

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

Hostel Handbook – Girl's Hostel

GSFCU-Hostel(A)-Rev01

GSFC University, Fertilizer Nagar



Revision Details

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PREFACE

GSFC University is recognized under the Gujarat Private University (Second Amendment) Act, 2014 and is established as CSR initiative by Gujarat State Fertilizers and Chemicals Ltd. – a six decades old industrial giant. At present, 37 students reside at GSFC Girl’s Hostel, which is situated inside Fertilizer Nagar Township.

This booklet will provide basic framework for administration of the Hostel. In case of difficulty in interpretation of any rule or regulation, clarity may be sought from authorized person of GSFC University when required.



1. Allotment of Rooms

1. Allotment of rooms may not necessarily be of one's choice. It depends on the availability of the rooms and other conditions.
2. The hostel is treated as an extension of the institute and observance of rules and regulations of the hostel is compulsory for all the students' inmates.
3. Allotment is generally done on a shared (double) occupancy basis, i.e., two persons per room.
4. Students shall not interchange their room with another student or shift into vacant room without prior written permission from the Hostel Administrator.
5. Hostel accommodation (room) can be changed by the management, if they found it necessary at any point of time.
6. The Hostel Administrator shall provide keys of the allotted room to the respective student. The Student is personally responsible for safety of their personal belongings and these should be kept in the cupboard under lock and key.
7. A hostel student inmates will be fully responsible for all her possessions including his/her cycle/Laptop/Computer/Electronic gadgets, etc. The institute hostel will not be responsible for any loss incurred.
8. The Hostel Administrator/Hostel Warden/ or any other Officials of the University along with Security Guards may at their discretion inspect/check any room or student's belongings in the presence of the students living there in any time of the day or night.
9. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled from the hostels.



2. Warden

The following duties shall be assigned to the warden:

- a. Warden/ Hostel Administrator will be always the first point of contact for the Hostel related issues/activities.
- b. To maintain a list of students along with permanent addresses of guardians, contact details & such other information as may be required.
- c. To sanction leave to the Residents of the hostel after receiving proper requisition from students and their parents/guardian.
- d. To make a daily counting (face to face) of number of students present in Hostel preferably at 9:00 pm at night. (This should be strictly followed and a register should be maintained for the same purpose).
- e. To organize and attend hostel meetings and report to the concerned authority from time to time the difficulties and suggestions of resident students.
- f. Warden/Hostel Administrator should always confirm with the parents on phone for the students leaving for home from Hostel.
- g. There should be proper list of details of parents/guardians/blood relatives who will be visiting students to meet. Warden should maintain the list consisting name, contact details, relation with student, address details, alternative contact number with photograph with duly signed by them and warden.
- h. Warden should make proper note that only abovementioned persons can meet the students at hostel.
- i. It is major responsibility of Warden that No one is allowed to remain present in Hostel during Working hours of University.



3. Rules for Hostel Residents

1. Hostelites should strictly observe the normal rules of morality, conduct and behaviour in their daily routine life and should not indulge in any activity unbecoming of students of this hostel. Violation of the rules & regulations will be informed to their parents and concerned authorities.
2. Protection of the hostel property is also the responsibility of the inmates. The Hostelites are responsible to safeguard the materials and property of the hostel.
3. 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.
4. The Hostelites should not go out of the University premises without prior permission of the Warden/Secretary or concerned authorities.
5. If any girl student has to go to the township shopping centre, medical or any other place for any work, she must take prior permission from warden/Hostel Administrator and also write the purpose, place, time of leaving and time of return in the register with the security guard on duty.
6. Girl's students are allowed to go home, if their respective parents give written application registered e-mail address of parents stating the reason, duration of stay, address which is dully signed by them. The parents should apply to the hostel administrator directly for permission to send their daughter can visit home.
7. Girl students shall not remain absent from their hostel during night, unless there is a specific written requisition from parents. For other late timings due to special needs, hostel residents are supposed to take permission of Hostel Administrator/Director (Admin& EF).
8. For late night stay at local guardians' residence up to 9 p.m or night halt, prior written permission of the warden/Hostel Administrator must be obtained. The Warden/Hostel Administrator should confirm with the parents and then permit. In addition, the local guardian must submit a letter stating that the student had stayed with them.
9. All residents are required to carry their valid Identity Cards issued to them by the Institute and produce them whenever it is demanded by security/Hostel Administrator. All Girl students must be present in their rooms before 9.00 p.m. No one is allowed to roam outside the hostel premises form after 9 p.m. to 7 a.m.



10. Girl's students are permitted to go out during holidays for a maximum duration of 6 hours after signing in the register kept for the purpose. Prior permission of the Hostel Administration has to be obtained for going out for holidays.
11. The girl students must make entry in the "In/Out Register" kept at the Girls' Hostel. (The register should be properly maintained with all the dully details filled and signed by the students with timings).

