



GENERAL GUIDELINES FOR HOSTEL MANAGEMENT



CENTRAL SANSKRIT UNIVERSITY
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GENERAL GUIDELINES FOR HOSTEL MANAGEMENT CONTENT

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1. Introduction

Central Sanskrit University, Delhi is a Central University and nodal agency for implementation Central Schemes for propagation and promotion of Sanskrit language across the country. It is a multi-campus University which there are separate Hostels for the stay of both men and women students, to enrich the lives of the students with emphasis on the values of acceptance and equality and accommodative society, having opportunities for healthy interaction and development.

2. Management

The Hostels are directly under the control of the Central Hostel Committee. The Director of the Campus is assisted by the Warden for day-to-day administration of the Hostel. The Central Hostel Committee on the recommendations of Campus Hostel Committee reserves the right to amend the rules without prior notice in order to ensure the smooth functioning of the Hostel.

3. Hostels in Campus (As per ordinance No. 02) [Annexure-I]

- 3.1 The University shall maintain such Hostels as may be necessary to fulfill the objectives of residence.
- 3.2 The students residing in the Hostels shall pay such fees as prescribed by the Central Hostel Committee on hostels from time to time.
- 3.3 Each hostel shall be under the charge of a Warden. Wardens of Campus Hostels shall be responsible to Chief Warden for their duties and responsibilities.

4. Campus Hostel Committee

- 4.1 The Committee shall comprise of the following:

1. Director of the Campus	-	Chairperson
2. Chief Warden	-	Member
3. Wardens	-	Member
4. Senior most faculty member in Campus	-	Member
5. One faculty member (Woman)	-	Member [Nominated by Director]
6. Two students' representatives	-	Member [Nominated by Director]
7. Assistant Registrar/Section Officer (Admn.)	-	Secretary
- 4.2 The functions of the Committee shall be as follows:-
 - Management, selection and admission of students to the University Hostels.
 - Supervision of the Hostels.
 - Maintenance of discipline amongst the resident students.
 - Transfer of a student from one Hostel to another.
 - Such other duties as may be assigned by the Director.
- 4.3 The Committee may recommend to admonish a student for misconduct, to impose a fine as fixed by the University and/or to remove from the Hostel.
- 4.4 The Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened by the Director of the Campus and four of its members shall form the quorum. The Director of the Campus shall take appropriate action to settle issues at his/her level for smooth functioning/maintenance of hostels. However, issues related to policy matters and major disputes etc. shall be submitted by the Director to the Member - Secretary of Central Committee on Hostels for necessary action and seeking approval.

5. Facilities at the Hostel

The Hostel must be equipped with following facilities and services for the residents:

5.1 Mess

All the hostels should have either a cooperative mess or contract base mess. In this regard the decision should be taken by local hostel committee chaired by Campus Director. The mess should have following facilities:

5.1.1 For the smooth functioning of the mess there should be a mess committee as follows:

- | | | |
|--------------------------------------------|---|-------------|
| • Director or his nominee | - | Chairperson |
| • Warden (Boys Hostel) | - | Member |
| • Warden (Girls Hostel) | - | Member |
| • From the local student welfare committee | - | Member |
| • Student representative (Boy) | - | Member |
| • Student representative (Girl) | - | Member |
| • Office representative | - | Member |

Note: There should be minimum four members to form the quorum.

5.2 Common Room – Each and every hostel should have a common room for hostel residents.

The common room should have the following facilities compulsorily:

5.2.1 The timings for the Common Room are from 6:00 a.m. to 9:00 a.m. and 7:00p.m. to 10 p.m.

5.2.2 The common room should have facilities of a TV and News Papers and Magazines in English, Hindi and Regional language.

5.2.3 The lights and fans (as required) must remain ON whenever the Common Room is in use.

5.2.4 The common room must have indoor sports activities like chess, carom etc.

5.2.5 Eatables are not allowed inside the Common Room.

5.2.6 Addicted items like tobacco, cigarette, alcohol etc. are strictly prohibited inside the common room. If not followed strictly the concerned will be punished.

5.2.7 The common room should have CCTV surveillance.

5.2.8 The Common room always should be neat and clean for hygienic purpose.

The common Room is a public place for all the *bona fide* students only. Therefore, any conduct which is not conducive to the maintenance of the decorum in this space is strictly prohibited.

5.3 Computer & Wi-Fi Connection

Computer Lab with Internet connection for the purpose of study should be available for the use of students which will be allowed/allotted for specific period (from 7:00 a.m. to 9:00 a.m. and from 7:00 p.m. to 10:00 p.m.).

5.4 CCTV Cameras

Hostel premises should be equipped with CCTV surveillance system for security reasons.

