



## **HOSTEL RULES AND REGULATIONS**

### **A. ELIGIBILITY FOR HOSTEL FACILITY**

1. Hostels will be allotted single/double sharing afterward to the students those who have applied for the hostel accommodation on the merit basis. ( Administration reserves the power to increase or decrease the allotment capacity)
2. Hostel shall be allocated only to the out station staying students of full time course.
3. Hostel shall be allotted to all first year students (if opted).
4. Students whose parents reside and work in Lucknow are not eligible for hostel accommodation.
5. The hostel is allocated only for one academic year at a time and resident has **to submit an affidavit (Appendix-1) mentioning all hostel rules and regulation.** At the end of each academic year the hostel is again allotted through a process as mentioned above.
6. For post graduate students hostel facility will be given only in case of availabilities of the rooms.

### **B. ANTI-RAGGING RULES**

1. **Ragging is declared as an unlawful activity by the supreme court of India and the Indian government has banned ragging in any school, faculty or university across the country. Ragging is prohibited in any of the hostels and inside or outside the faculty premises.**
2. **No student shall indulge himself/herself or encourage anyone else to participate or conduct ragging of any other student, either actively or passively.**
3. **An F.I.R. Under the relevant provisions of law shall be filed with police against the guilty student and he/she shall be summarily expelled from the faculty/university.**

### **C. HOSTEL CODE OF CONDUCT**

7. The resident agrees to treat the allotted hostel accommodation as temporary and follow the instructions given by the Warden/resident warden/ care taken and security guards.
8. He/ She shall not allow any unauthorized person/guest in his/her room.
9. He/ She shall abide by the hostel Bye-laws/ norms.
10. He/ She shall abide by the hostel rules to take meals in the hostel mess or as per the office order.
11. He/ She shall follow all the norms and practices adopted by the hostel authorities from time to time for the efficient utilization of resources.
12. He/ She shall accept the present condition of hostel and room allotted to his/her.
13. He/ She shall not indulge in any act of indiscipline during her stay in the hostel.
14. He/ She shall only use the authorized form of redressing any grievances and shall not participate in any form of signature campaign or any other disruptive activities what so ever.
15. He/ She shall regularly participate in all the hostel meetings, committees and other cultural/sports activities.
16. He/ She shall not degrade the hostel environment.
17. He/ She shall not cause any discomfort to fellow residents.
18. He/ She shall not misbehave with any of the hostel authorities or staff serving in the hostel and shall not obstruct them from performing their duties for the smooth functioning of the hostel administration.
19. He/ She shall not indulge in any indiscipline or illegal activities inside & outside the hostel campus during his/her stay in the hostel.
20. As the hostel is allotted to the residents to further his/her academic performance, he/she shall take utmost efforts to improve her academic performance during his/her stay in the hostel.
21. The non-compliance of any of the above clauses of the Hostel Code of Conduct shall lead to the cancellation of hostel admission with immediate effect.
22. Hostellers will be responsible for the safe keeping of their own property. In the event of loss of the personal property of a student due to theft, fire or any other cause, the Faculty/University shall accept no responsibility