4. Disciplinary Measures

1. Identity card will be issued to all the inmates of the hostel. They should produce their identity cards on demand. In case of loss, duplicate card will be issued on payment of Rs.100/-.
2. Students have to use water and electricity judiciously. If fan, tube, etc., found switched on in the absence of the students at their rooms, fine of Rs.50/-will be charged by hostel authorities.
3. You are expected to use the electrical appliances and fixtures in an efficient manner.
4. Procurement and storage of alcohol, narcotics, tobacco and gutkha in the hostel premises are not allowed. If anyone is found doing so, will be expelled from the hostel as well as from the Institute.
5. It is prohibited to throw garbage, trash or any other things outside the hostel through the windows/balconies. The rooms, common areas and surroundings should be kept clean and hygienic.
6. No commercial or any other activity shall be permitted in the hostels in the covered or open areas of the premises.
7. Residents should not participate in any anti-national, anti-social or undesirable activities.
8. Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely.
9. All Communications regarding any problem of a girl student must be routed through the warden.



10. Modesty in dress is expected from students.
11. If you are facing any difficulty adjusting with your roommate and unable to resolve the issue, the matter must be reported to the Hostel Administration immediately. Students are expected to act with maturity and not involve their parents or guardians, in trivial cases.
12. Students should adhere to the timings. For student safety and to maintain the decorum of the University, the Girls Hostel attendance will be taken at 9:00 p.m. The timings may be changed on particular days of events and students should be in their hostels thereafter.
13. Smoking inside hostels and common areas is not permitted. Violation will be considered a breach of discipline and will attract a fine of Rs 1,000/- per violation.

5. Medical Facilities for the Hostel Residents

1. A student suffering from infectious/contagious diseases will not be permitted to stay in hostels. Warden/ Hostel Administrator will inform parents to shift their child to home for more treatment immediately. Decision of the Warden in this regard will be final and binding.
2. In case a student falls sick, she should contact immediately the Hostel Administrator/Warden. In case of an emergency, students may shift the patient immediately to a hospital or Medical Centre in Fertilizer Nagar and inform the authorities at the earliest.
3. A vehicle and driver will be available on campus 24 hours to transport students to hospital and back if any emergency arises.
4. A medical kit/First Aid box will be available for the students for 24 hours for Hostel Residents.



6. Food Facility

1. 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.
2. The Hostels are meant for both boarding and lodging. No one is permitted to use the Hostel for only boarding or only lodging.
3. Once a student is admitted to a Hostel, she is deemed to have become a member of the Hostel Mess until she officially vacates the Hostel.

7. Hostel Mess Committee

The function of the Mess shall be supervised and carried out by the Hostel Mess Committee consisting of the following members:

1. Warden
2. Two regular boarders --- Elected by the Hostel Inmates

The Mess Committee in consultation with the catering agency will prepare the monthly menu.

8. Guest and Visitors

1. Closing time of Hostel is 8.45 pm. (This information needs to be mentioned so that the time and the cost of the Hostel can be saved).
2. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.
3. Guest Visiting Hours: 4:30 p.m. to 6:30 p.m. (During working days) and 10:00 a.m. to 6.00 p.m. (During Holidays).
4. No male visitor (even students father) will be allowed to enter the Girls' Hostel without prior permission of the respective Hostel Administrator.



5. Visitors may meet the Girl student outside the gate of the girls Hostel up to 7:00 PM. with the permission of the Hostel Administrator/warden.
6. A Guest register will be kept at the reception counter. Residents and concerned security person should ensure that they make proper entries in that register when their guests visit.

9. Complaints

1. Suggestions and complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register kept in the hostel premises. Suggestion form will also be available in the hostel.

10. Additional Rules and Amendments (if any)

1. Anyone leaving station for going home/ other places for weekend or for vacations must make proper entry in leave register, which will be counter-signed by the Security/Hostel Administrator.
2. In addition, disciplinary action as per the University Code of Conduct shall be taken against student violating these Hostel Rules and Regulations.
3. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/ Institute.
4. A girl Student must submit the names and addresses of the local guardians with their signature, which is duly authorized by the parents (or authorized guardian as per declaration in the admission form) in the prescribed form available with the Admission Department.
5. Presently, Hostel Administration is being looked after by Ms. Jyoti Dalwadi (Admin Assistant-Facility) Mob: 9662050193, extension no:0265-309-3818, Email-id jyoti.dalwadi@gafcuniversity.ac.in
6. Modification or addition of rules may be made and communicated as and when necessary.



11. Declaration and Undertaking for Students

There should be a Declaration by students stating that she has read the above Rules & Regulations and she agrees to abide them, failing which she shall be liable for disciplinary action.

This should be dully signed by the parents and the concerned Hostel Administration or Warden.