5.5 Washing Machines

Washing Machine facility may be available for all the *bona fide* students in both the wings (i.e., men and women hostel).

5.6 Clocks

Digital Clocks should be installed at all the important places of the hostel for the time and temperature purpose.

5.7 Lawns

Students must contribute to maintain, enhance and preserve the beauty and maintenance of the lawns in the Hostel premises. Students are advised not to use the lawns during night.

5.8 Safe Drinking Water

There should be water Coolers with reverse osmosis (RO) system for the mess and both the wings of the Hostel.

5.9 Fire and Safety

The Hostel should give very high priority to the matters of fire and safety issues. Currently, as many as required fire extinguishers should be placed at appropriate locations. Related signage and alarms should also be placed. Any damage to the safety equipment or any act that threatens the safety of the Hostel students must be strictly prohibited and shall attract stringent action as per rules/statutes.

5.10 Disable Friendly

All the main entrances of the Hostel should have ramps to make them friendly for the students with special needs.

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6. Admission

- 6.1 Application for admission should be accessed through the student's SAMARTH portal. The Application duly submitted will be scrutinized and necessary action will be informed on the Campus Notice Board.
- 6.2 The Hostel is primarily meant to accommodate the students/research scholars of the Campus. Each room would be shared depending on the capacity of the room allocated. Currently available rooms and sharing of the seats will be as follows:

Campus & Hostel Name	Course	No. of Rooms Available in Boys' Hostel	No. of Rooms Available in Girls' Hostel
A1	Prak-Shastri	XX Room (YY Capacity)	XX Room (YY Capacity)
A2	Shastri	XX Room (YY Capacity)	XX Room (YY Capacity)
A3	Acharya	XX Room (YY Capacity)	XX Room (YY Capacity)
A4	Shiksha-Shastri	XX Room (YY Capacity)	XX Room (YY Capacity)
A5	Shiksha-Acharya	XX Room (YY Capacity)	XX Room (YY Capacity)
A6	Vidya-Varidhi	XX Room (YY Capacity)	XX Room (YY Capacity)

- 6.3 The reservation policy is to be followed strictly as per Central Govt. rule.

Campus & Hostel Name	Course	Class wise percentage of allotment of seats for the Hostel residents (Boys/Girls)
A1	Prak-Shastri	PS-1 =20% PS-2 =20%
A2	Shastri	S-1 =10% S-2 =10% S-3 =10%

A3	Acharya	A-1 = 05% A-2 = 05%
A4	Shiksha-Shastri	SS-1 = 05% SS-2 = 05%
A5	Shiksha-Acharya	SA -1 = 03% SA-2 = 03%
A6	Vidya-Varidhi	VV = 04% Maximum 3 years

- 6.4 The allotment should be based on appropriate proportion of Shastric subjects.
- 6.5 Students registered and pursuing courses within the CSU Campus(es) may be considered for admission, provided seats are available and the recommendation of the respective Head of the Department (Campus level) is obtained.
- 6.6 Admission to the Hostel will be based on merit of the student/research scholar, who is admitted in the Campus of the University.

6.7 Re-admission

- i. The students who are promoted to next year of programmes are required to take readmission to the hostel at commencement of the new academic year.
- ii. A fresh application is to be submitted every academic year for readmission.
- iii. Readmission is offered on the basis of merit and good conduct during the previous year in the Hostel.

7. Eligibility for Admission

The students satisfying all of the following eligibility criteria will be considered for admission or readmission to the Hostel -

- 7.1 He/She is a bona fide student i.e., pursuing regular course in the Campus of the university.
- 7.2 Students enrolled in a part-time course or in an evening course i.e., in a diploma/certificate or degree through distance/non-formal education are not eligible for Hostel accommodation.
- 7.3 Those students who have completed one Acharya programme from CSU will not be eligible to get the admission in the hostel for the same programme.
- 7.4 Those students whose parents/family are residing in a radius of 40 kms (20 kms for hard station) from the Hostel are not eligible for admission.
- 7.5 Those students who are employed anywhere on full-time, part-time, ad-hoc or temporary basis are not eligible for Hostel accommodation.
- 7.6 If he/she has cleared the terminal examination of the last course attended.
- 7.7 **Anti-Ragging Affidavit** must be submitted by the Student and Parent/Guardian as prescribed by the University.
- 7.8 He/She should not have an adverse disciplinary record in any hostel or university/college previously attended, or any criminal cases.

A student, while seeking admission and even during the stay in the Hostel, must fulfill the criteria stated above, and provide documentary proof to establish the same. Should he/she fail to fulfill any of these conditions; he/she shall be made to vacate the hostel immediately. Suppression/misrepresentation of information pertaining to any of these eligibility criteria, shall lead to strict disciplinary action and/or legal action, as may be deemed fit by the Hostel Authorities.