## Faculty of Architecture and Planning, AKTU, Lucknow

- and shall not be liable for payment of any compensation. However, a student may be allowed keep a personal computer at his/her own risk provided he/she has declared it to the hostel authority in writing.
23. Each hosteller will have to declare the details of vehicle kept in the Faculty/University premises for personal use and also other expensive equipment which he/she may be keeping in the hostel room.
  24. Improper behavior with fellow students, or harassment of Juniors / Seniors, causing of disturbance to others etc. will be treated as an act of indiscipline.
  25. All hostellers shall respect the rights and privileges of every individual hosteller to express his/her idea, pursue his/her interests and follow the style of life most meaningful to him/her without infringing the code of conduct and within the framework of law. Victimization and harassment of anyone, for any reason, shall be treated as a serious breach of discipline.
  26. No hosteller shall engage in any anti-Faculty/University activity and shall not participate or encourage/compel participating in any sit-in (dharna)/strike or similar other non-academic or unlawful activities.
  27. All games/ sports/ cultural activities must be carried out with restraint and decorum. Such programmes and activities should not be allowed to continue beyond 11 PM.
  28. All games/sports/cultural activities in the Hostel must be with the approval of the concerned Hostel Council and with the full knowledge and approval of the Warden concerned. Programme of all such activities should routinely be sent to the Warden, Proctor and the Secretary to the Director, for information.
  29. Bursting of crackers (except in specified place during Deepawali and other festive occasions), playing of loud music, and splashing colours etc. in the individual rooms, corridors or anywhere inside the Hostel building, is strictly prohibited.
  30. All hostellers shall be required to vacate the hostel rooms during summer vacation and whenever required by the Faculty/University for repairs, maintenance, disinfection or inspection.
  31. A hosteller may be allowed to keep and use a small room cooler for 6 summer months in one year subject to the condition that he/she declares the possession of the said gadget and a prior written permission obtained from the hostel warden. Additional charges of Rs. 1,200/- per year will be levied from such hostellers.
  32. Engaging personal attendants and keeping pets by a student in the Hostel are not permitted.
  33. Acquaintances/Relatives/Friends etc. of the opposite sex will not be permitted to visit individual rooms or stay in a hostel.
  34. All two wheelers vehicles must be parked I kept outside the hostel building.
  35. Ragging is prohibited inside or outside the hostel and Faculty/University premises. Strict action will be taken against the guilty.

### D. ATTENDANCE AND LEAVE RULES

1. The residents should be back in their respective hostels latest by **8:00 p.m. (for Girls Hostel)/10:00 p.m. (for Boys Hostel)**. No resident would be allowed to go out of hostel premises after **7:45 p.m. (for Girls Hostel) / 09:45 p.m. (for boys Hostel)**. Attendance will be at **8:00 p.m. (for Girls Hostel)/10:00 p.m. (for boys Hostel)** sharp.
2. Attendance is mandatory for all resident students. Failing to do so, disciplinary action would be taken against them.
3. A resident staying in the department beyond normal time should submit written permission from the Warden.
4. Resident may be allowed to stay out late twice in a month after seeking prior permission of the Warden 24 hours in advance and must be back by **10.00 p.m.**
5. Residents may be granted leave on weekends and on holidays. Leave Performa duly filled should be submitted 24 hours in advance, endorsing full address of the place to be visited and contact number.
6. Permission for the night stay will be granted only for places where the resident is authorized by the parents/local guardians. Students/Persons staying in hostels shall not be accepted as a Local Guardians of other student residing in the hostels. Residents will not be allowed to go for night-out to other hostels in Lucknow. Absence from the Hostel without permission or for the stay to unauthorized destination will be treated as violation of hostel rules and will result in the cancellation of hostel seat with immediate effect.
7. In case of academic excursion/ field work the residents must get their leave applications duly forwarded by the Head of Department and submit the same to the hostel office before proceeding on leave.

## Faculty of Architecture and Planning, AKTU, Lucknow

8. Those already on leave can extend their leave through proper intimation.
9. Residents remaining absent for more than 15 days, without intimation/permission will be liable to disciplinary action including cancellation of admission. The hostel authorities can get her room vacated as per procedure and allot it to another student. In such case, the luggage of the resident would be handed after they clears their dues.
10. Repeated long absence from the hostel, even with prior permission to the authorities, is liable for disciplinary action.
11. Residents should intimate to the Hostel Office immediately if there is any change in address & contact number of Parents or Local Guardians.

