

**Pandit Neki Ram Sharma Govt. College, Rohtak**  
**HOSTEL ADMINISTRATION**

		<b>Mobile</b>	<b>Office</b>
Principal	Dr. Lokesh Balhara	7027278432	01262-281965
Chief Warden	Dr. Amit Sehgal	9812535487	

**Aravali Boys Hostel No. - 1**

Dr. Manoj Hooda	Warden	7207200740
Sh. Sandeep Dahiya	Hostel Supdt./Clerk	9671981292

**Himalayan Boys Hostel No. 2**

Dr. Jasbir Hooda	Warden	8685846903
Sh. Aman	Hostel Supdt./Clerk	8059774693

**Shivalik Girls Hostel**

Dr. Anita Malik	Warden	9254166694
Ms. Sunita Rana	Hostel Supdt./Clerk	7988463892

**Hostel Advisory Committee**

Dr. Satbir	9416210934
Dr. Anil Grover	9416478939
Dr. Anil Khatkar	9416185243
Dr. Urmil Sabharwal	7988664918
Dr. Manisha Hooda	9416486072

**HOSTEL & NUMBER OF SEATS**

<b>Sr. No.</b>	<b>Name of Hostel</b>	<b>No. of Seats Approx</b>
BH-I	Aravali	200*
BH-II	Himalaya	200*
GH-III	Shivalik Girls	180*

\*Seats may be filled by first year students according to seats vacated by final year students. Seats may vary as per need of students.

## **RULES FOR RESIDENT STUDENTS OF PANDIT NEKI RAM SHARMA GOVERNMENT COLLEGE HOSTEL**

1. All rights of admission to the Pandit Neki Ram Sharma Government College Hostel are reserved with Principal.
2. The students will be admitted to the hostels for one Academic Session in the beginning of the Session and each hosteller must have hostel Identity Card issued by office.
3. Admission to the hostel will purely be on merit as well as on distance basis as per the reservation policy of the government. The base of the merit will be the same as is adopted for admission to the various academic courses.
4. Residents will have to vacate the hostel rooms within 24 hours of the termination of his/her theory papers/examinations (Generally in May/June of every year). They will have to hand over complete charge of their respective rooms to the clerk of their hostel. No student will be allowed to keep luggage in almirah/rooms of the hostel after the termination of examinations. A fine of Rs. 100/- per day shall be charged for overstay alongwith disciplinary action against the defaulter.
5. The DMC's of all previous semesters are to be attached with Hostel Admission form for 2nd and 3rd year course student. Re-appear cases will not be given admission in the hostel.
6. Room security fees will be refundable upto one year after leaving the hostel. After one year from leaving hostel room security will lapse. Mess service charges has to be deposited annually and non-refundable.
7. In case, a hosteller does not maintain 75% attendance monthly in classes, their hostel admission will be cancelled.
8. The students whose parents are residing in the Municipal Area of Rohtak are not entitled for the hostel admission, If any student is found with wrong address in the form, then he/she will be expelled from the hostel.
9. The residents permitting or abetting unauthorised occupation in the rooms/seats shall be liable to (a) expulsion from the hostel (b) forfeiture of security and (c) a fine of Rs. 5000/-
10. Residents should have hostel kit and be properly dressed



while going to the Common Room, Dining Room or Hostel Office. The dress shall be :