8. Admission Procedure

- 8.1 Admission to the Hostel will be made available to the bona fide students of the Campus. The notification for the admission to the Hostel(s) will be issued soon after the admission to the Campus(s) gets completed.
- 8.2 The admission is made for a complete *academic year* for all the students.
- 8.3 The reservation policy is to be followed strictly as per Central Govt. rule. Keeping student welfare into consideration, in case of unavailability of all reserved categories, it will be converted into the other categories as per requirement.
- 8.4 For the newly admitted students in the regular courses, the merit of the qualifying class will be considered for admission to the Hostel.
- 8.5 The marks obtained in the 1st or previous year will be considered for admission in Hostel for 2nd or final year students. When results of Semester-II/IV examination are awaited, provisional admission will be given on the percentage of marks obtained in Semester-I/III. For every academic year, admission will be considered afresh.

Note: Admission Lists with selection criteria will be displayed on the Notice Board of the Hostel & Campus as well as Campus website, soon after the due process is completed. No personal communication would be sent in any form to anyone.

9. Accommodation

The Hostel rooms will, in principle, be open to all those who meet the above listed eligibility criteria. The decision of the Campus Hostel Committee will be final in the matters of admission to the Hostel. The Campus Hostel Committee, as per the merit, need and situation of the students will take the final decision. However, if vacant rooms are available in the Hostel, it will be notified and allotted on the basis of merit in the latest results of semester end examinations and other criteria as laid down by the Director and Warden of the Hostel as per hostel rules.

10. Hostel Fee Structure

The hostel fees are payable by student as per the notification issued by University time to time.

11. Refund of Hostel Caution Money

Caution money is refundable to a resident through Bank Transfer/Cheque after leaving the Hostel within three months, after clearing all dues including deduction of cost of breakage of articles by a student if any. Student must submit the prescribed form for this which can be obtained from the Hostel Office or downloaded from the Campus/Hostel Website page.

12. Rules of Residence

The Hostel should be strictly a NO RAGGING Zone. Any form of ragging is strictly prohibited and shall attract the strictest of action [(refer to appendix Ordinance No. 36 (Sections 6 (1) (xxiii), 29 (1) (o) of the Central Sanskrit Universities Act, 2020 read with Clauses 12 (2) (xxii) & 39 of its First Statutes)] *Annexure - ii*

- 12.1 Every student and his/her guest must maintain the decorum in his/her conversation/conduct with fellow students, staff, and the authorities of the hostel and should prove worthy of his/her being a *bona fide* resident. If any resident and his/her guest do not follow the above, it will be regarded as indiscipline and suitable disciplinary action will be taken against the *bona fide* students.
- 12.2 No student is allowed to shift from one room to another without prior permission of the

- Director/Warden. No furniture should be shifted from one room to another without prior permission of hostel administration.
- 12.3 All students shall vacate their rooms within 07 days of completion of examinations of Semester II, IV and VI of the programmes and no extension for stay will be allowed beyond the permitted date. Residents who do not hand over their room keys to hostel office within the stipulated period of 07 calendar days will be treated as defaulters and will be charged penalty room rent of Rs.200/- per day from the date of their due date. In case of emergency or preparation of competitive examinations etc. permission may be given by Directors with minimum or no food facility.
- 12.4 Students who take up full-time jobs, discontinue their studies or research, or have completed their Ph.D. studies in the middle of the session shall inform the Hostel Office in writing and leave the Hostel within one week after clearing all dues.
- 12.5 Students must inform the Office if they get job/appointment and join an organization during the period of stay in the Hostel. They must leave the Hostel within seven days after clearing all the dues. Those who do not inform the office regarding their job/appointment and continue to stay in the Hostel shall be charged penal rent of Rs. 3,000/- per month from the date of their appointment. In no case, the resident shall be allowed to stay beyond a period of one month from the date of their appointment.
- 12.6 Students must sign daily in the Hostel Attendance Register and Late-Night Register maintained at the security hut and required to write the address and mobile number at which he/she may be contact in emergency.
- 12.7 Students are not allowed to hand over the keys of their rooms to any person other than the Hostel Authorities. Residents are required to keep the room locked and should not keep costly items or large sums of money in the room. They themselves will be responsible for any loss due to their own carelessness.
- 12.8 In view of mounting electricity bills and increasing load on existing installation and past incidents in the hostel, use of any electric appliance such as: Electric heater/convactor, electric stove, air conditioner, electric Iron, etc. are strictly prohibited. **There is no provision for high power socket in the student's rooms.** Violation of this rule will attract severe penalty and lead to summary rustication of the resident from the Hostel.
- 12.9 Students are not allowed to engage any person for personal service. No employee of the hostel should be asked to do personal job by any student.
- 12.10 Students should inform to the Hostel Office of any change in address, email address, Mobile phone number and Telephone numbers of local guardians and parents immediately.
- 12.11 It is mandatory for all students to be present and mark their attendance in the Hostel by 7:00 p.m. for girls and 8:00 p.m. for boys every day (at dinner hall). No student is expected to be in the lawns or sitting on the steps in front of Warden's Office/Residence or security hut or corridors of the Campus after the stipulated time of exit. Students are not allowed to go out of the Hostel after marking their attendance.
- 12.12 The Common Room will be locked at 10:00 p.m. No student will be allowed to stay after 10:00 p.m. in any circumstance. However, Warden may allow the use of the Common Room beyond these hours for special occasions. No oral/telephonic/SMS will be entertained for extension of Common Room hours for watching T.V. programmes or holding birthday parties or any other parties in the Common Room. If a student or his/her guest does not follow and keeps insisting/demanding with the administration, it will be treated as indiscipline and Hostel authorities may take necessary disciplinary action against his/her.