### E. BYE-LAWS OF HOSTEL

1. Silence hours have to be observed from 10 p.m. to 6 a.m.
2. Residents desirous of consulting their warden about their day to day problems can do so at the time specified by the wardens.
3. Residents are required to bring their own bedding and other items of personal use.
4. No resident shall shift from the allotted room to another room without permission. No furniture should be shifted from one room to another.
5. No relative /friends/seniors are allowed to stay with the residents of the hostel.
6. Any resident damaging the hostel property in any manner shall pay the full cost, including the installation charges, if any. In addition, she would also be liable to be fined.
7. Cooking inside the hostel rooms is strictly forbidden. Use of any electrical gadgets, like
8. Refrigerators, Heater, Immersion Heater, Kettle, TV and VCD etc. is also prohibited. Any forbidden gadget, found in a hostel room, shall be confiscated and a fine of Rs. 500 may be imposed on the owner for the first violation, Rs.1000 for the second and expulsion, thereafter
9. Residents shall maintain hygiene and keep their rooms/wash rooms and hostel premises neat and clean. Hostel Rooms will be inspected/checked by hostel authorities at any time.
10. Residents are expected to come to Dining Hall, Common Room, Visitors' Room, Reading room and Office properly attired, failing which they shall be liable for disciplinary action.
11. No items from places of common use like newspapers and magazines and common room items shall be taken to rooms. A default in this regard may attract a fine of Rs.100 per item.
12. The residents are responsible for the safety of their valuable belongings. There is no liability on the hostel staff for the loss of money, jewelry or any other item from their rooms or from any other premises of the Hostel.
13. Residents are not allowed to hand over the keys of their rooms to any person other than the hostel authorities.
14. No resident shall open her room by breaking the hostel lock or window pane etc. Such actions shall be liable for fine/expulsion from the hostel.
15. Residents shall abide by all the rules and instructions given in the Hostel Guidelines and those that are notified by hostel/University administration from time to time on the Notice Board of the Hostels. They are not to plead ignorance of the same.

#### Note:

**The hostel /Institute authorities shall have no liability towards the hostel residents when she is outside the hostel campus. If the hostel resident fails to report at attendance without duly informing the authorities/leaves the hostel premises without prior permission or information, in such eventualities the hostel authorities shall not be held responsible. They will at best inform the local guardian duly appointed by the parents of the resident for any further action.**

**Chewing of Pan or Pan – Masala and spiting it, Smoking and, consumption of alcoholic drinks is strictly prohibited in the hostel and anywhere in the Faculty premises.**

### F. MESS RULES

1. All residents are required to take meals in the Hostel Dining Hall.
2. Food shall not be taken out of the Dining Hall. Only sick residents may be allowed by the Warden/Care Taker to have light meals in their rooms on the written advice of the doctor.

## Faculty of Architecture and Planning, AKTU, Lucknow

3. Carrying of mess articles/plates to the rooms and common places is strictly prohibited.
4. Roommates are not allowed to take food on behalf of absentees.
5. Residents are not allowed to cook in the kitchen of the Mess.
6. All the residents should deposit their Mess bill till 5<sup>th</sup> of every month.
7. Mess is compulsory for all the residents. Strict action shall be taken against the defaulters.
8. Dining Hall timings shall be fixed as notified from time to time. All residents shall adhere to these timings.

### G. DISCIPLINARY ACTION

The resident is liable for disciplinary action for:

1. Violation or non-compliance for the Hostel Code of Conduct
2. Violation of any of the rules given in the Hostel Guideline
3. For any other reason deemed sufficient for taking a disciplinary action
4. The disciplinary action shall depend upon the nature and gravity of the offence of the resident and shall include any one or any combination of the following:
  - i. Warning
  - ii. Intimation to the parents/guardian/ Head of the Department / supervisor
  - iii. Imposition of fine
  - iv. Double-locking the room
  - v. Cancellation of the allotment of the hostel room
  - vi. Recommendation for the non-issuance or de-recognition of degrees
  - vii. Any other disciplinary action deemed fit by the Hostel/ College Authorities.
  - viii. Notwithstanding any of the punishment mentioned above the College authorities reserve the right to expel students in case their conduct is found to be of a grave nature.

**AFFIDAVIT BY THE STUDENT FOR STAYING IN HOSTEL**

**(To be submitted in an Affidavit form on Rs.10/- non- judicial stamp paper at the time of admission)**

I, ..... (full name of student with admission/registration/enrolment number) s/o - d/o  
Mr./Mrs./Ms \_\_\_\_\_

have been admitted to Faculty of Architecture and Planning, AKTU, Lucknow and I am aware of the  
hostel rules and regulations.

1) I hereby undertake that:

- a) I will abide by the rules and regulations of the hostel.
- b) I will not indulge in any behavior or act that may come under the definition of ragging.
- c) I will not participate in or abet or propagate ragging in any form.
- d) I will not hurt anyone physically or psychologically or cause any other harm.

2) I hereby agree that if found guilty of any aspect, I may be punished as per the provision of the  
hostel rules and regulations (Section G) or as per law in force.

3) I hereby confirm that I have not been expelled or debarred from admission by any institution/  
hostel in the country on account of being found guilty of abetting, of 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

**Signature of parents**  
Name