- a) Kurta & Pyjamas.
  - b) Shirt / Half Shirt / T-Shirt and Trousers / Pyjama.
  - c) Bathroom slippers not allowed in mess.
11. Residents should not keep cash or jewellery or other valuable items in their rooms. The responsibility of safety of the belongings will be entirely that of the resident. Residents are advised to use a strong and reliable lock.
  12. Every resident shall be responsible for the safety of the furniture given to him/her. Furniture is not to be replaced from one room to another.
  13. Residents are expected to keep their surroundings neat and clean and make proper use of dustbins/flush.
  14. No loud music is allowed in the hostel premises.
  15. Strict disciplinary action including expulsion from the hostel/ College will be taken against a resident who misbehaves with the hostel staff and mess workers.
  16. Gambling and use of intoxicants in the hostel premises (including rooms) are strictly prohibited. Residents found guilty of any lapse in this regard will be liable to a fine of Rs. 5000/- and expulsion from the hostel.
  17. a) Any residents found in possession of weapons shall be liable to a fine of Rs. 5000/- and expulsion from the hostel immediately and the matter shall be reported to the police.  
b) All rooms almirahs and belongings are open for inspection by the Principal / Warden(s)/Clerk/supervisor at any time.  
c) Weekly inspection for cleanliness will be carried out and fine Rs. 200/- will be imposed as penalty on defaulters.
  18. a) Any student opening a room by breaking the lock or windowpane etc. shall be liable to a fine upto Rs. 1000/-  
b) Acts of indiscipline shall be severally dealt with.
  19. Before leaving the hostel, every resident shall obtain clearance from the Warden and personally hand over the charge of the room and hostel property to the clerk of the hostel. The resident shall be fully responsible for any damage/loss of property. Repair charges for any damage to the furniture shall have to be paid by the resident alongwith a penalty of Rs.2000/

- for not handing over the charge.

20. If any resident wants to make any representation to the Principal he should have to submit through proper channel via Hostel Clerk and the Warden/ Chief Warden.
21. The Hostel Advisory body may expel any boarder, at any time, if, they are not satisfied with his/her conduct.
22. If a resident has been punished twice for any kind of loss of property or act of indiscipline he/she will be immediately expelled from the hostel and their mess security will be forfeited.
23. **Previous year defaulters will not be admitted in next session.**
24. Previous year reappear students will not be admitted to any hostel.

#### **Rules For Hostellers-Do's & Don'ts**

Students will be admitted to the hostel for one academic session in the beginning of the session. Admissions shall be sought afresh in every academic session and the residents will conform to the following:-

- a) Receipt of admission form duly signed by the parents/guardian of the resident and has to be submitted to the hostel.
- b) Satisfaction of the Hostel authority regarding proper conduct and regular payment of dues of hostel, mess. **The mess dues defaulters of previous session shall not be admitted in the hostels.**
- c) The candidates selected for admission in the hostel are required to submit an undertaking that they will not handover their rooms to anybody else and vacate the hostel within 24 hours after the completion of theory examinations.

#### **Don'ts**

- i) No Students' party will be allowed in the hostel premises.
- ii) No damage should be done to hostel property.
- iii) Mutual shifting of rooms is allowed in a special case with the permission of Warden/Principal.
- iv) Ragging is strictly prohibited. In case of violation, expulsion from the hostel as well as legal case may be filed against the accused.
- v) No students will be allowed for coaching classes during



- college time, otherwise he/she will be expelled from the hostel.
- vi) The hostel advisory committee may expel any hosteller at any time, if they are not satisfied with his/her conduct.
  - vii) Involvement in political activities and holding of demonstration in the hostel premises is not allowed. Strict disciplinary action will be taken against him/her.
  - viii) **SMOKING IS PROHIBITED. IN CASE ANYONE FOUND SMOKING, A FINE OF RS. 1000/- WILL BE IMPOSED.**  
In case of repeated violation, Rs. 1000/- fine and expulsion from the hostel.
  - ix) **USE OF ALCOHOL IS STRICTLY PROHIBITED. ANY VIOLATOR IS TO BE FINED OF RS. 5000/- AND EXPULSION FROM THE HOSTEL AS WELL AS FROM THE COLLEGE AND HOSTEL SECURITY WILL BE FORFEITED.**
  - x) **INDULGENCE IN POLITICAL ACTIVITIES AND HOLDING OF DEMONSTRATION IN THE HOSTEL-PREMISES IS NOT ALLOWED. STRICT DISCIPLINARY ACTION, INCLUDING CANCELLATION OF ADMISSION IN HOSTEL AS WELL AS IN THE COLLEGE, WOULD BE TAKEN FOR VIOLATION.**
  - xi) The residents are required to keep the hostel I.D. card with them all the time otherwise they will be treated as outsiders.