- 12.13 Timings for the visitors into the Hostel is strictly from 7:00 a.m. to 7:00 p.m., even during the days of cultural functions in the Hostel. Students are not allowed to entertain their guests or visitor including day scholars of the Campus in their room beyond the above stipulated time. If by any chance any visitor is found in the Hostel after 7:00 p.m. he/she will be treated as a Guest and will be charged as perrules. It is important to note that a student must take prior written permission before entertaining a guest. Disciplinary shall be initiated if a student violates this rule.
- 12.14 Women students are not allowed to visit Men's Hostel and Men students are not allowed to visit Women's Hostel at any time including festival days. Violation of this rule shall lead to strict disciplinary actions, including rustication from the Hostel.
- 12.15 Students are strictly prohibited to go to the Hostel roof in any case. Violation of this rule shall lead to strict disciplinary action, including rustication from the Hostel.
- 12.16 Storage and consumption of alcohol and intoxicating drugs are strictly prohibited both inside and outside of the Hostel; violation of the rule shall lead to expulsion of the concerned student, or he/she will be penalized by Rs. 1000/- on each occasion/violation. The hostel authorities have right to enter a resident's room to make any inquiry/search, as and when considered necessary. The Managing Committee has authorized the Warden to conduct surprise visit(s) to hostel room to ensure that hostel rules, particularly pertaining to non-use of liquor and prohibited drugs in the student rooms are followed stringently.
- 12.17 Further, University Campus(s)/Hostels are No Smoking Zones. Storing or consumption/chewing of gutka, pan masala, flavored tobacco and similar products and smoking Cigarette in the Campus/Hostel premises is also strictly prohibited and, in any case, if found that any student has consumed or stored or became habitual of these products, then strict disciplinary action, including rustication from the Hostel or he/she will be penalized by Rs.700/- on each occasion/violation.
- 12.18 Playing Cards in rooms either in groups or through online mode on mobiles individually and watching unwanted/abusive/porn sites are strictly prohibited as a student/hosteler of the university. Violation of this rule shall lead to strict disciplinary action, including rustication from the Hostel or he/she will be penalized by Rs.500/- on each occasion/violation.
- 12.19 In case of loss of the key, no resident is allowed to break the door bolt and damage any part of the door fittings. To break/open the lock, permission must be obtained from the Hostel authorities. Failure in this regard may lead to disciplinary action or he/she will be penalized by Rs.300/- on each occasion/violation.
- 12.20 Making loud noise/loud sound by musical instruments and indulging in interdisciplinary activity both inside and outside of the Hostel are totally prohibited. Also, the said musical instrument will be forfeited by the Warden and strict disciplinary action will be taken against student(s) or he/she will be penalized by Rs.300/- on each occasion/violation.
- 12.21 Maintenance of Washing Machines if any, is the responsibility of all students. They are advised to report to Hostel Office, if there is any need to repair/maintain the washing machines.
- 12.22 Students are not allowed to park their vehicles inside the Hostel premises. They are advised to park their vehicles beside the Campus dedicated parking. If someone is found violating this rule, then he/she will be penalized by Rs.500/- on each occasion/violation.
- 12.23 Usage (cooking etc.) by the residents in the Kitchen (Mess) is not permitted. However,

gas stove/Induction provision is made in the common place of the hostel for emergency/tea/snacks. Caution must be maintained while using these facilities, as any carelessness may threaten the safety/wellbeing of the fellow students.

