and punishment as decided by the Hostel and University Authorities.

6. Maintenance

- a. The student is responsible for maintaining all the fixed/movable and electrical items provided in the rooms in good working condition. Any loss/damage due to mishandling will be borne by the student. In case if any student is reluctant to pay, the same will be deducted from the Caution deposit.
- b. No nailing, drilling in furniture/wall/cupboard/window/door is permitted. If any such case is noticed, the student will pay for the damages. It may please be noted that pencil/pen/stain marks are considered as damages on the wall and the cost towards the remedial measures will be recovered from the student(s).
- c. Any addition/alteration will not be permitted.

7. Hostel Maintenance Committee

To plan, supervise and carry out the responsibilities mentioned above, a Hostel Maintenance Committee consisting of the following members shall be constituted:

- a. Warden
- b. Two regular student inmates --- Elected by the Hostel Inmates

8. House Keeping

1. The housekeeping staff will clean and mop the floors in common area of flats and outside area. The said work will be carried out in the presence of the student and as per the prescribed time only.
2. The housekeeping staff will not do any type of personal work



9. Safety and Security

- a. Please ensure to keep your doors locked while moving out of your rooms. University will not be liable for any loss /damage. Please keep your valuables in the cupboard under lock & key.
- b. ANY OTHER TERMS & CONDITIONS NOT MENTIONED HERE, WILL BE INFORMED FROM TIME TO TIME. UNIVERSITY CAN CHANGE ANY OF THE TERMS MENTIONED ABOVE AS PER THE REQUIREMENT

10. Fee Refund Policy for Hostel

Sr. No	Cancellation by Candidate	Amount of Refund	Date of Refund
1	Within 15 days from the date of possession. (Including Holidays)	The fees paid will be refunded after deduction of an amount equivalent to Rs.300 per day along with the deposit amount.	One Month from the date of cancellation of admission.
2	After 15 days, before completion of 1 month of possession (Including Holidays)	50% of fees along with the deposit will be refunded.	One Month from the date of cancellation of admission
3	One month after possession, (Including Holidays)	Only Deposit will be refunded.	One month from the date of cancellation of admission.

NOTE: A Candidate is required to submit the original fee receipt / Photocopy of fee receipt, original admission letter along with the prescribed application form for withdrawal of admission and seeking the refund. Fee refund policy is subject to change as per the guidelines from Education Department, Sachivalaya, Gandhinagar from time to time.

11. Use of Appliances

- a. The use of electrical / electro-mechanical equipment, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, air conditioner etc. is strictly prohibited by the hostel inmates in or outside the rooms.
- b. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract both monetary fine and disciplinary action by the Hostel Administration.
- c. The use of audio systems which may cause inconvenience to the roommates, other inmates and other local residents is not allowed. The use of personal TV, VCR, VCD/DVD, etc. is strictly prohibited.
- d. 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 Administration.



12. Hostel Mess

- a. The catering agency identified & fixed by the University Administration shall arrange for providing three meals to all students residing in the Hostel viz. Breakfast, Lunch and Dinner.
- b. Breakfast and dinner will be provided at the Hostel premises through Tiffin/buffet system and lunch will be provided at the University campus except on non-working days and holidays, when the lunch will be provided at the Hostel.
- c. The Hostels are meant for both boarding and lodging. No one is permitted to use the Hostel for only boarding or only lodging.
- d. Once a student is admitted to a Hostel, he is deemed to have become a member of the Hostel Mess until he officially vacates the Hostel.

13. Hostel Mess Committee

- a. The function of the Mess shall be supervised and carried out by the Hostel Mess Committee consisting of the following members:
 - i. Warden
 - ii. Two regular hostel inmates --- Elected by the hostel inmates
- b. The Mess Committee in consultation with the catering agency will prepare the weekly menu.

14. Ragging

- a. Ragging in any form is banned. Severe punishment, including expulsion from the Hostel and the University, shall be imposed on any resident if he is found to have indulged in ragging.
- b. Ragging is a cognizable offence. The offender shall also be dealt as per laws of the state.
- c. Any fresher, for that matter, if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Not reporting of the incident by a victim shall also be considered as an offence.
- d. When the students/inmates committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the inmates may be resorted to as a deterrent measure.

15. Matters Related To Timing And Absence From Hostels

- a. Students should be present in the Hostel premises between 9:30 PM to 6.00 AM. No student is permitted to stay outside the Hostel during this time without the written permission of the concerned authority. Violation of this rule will invite strict disciplinary action on him/her.
- b. Except during vacations and holidays, 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 Course Coordinator / Academic Coordinator of the stream he belongs to.



- c. In case a student wants to go out during holidays/vacation, he/she must make necessary entry in the register available with the security at the hostel.
- d. Going home frequently is not permitted.

16. Code of Conduct

- a. In addition to general code of conduct and Ethics as applicable to all students, the following code of conduct relevant to the resident students shall be applied and are required to be followed.
- b. All residents are required to maintain standards of behaviour expected of students of an Institute of National Importance. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campuses.
- c. Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.
- d. Modesty in fully covered dressing is expected from students within and outside their respective room in the Hostel premises.
- e. All residents are required to produce, whenever asked, their valid identity cards issued to them by the University.
- f. Posters and papers must not be pasted on walls.
- g. 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, inmates should bring it to the notice of the concerned authority.
- h. Hostel inmates must 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 Administration shall provide alternative accommodation.
- i. The resident shall not move any furniture from its allocated place. If there is any additional item in a room other than those belonging to the Hostel, the occupant of the room shall hand it over to the Hostel in charge, failing which he will be charged a penal rent as decided by the Hostel Administration.
- j. The resident shall not remove any fitting or fixture from any room or common area.
- k. Engaging personal attendants is prohibited.
- l. In the Hostel premises the following acts are strictly prohibited:
 - i. Smoking or chewing of tobacco
 - ii. Consumption of alcoholic drinks or any banned substance.
 - iii. Gambling
 - iv. Cooking in the room or on the Hostel premises
 - v. Any other act which causes disturbance to the inmates and/or local residents

If students are found engaged in any of the above act, strict disciplinary action will be taken leading to expulsion from the Hostel