#### **IN CASE OF**

Any damage to hostel property, the estimated amount will be recovered from the persons/residents involved in the incident.

Any clash, assault on co-resident will be seriously dealt in terms of rustication from the College apart from the legal action against such residents.

No outsider is allowed to enter the hostel without the permission of warden concerned.

If any such outsider is found with any resident during the checking, the admission of such resident will be cancelled immediately and his/her parents would be apprised about the activities of such student.

#### **HOSTEL MESS AND RULES FOR ITS STAFF:-**

- The hostel mess is run by a co-operative committee comprising the residents who are responsible for making all purchases as per rules, deciding the menu as well assuring

a dress code and discipline in the mess.

- Outsiders/non-resident students are not allowed to take meals in the mess without the permission of warden
- If any member of the hostel staff dealing with mess transaction is found in possession of cash illegally, appropriate disciplinary action will be taken against him.
- A proper mess-account is to be maintained by the hostel staff under the supervision of the warden with the help of Hostel Clerk every year.
- Cash-book of the hostel-mess is to be maintained by the Mess-Supervisor and entry of receipts and payments be made on daily basis.

#### **MESS RULES FOR HOSTELLERS**

- i) Mess charges will be paid within 10 days after displayed the diet chart of each month. After this date a fine of Rs. 50/- per day will be charged for next 10 days and Rs 100/- per day will be charged till the end of month. The residents will not be allowed to take meals thereafter. The fine for delay pertaining to hostel dues will also be charged on the same pattern as mess dues.
- ii) If the total amount of mess and canteen dues from a resident exceeds the security on the 20<sup>th</sup> of each month, he/she will not be eligible for mess services from 21<sup>st</sup>.

The Principal may expel a resident from the hostel, if any kinds of dues to be paid by him remaining unpaid for two consecutive months on the recommendation of hostel warden.

All residents are required to clear their Hostel, Mess and other dues and obtain a No Dues Certificate before they take their examination, roll numbers and again all their dues must be cleared before they vacate the hostel. College authority will have the right to vacate Hostel when they feel that the hostel is not safe for hostellers.

**Mess-dues defaulters shall be blacklisted for admissions in the college hostels.**

#### **MESS TIMINGS**

- Breakfast 8.00 a.m. to 9.00 a.m.
- Lunch 12.30 p.m. to 2.00 p.m.
- Dinner 7.30 p.m. to 9.00 p.m.



- Meals will not be served before/after the fixed hours.
- All residents are supposed to take their meals in the Dining Hall only and not in their rooms.
- Cooking in the rooms is strictly prohibited.
- In case of illness, the name of such hosteller will be registered with the Supervisor who with the approval of the Warden, can get special food (Khichri etc.). Information for special food has to be given six hours in advance.
- For the meals, missed by a resident, without prior information, no rebate will be allowed. It will be the moral obligation of the residents to inform the Supervisor beforehand, if they do not want to take meal at a particular time, so as to avoid the wastage of food and resources. A register for this purpose will be available with the supervisor wherein the residents should enter the information about missing the meals.
- The entry of the residents in the hostel-kitchen is strictly prohibited.
- All complaints requiring immediate attention of the Warden should be made in writing through a member of Mess-Committee.
- A resident of hostel cannot take his meals as a guest of another resident in the same hostel. Guest-diets will not exceed 10 diets during a month.
- Any resident eating in hostel mess even for one day will be charged for full month. Mess diet charges will be compulsory whether the hostllers take meal or not.

**Allotment :**

26. a) Rooms will be allotted by the Warden, according to the rules laid down by the hostel advisory committee appointed by Principal.
- b) Junior students shall be put in the dormitories.
- c) Cubical room can be allotted to a single person whereas dormitory will not be allotted to a single person.
- d) A resident cannot shift from his/her allotted room without the permission of the Warden.
- e) Residents shall be in their rooms during night time and will not move to other rooms for sleeping without the

permission of the Warden.