- 12.24 CCTV footage of the students in the Hostel premises (public places) will be recorded and used for security purposes.
- 12.25 Students are not allowed to keep any pets in the Hostel premises. If someone is found violating this rule, then he/she will be penalized by Rs.500/- on each occasion/violation.
- 12.26 No notices can be put on any of the notice boards of the Hostel without written permission/signature of the Hostel administration. Sticking of unauthorized bills, posters or notices in any of the public places within Hostel premises is strictly prohibited and violation of this provision shall be treated as an act of serious indiscipline on the part of the defaulter. If someone is found violating this rule, then he/she will be penalized by Rs.500/- on each occasion/violation.
- 12.27 Hostel resources are to be used appropriately according to the needs and requirements of the resident community. Any misuse/mishandling of hostel resources shall amount to penalty of Rs.500/- on each occasion.

Note: The fine/penalty amount shall be deposited in the Hostel Office within two working days.

13. Hostel Academic-Cultural Committee

- 13.1 Subject to the disciplinary provisions of the Hostel, the students with a specific objective to promote academic/intellectual, cultural and recreational activities in the Hostel will form the Hostel Academic-Cultural Committee according to approved Constitution and nominate the Hostel Academic-Cultural Committee members every year. Once nominated as a member he/she cannot be re-nominated in the next year.
- 13.2 The Warden within the supervision of Director constitutes the Hostel Academic-Cultural Committee every year.
- 13.3 The nominated Hostel Academic-Cultural Committee members will consist of a General Secretary, Joint Secretary, Common Room Secretary, Mess Secretary, Cultural Secretary and a Health Secretary.
- 13.4 If the nominated general secretary is absent, then the Joint Secretary will perform the duty of the General Secretary. In the absence of other members, the Hostel Office will fulfill their responsibilities.
- 13.5 The term of Hostel Academic-Cultural Committee executives including General Secretary shall be coterminous with the term of their admission to the Hostel.
- 13.6 The Academic Cultural Activities include celebration of Ganesh Chaturthi, Basant Panchami, Guru Purnima, Geeta Jayanti etc. along with spoken Sanskrit classes, communicative English classes, Competitive Exam preparation, Shalaka Competitions, Yoga practices etc.
- 13.7 No rule in the Constitution of the Hostel Academic-Cultural Committee shall run counter to: University Act, Statutes, Ordinances, Rules and Regulations, decisions of Executive and Academic Councils of the University, Rules/Provisions as approved by the Central Hostel Committee of the Hostel and enshrined in the 'Handbook on Guidelines and Rules for Hostel Management'. However, each student is expected to contribute to the smooth running of the mess, common room, computer room by volunteering their services.

14. Medical Facilities

- 14.1 The students of the Hostel are members of the Health Centre of the Campus maintained by the university. The health facilities should be provided to them.
- 14.2 Any case of illness shall be notified immediately to the Warden. Students may also visit the nearest approved Hospitals in emergency with prior permission of the Warden. In such cases, official arrangement is to be made by the warden.
- 14.3 A First Aid Box must be available in each hostel with the help of Campus Health Centre. Campus Health Centre have to submit their required general medicines list to the Hostel Office for procurement and are not allowed to buy medicines in their individual capacity.
- 14.4 Hostel Committee is committed to provide medical facilities only in case of emergency. In case of prolonged illness/treatment, parents will be informed to make arrangements.

15. Guests

- 15.1 A student who wants to keep a guest Guardian/Parents only in the Hostel room allotted to him/her, is required to take prior written permission of the Warden, on a prescribed form available in the Hostel Office/Security or download from the Campus/Hostel Website, and the concerned student shall be responsible for the conduct of his/her guest. The Director/Warden reserves the right to refuse permission or cancel the permission for stay of any guest at any time without assigning any reason. The host of each guest will pay Rs.200/- per day and other daily charges. Such guests can have food in the mess on payment basis.
- 15.2 Guests will ordinarily be allowed to stay only for 3 days maximum. However, if a student seeks in writing an extension of stay for his/her guest, in appropriate case the permission for an extended stay for two days maximum may be granted by the administration at its discretion and same Guest cannot be repeated by any other student in two calendar months.
- 15.3 **No day scholar of the Campus/University is allowed to stay during examination days in the Hostel as an authorized guest in any circumstance.**
- 15.4 Overnight stay of **unauthorized persons** in the Hostel including **during functions of the Campus or Hostel** will be considered a violation of Hostel discipline. Any student violating this rule shall be liable to disciplinary action.
- 15.5 If any resident fails to intimate about the accommodation of his/her guest or keeping his/her guests in their rooms/hostel, the hostel authorities has right to collect necessary guest charges or debited to respective student account and also disciplinary action may be taken against them.