- f) In case the possession of the rooms is not taken within a period of 7 days, the admission will be cancelled and fee will not be refunded in any case.
- g) Hostel admission committee will conduct interview of students to be admitted in hostel in the every session.
- h) Particulars of student must be pasted on doors of their respective rooms.
- i) No vehicle other than bicycle is permitted inside the hostel premises.

#### **Visitors and Guests :**

- 27. a) Male visitors shall see residents of the Girl's hostel only in the Visitor's-Room, during specific hours mentioned for this purpose.
- b) Female visitors shall not visit the residents of Boys hostel in their rooms can visit them in the Guest room during specific hours mentioned for this purpose.
- c) No visitor, in any case, shall be allowed to see the female residents after 7.00 p.m.
- d) Guests are not permitted to stay overnight in any of the hostels. However, a female guest in a special situation may be accommodated by the residents for a maximum period of 2 days with prior permission of the Warden, By providing their names, are entered in the Guest Register with Chowkidar/Attendant in Girls Hostel.
- e) No male visitors except from the approved list of visitors shall be allowed to visit the girl students even during visiting hours.

#### **Attendance and Leave :**

##### **General**

- 28. a) All residents shall under all circumstances, inform the Warden about their absence from the hostel. They shall sign the register maintained for the purpose at the hostel gate.
- b) The names of the residents absenting themselves without permission for more than seven days may be struck off the rolls and possession of their rooms will be taken by the Warden.



### **For Boys Hostel**

29. a) Gates of the Boys Hostel will be closed at 9.00 p.m. and opened at 5.00 a.m.
- b) All residents entering the hostel between 9.00 p.m. to 10:00 p.m. are to make due entries in the register maintained (for late arrivals) by the chowkidar of the hostel. No entry after 10:00 p.m. is allowed.
- c) Disciplinary action will be taken against the defaulters.

### **Food**

30. a) Facilities of co-operative mess are provided in the hostel. The membership of co-operative mess is compulsory for every resident. Every member will have to give undertaking that he will shoulder the responsibilities and observe the rules of co-operative mess.
- b) All residents shall have to take food in the hostel mess only.

### **Electricity**

31. a) Residents are not allowed to use more than one electric Bulb/Tube. They must switch off the light while going out of the rooms or to sleep, failing which a fine of Rs. 100/- will be imposed.
- b) A resident is not allowed to use in his room electrical appliances such as electric heaters, rods, iron any kind of speaker etc. In case a resident is found in possession of any electric appliance, the appliance may be confiscated and he will be fined up to a minimum of Rs. 1000/- per appliance. In case a resident repeat this act the amount of the fine Payable will also be increased accordingly.
- c) The residents are allowed to use desert coolers during summer by paying of Rs. 650/- per month in advance (up to 10th of each month for which cooler is to be used). A fine of Rs. 1000/- will be charged if any resident is found using cooler without permission and necessary payment.

### **32. Hostel Charges at the time of admission for annually**

i) Room Security (Refundable)	250
ii) Accomodation Charges (Room Rent)	600
iii) Electricity Charges & water charges	5000

iv) HCF	4000
v) Mess Security (Refundable)	4000
vi) Utensils & Furniture	750
vi) Service Charges	450
<b>Total</b>	<u>15050</u>

### **MESS SERVANT CHARGES**

- i) Rs. 775/- Per month, Per Student, will be charged.
- ii) Mess servant charges are non refundable and to be paid in advance at time of admission in Hostel for 10 months.
- iii) Students will pay mess diet charges every month.
- iv) If the student left the hostel after exam before 15th of the month charges will be charged only 15 days and after 15th of the month full charge will be charged.

**Note :** (i) Fee will be deposited through challan issued by the hostel in favour of IDBI Bank situated in front of college, hostel copy to be submitted in hostel concerned only thereafter the admission will be confirmed.