16. Telephone/Mobile

- 16.1 The Hostel does not provide any telecommunication facilities except intercoms for the use of the students and no student shall be allowed to make use of the Hostel Office telephone for personal work or reasons.
- 16.2 Students are not allowed to install their own telephone connection/Internet connection in their respective rooms.
- 16.3 The student is free to use their Mobile Phone while in the Hostel for communication purposes and further for educational purposes. However, misuse of mobile phone by acts like Corruption, Terrorism, misusing of Facebook and other social connectivity Apps, sending unwanted messages to co-students, Misuse in the examination, hacking, chatting and wastage of time, gaming and Gambling etc., will be under observation of the

Hostel Management. Any type of misuse observed, or complaint received will be scrutinized and subject to strict action.

17. Celebrations

- 17.1 Festival Celebrations: Hostel Academic-Cultural Committee organizes different festivals, viz. Diwali, Holi etc. in the Hostel premises in a decent way.
- 17.2 Hostel Night: Hostel Academic-Cultural Committee organizes Hostel Night in the Campus auditorium (up to 10:00 p.m.) in which year-round activities are highlighted. Cultural programmes are performed by the students during the Hostel Night every year and prizes to winners can be given.
- 17.3 No birthday celebrations or other parties are allowed in the Common Room or in the premises of the Hostel after 10:00 p.m..
- 17.4 No Fresher's Party, Farewell Party and other celebration/function allowed in the Hostel premises without prior written permission of the authorities. Whereas Swagat and Sauprasthanik may be organized in a decent way with the permission of authorities.
- 17.5 The Warden reserves the right to refuse or cancel the permission for Birthday celebration/other Party in the Common Room or in the Hostel premises at any time without assigning any reason.

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18. Mess Rules

- 18.1 Hostel Mess can be either cooperative or based on contracts as per convenience. Hostel Mess is a cooperative venture and runs on "NO Profit NO Loss" basis. It is the responsibility of the duly nominated Hostel Committee & Mess Committee of the hostel to run smoothly **under the overall supervision of the Warden**. In the event of Mess Committee being non-functional, it shall be the responsibility of the Hostel Office to manage the mess under the supervision of the hostel authorities or **may be given for outsourcing depending on situation**.
- 18.2 The Hostel Mess must provide sufficient nutritious hygienic and vegetarian food for breakfast, lunch and dinner for all *bona fide* students as per the approved menu of the Mess Committee.
- 18.3 The hostel mess must have dining hall/space with all required facilities.
- 18.4 The mess timing should be :

Breakfast	-	7:30 AM to 9:00 AM (In winter 8:00 AM to 9 AM)
Lunch	-	1:00 PM to 2:30 PM
Dinner	-	7:30 PM to 9:00 PM
- 18.5 The campus through Local Mess Committee will provide all sorts of required utensils. (The utensils required for cooking and serving)
- 18.6 The plates, bowls, glasses and spoon are to be compulsorily cleaned by students themselves.
- 18.7 The hostel committee should provide the common washing area having sufficient taps, dish-wash material to clean the above utensils properly.
- 18.8 There should be common-place to keep the above utensils after usage in the mess.
- 18.9 Mess will not function during summer vacation and long break if any.
- 18.10 Warden is the final authority in all the matters of the Hostel Mess including appointment or removal of the Mess Secretary and approves the Hostel menu time to time.

- 18.11 Warden may change the timings of mess from time to time in special circumstances.
- 18.12 Packet lunch will be served to all students on their fieldwork days.
- 18.13 Meals can be taken out of the dining hall only in the case of sickness of a student with prior permission of the Warden in their own utensils.
- 18.14 Students are not allowed to take out any utensils/crockery from the Mess without written permission; if Mess utensils/crockery found in rooms then he/she will be penalized by Rs.100/-.
- 18.15 Students will not claim/consume food or breakfast on behalf of other students who are not present in the Hostel.
- 18.16 Students are expected to come to the dining hall (Mess) adequately and properly dressed. They must maintain decorum in the dining hall.
- 18.17 Mess fee should be paid on or before 10th of the month by the student (if 10th is holiday, the next working day shall be the last date for mess fee submission without fine). A fine of Rs.20/- will be charged for each day up to last date of the month and Rs.50/- per day from the next month onwards.
- 18.18 A student who desires to entertain his/her authorized guests in the mess shall purchase requisite number of coupons if any for the required meal against the cash payment in advance.
- 18.19 Mess guest coupon charges are liable to change from time to time depending on menu and are fixed from time to time by the Mess Committee.

Note: The fine/penalty amount will be deposited in the Hostel Office within two days.

19 Mess Rebate

- 19.1 For availing mess rebate on the ground of academic/personal work, the student will have to obtain an official prescribed mess rebate from the hostel office and submit the same, stating –
- connection of the trip with his/her academic/personal work,
 - Place of visit, and
 - Period of visit
- 19.2 Prescribed application for mess rebate in advance should be given to the Hostel Office. If a resident fails to apply for rebate in prescribed form before proceeding on leave, his/her application will not be entertained under any circumstances.

20 Guidelines for Mess Committee

- 20.1 All the purchases of the hostel mess, such as Grocery and Vegetables should be made from authorized Super Market or any outlet providing quality products on competitive rates with printed/computerized bill.
- 20.2 Milk may be purchased from the outlets of the Mother Dairy or any other authorized outlet suppliers.
- 20.3 Mess Committee may take any kind of help for smooth functioning of the Mess from the Hostel Office/Warden. No local vendor bill is entertained under any circumstances.

Note: Notwithstanding the Mess rules, Mess rebate and Guidelines for Mess Committee, the Warden is the final authority in all the matters of the Hostel Mess.

21 Constitution of Hostel Office

Hostel Office should consist of the following officers/employees –

1. Warden
2. Deputy Warden (if needed)
3. Office Staff- LDC, Cook & Helper, Matron (if needed), MTS, Watchman/Security Guard etc.

Warden:

A Warden is responsible for the complete management of the hostel under the direction of Campus Director and Campus Committee of Hostel. A warden is to be appointed by the Campus Director, if the student strength is upto 50 and there should be separate warden for Boys & Girls Hostel. The warden is to be paid as conveyance charge of Rs. 3000/- on monthly basis by the University.

Deputy Warden:

A Deputy Warden is responsible to assist the Warden for the management of the hostel under the direction of warden. A deputy warden is to be appointed by the Campus Director, if the student strength is upto 150 and there should be separate deputy warden for Boys & Girls Hostel. For every addition of 100 more students there should be an additional deputy warden to manage the hostel. The deputy warden is to be paid as conveyance charge of Rs. 2500/- on monthly basis by the University.

Office Staff:

Office staff is responsible to assist Warden and Deputy Warden(s) for smooth run of the Hostel. Office staff is to be appointed by Campus Director with the consent of warden. Among office staff LDC/MTS each to be deputed to look after the daily work of the Hostel in addition to their regular duties. Office Staff should be separate for Boys and Girls Hostel. The LDC/MTS is to be paid as conveyance charge of Rs. 1500/- on monthly basis by the University. The Cook and Helper(s) are to be appointed by the Campus Director as per the approval of CSU, Delhi. The Cook & Helper are to be paid as per university norms. For girls hostel matron is to be appointed for looking after the hostel residents. The appointed matron is to be paid as per university rules. The Security Guards, Sweepers and supporting staff are to be appointed as per the need of the hostel.

Note:- The above mentioned officers/employees have to be assigned/appointed as per the guidelines of Central Sanskrit University, Delhi.

22. Basic Concerns

Any rule given in this Handbook is subject to change. In case any rule is added, changed or modified, the same shall be applicable to existing students also from date of approval of Minutes of meeting of the Hostel Managing Committee or from the date if specifically mentioned in the Hostel Managing Committee decision/resolution.

In any sort of discrepancies or issues with these clauses above, the Vice Chancellor shall have the power to resolve the matters.

23 Annexure:

- (i) Ordinance No. 02 of CSU
- (ii) Ordinance No. 36 of CSU
- (ii) Format of Guests permission
- (iv) Format of leave permission
- (v) Format of Affidavit for Anti ragging (to be filled online)
- (vi) Format of Affidavit by Parents/guardian (to be filled online)

Ordinance No. 02**HOSTELS**

(Section 29(1) (h) of the Central Sanskrit Universities Act, 2020 read with Clause 12(2)(xi) and 12(2)(xvi) of its First Statutes)

15

1. The objectives of the Hostels are as follows:-

- (i) To provide to the students of the University as congenial place to live so that they can devote themselves to pursuit of higher learning;
- (ii) To ensure that students coming from different background have an opportunity to live together, imbibe a spirit of co-operation and goodwill and acquire broader societal frame;
- (iii) To provide opportunities for co-curricular and extra-curricular activities for all round development or individual personality and for giving expression to their artistic and creative talent; and
- (iv) To develop in the students the capacity to govern their own affairs.

2. Supervision and Control – Central Committee on Hostels

- (i) The Central Committee shall comprise of the following-

(a) Dean Students' Welfare	-	Chairperson
(b) Three Campus Directors (nominated by the Vice Chancellor)	-	Member
(c) Chief Warden (one-nominated by the Vice-Chancellor)	-	Member
(d) Wardens [two (one shall be women)-nominated by the Vice-Chancellor]	-	Member
(e) Deputy Director/ Assistant Director (Physical Education and Sports) (one-nominated by the Vice-Chancellor)	-	Member
(f) Registrar or his nominee	-	Member
(g) Deputy Director/Deputy Registrar (Admn.)	-	Member-Secretary
- (ii) The functions of the Central Committee on Hostel shall be as follows:-
 - (a) Shall prepare and notify, with proper approval of the Competent Authority, a code of conduct for students admitted in the hostels.
 - (b) Advise University on matters of policy, discipline, maintenance etc. relating to their management.
 - (c) Such other duties as may be assigned by the Vice-Chancellor.
- (iii) The Central Committee shall meet as often as necessary. Meetings shall be convened and presided over by the Dean of Students' Welfare and 50 percent of its members shall form the quorum.