(ii) Hostel Cumulative Fund (HCF) of Rs. 4000/- will be spent to engage the employees like sweeper, watchman, mali & labour or any maintenance and purchase of requirement of the hostel items.

### **33. Room and Mess Security :**

The mess security shall be refunded in the same manner as the Hostel Security is refunded.

### **Responsibilities**

34. Living in hostel pre-supposes a high degree of integrity and a conscientiousness as member of community. It entails moral responsibility on a resident to :
  - i) See that no damage should be done to hostel property.
  - ii) Make every effort for peaceful co-existence and maintaining the discipline and decorum.
  - iii) Observe all hostel rules meticulously in letter and spirit.
  - iv) Mutual shifting is not allowed without the permission of Warden.
35. Any other notice/notification from time to time by Warden will be binding on the residents.



### **36. Hostel Rules and Guidelines in Government Colleges from Director General Higher Education.**

In continuation of letter No. 18/20-2000 C-III (3) dated 02-06-2014 the further amendments/Guidelines has been made in hostel Rules are as under :-

1. Ragging and strike are strictly prohibited. If any hostel inmates are found to be involved in ragging or strike, he/she will be expelled from hosted without notice.
2. Hostellers are not allowed to keep with them iron, electric kettle, any type of drugs or alcohol, vulgar literature.
3. Hostel warden may visit their rooms any time with members of hostel management and search cupboards and rooms. In case of doubt warning notice will be issued to the Roommates/particulars hosteller and hosteller will be expelled from the hostel if that doubt is proved by hostel committee and in such case that room will be allotted to the students in waiting list.
4. Night pass for staying outside the hostel, will be issued to all hostellers and they will have to get it signed from the local guardian or parents with whom they will stay for the night. Night stay with local guardian will be allowed only with the prior permission from the parent by Hostel Clerk / Warden telephone calling.
5. All the hostellers will have to pay full dues of mess for full month despite the fact whether they eat or not in the hostel mess. This rule will be implemented on all hostellers for full session except the end of semester's exam.
6. Parents must contact the Principal or Warden for taking permission of any type of leave of their ward from hostel.
7. Parents/Local Guardian/visitors mentioned in the admission form must put their signature in the hostel register at the hostel gate and see their wards after seeking permission from hostel clerk on the day of visiting.
8. All hostellers will have to report to the hostel clerk at a fixed time every day. No hosteller is allowed to go out of college campus without prior permission of the principal warden. In

- case of disobedience the hosteller will be issued warning with message to parents and strict action will be taken by the hostel committee. No relaxation will be given in any case.
9. In case of the health problems, Warden/Hostel Clerk/Care taker will accompany the sick hosteller to doctor. The sick hosteller will pay for the doctor's fees and medicines. However, first aid will be provided by the college free of cost.
  10. In case of Girls Hostel, only mothers are allowed for short visit to their daughter's room with the prior permission of hostel clerk.
  11. All hostellers are advised to live in the hostel with fraternity, decorum and discipline. Nobody is allowed to disturb other hostel inmates. In case of any complaint from hostel clerk for other hostellers, strict action will be taken. No hostel inmate will engage in any type of quarrel or exchange of vulgar or abusive language if any hosteller found guilty of the above, stern action will be taken against them.
  12. If any hostellers have any type of inconvenience or lack of facilities in the hostel, they may request in the writing to the hostel clerk. The hostel committee will look into the matter and find solution as soon as possible.
  13. No hosteller is allowed to keep with them the costly or any type of precious thing.
  14. In case of emergency, parents must reach on the call of the hostel warden/principal, otherwise college will not be responsible.
  15. The above guidelines may be changed and modified from time to time as decided by the hostel committee for the welfare of hostellers.
  16. In case any students left the hostel, funds except the govt. receipts will be refunded proportionately with the condition that the same room has been allotted to the another students.