The Dean, Students' Welfare shall submit the decision of the Committee to the Vice-Chancellor.

3. Hostels in Campus:-

- (i) The University shall maintain such Hostels as may be necessary to fulfil the objectives of residence.
- (ii) The students residing in the Hostels shall pay such fee as prescribed by the Central Committee on hostels from time to time.
- (iii) Each hostel shall be under the charge of a Warden. Wardens shall be responsible to Chief Warden for their duties and responsibilities.

4. Supervision and Control – Campus Committee on Hostels

(i) The Committee shall comprise of the following:-

- | | | | |
|-----|------------------------------------------------------------------------|---|-------------|
| (a) | Director of the Campus | - | Chairperson |
| (b) | Chief Warden | - | Member |
| (c) | Wardens | - | Member |
| (d) | Senior most faculty member in Campus | - | Member |
| (e) | One faculty member (Woman)
[Nominated by Director of the Campus] | - | Member |
| (f) | Two students' representatives
[Nominated by Director of the Campus] | - | Member |
| (g) | Assistant Registrar/Section Officer (Admn.) | - | Secretary |

(ii) The functions of the Committee shall be as follows:-

- (a) Management, selection and admission of students to the University Hostels.
 - (b) Supervision of the Hostels.
 - (c) Maintenance of discipline amongst the resident students.
 - (d) Transfer of a student from one Hostel to another.
 - (e) Such other duties as may be assigned by the Director.
- (iii) The Committee may recommend to admonish a student for misconduct, to impose a fine as fixed by the University and/or to remove from the Hostel.
 - (iv) The Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened by the Director of the Campus and four of its members shall form the quorum.

The Director of the Campus shall take appropriate action to settle issues at his/her level for smooth functioning/maintenance of hostels. However, issues related to policy matters and major disputes etc. shall be submitted by the Director to the Member-Secretary of Central Committee on Hostels for necessary action and seeking approval.

5. In any sort of discrepancies or issues with these clauses above, the Vice Chancellor shall have the power to resolve the matters.

ORDINANCE NO. 36

**CURBING THE MENACE OF RAGGING IN UNIVERSITY AND
HIGHER EDUCATION INSTITUTIONS UNDER ITS
JURISDICTION**

(Sections 6 (1) (xxiii), 29 (1) (o) of the Central Sanskrit Universities Act, 2020 read with
Clauses 12 (2) (xxii) & 39 of its First Statutes)

1. Ragging is prohibited and punishable under the UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions (2009)" as issued and amended by the UGC from time to time.
2. The University shall take needful action for curbing the Menace of Ragging in University and Higher Education Institutions under its jurisdiction in line with the UGC Regulations in this regard.
3. There shall be Ragging Committees at University and Campus Levels. The Proctor shall be Chairman of the Ragging Committee at University level and Directors of Campuses shall be Chairman of the Ragging Committee at Campus Level.
4. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

Annexure

Form No. _____



Central Sanskrit University, Delhi

Campus: _____

Guest Form for Accommodation in Hostel

To,

The Warden
Central Sanskrit University,
..... Campus

1. Name of the Guest _____
2. Relation with _____
Hosteller
3. Name & Class of _____
Hosteller
4. Address (Guest) _____

5. Mobile No. (Guest) _____ (Hosteller) _____
6. Purpose of Visit _____

7. Details of Arriving Date _____, Time _____
8. Details of Departure Date _____, Time _____
9. Number of days _____
accommodation
required
10. Total Days and _____
Amount Paid
11. Receipt No. & Date _____
12. Date & Time of _____
Booking Date _____, Time _____

(Name and Signature of Applicant)

Recommendation of
Warden

(Name and Signature of Warden)

Annexure

Application No. _____



Central Sanskrit University, Delhi

Campus: _____

Leave Application for Hosteller

19

To,

The Warden
Central Sanskrit University,
..... Campus

1. Name of the Hosteller _____
2. Reason for Leave _____
3. Permanent Address of Hosteller _____
4. Mobile No. (Hosteller) _____ (Parents/Guardian) _____
5. Details of Departure Date _____, Time _____
6. Details of Arriving Date _____, Time _____
7. Number of days required for Leave _____
8. Date & Time of Application Date _____, Time _____

(Name and Signature of Applicant)

Recommendation of
Warden

(Name and Signature of Warden)