## छात्राओं के लिए छात्रावास सम्बन्धी महत्त्वपूर्ण नियम

1. छात्रावास में प्रवेश हेतु अलग से फॉर्म भरना होगा, जोकि छात्रावास के कार्यालय से उपलब्ध होगा। इसे छात्रावास कार्यालय में जमा करवाना होगा।
2. छात्रावास में प्रवेश मिल जाने पर छात्रा के माता-पिता/अभिभावक को प्राचार्य के समक्ष अपने सम्बन्धियों, सगे भाई एवम् स्थानीय अभिभावक (अधिकतम चार) की सूची उनके फोटो सहित प्रस्तुत कर फॉर्म भरकर देना होगा और केवल वे ही (जिनका नाम व फोटो फॉर्म में होगा), निर्धारित दिन व समय पर छात्रा को मिल सकते हैं। एक स्थानीय अभिभावक आवश्यक है। सम्बन्धियों को कॉलेज की तरफ से पहचान पत्र दिया जाएगा।
3. छात्रावास की फीस योग्यता सूची घोषित होने के बाद निर्धारित तिथि तक जमा करवाना अनिवार्य है
4. छात्रावास अधीक्षिका की अनुमति से केवल रविवार को छात्रा सुबह 9 से सायं 5 बजे (रात्रि ठहराव नहीं) तक स्थानीय अभिभावक के आवास पर मिलने जा सकती है, यदि वह स्थानीय अभिभावक किसी विशेष कारण से स्वयं लेने आयेगा। यदि माता-पिता तथा अभिभावक आवश्यक कार्यवश छात्रा को बाहर ले जाना चाहेंगे तो छात्रावास अधीक्षिका की औचित्य सहित विशेष अनुशंसा तथा प्राचार्य की अनुमति लेनी होगी।
5. छात्राएँ एक मास में केवल एक बार ही सप्ताह के अंत में छुट्टी पर घर जा सकती हैं। कार्यदिवस पर घर रहने की अनुमति नहीं होगी। अनुपस्थित छात्रा को 25 रूपये प्रतिदिन के हिसाब से जुर्माना देना होगा। यह गलती दोबारा होने पर उसे छात्रावास से निकाल दिया जाएगा।
6. भेंटकर्ता छात्रावास में निर्धारित दिन रविवार को केवल सुबह 9 से सायं 5 बजे बुधवार को सायं 2 से 5 बजे तक परिचय पत्र के साथ ही मिल सकते हैं। अन्य दिनों में उन्हें अनुमति नहीं दी जायेगी।
7. विवाहिता तथा वाग्दत्ता (जिसकी सगाई हो चुकी है) छात्राओं को छात्रावास में स्थान नहीं मिल सकेगा। अभिभावकों को छात्रा की सगाई न होने का प्रमाण-पत्र देना होगा।
8. संक्रामक बीमारी वाली छात्रा को छात्रावास में प्रवेश नहीं दिया जायेगा। छात्रा को सरकारी अस्पताल का **Medical Certificate** लाना अनिवार्य है। सर्टिफिकेट झूठा होने की स्थिति में उसे छात्रावास से निष्कासित कर दिया जाएगा।

9. यदि छात्रा की सत्र के मध्य में सगाई/विवाह हो जाता है तो उसे छात्रावास को छोड़ना पड़ेगा।
10. अनुत्तीर्ण छात्राओं को छात्रावास में प्रवेश नहीं दिया जायेगा।
11. यदि छात्रा का व्यवहार असन्तोषजनक हुआ अथवा उसने अनुशासन भंग किया तो उसे प्राचार्या की ओर से विशेष दण्ड दिया जायेगा। अवाञ्छित व्यवहार वाली छात्रा को छात्रावास से निकाल दिया जायेगा।
12. प्राचार्य की अनुमति के बिना महाविद्यालय स्तरीय परीक्षा/टैस्ट में न बैठने वाली छात्रा छात्रावास में रहने की अधिकारिणी नहीं होगी।
13. छात्रावास में रहने वाली छात्राओं को ट्यूशन के लिए बाहर जाने की अनुमति वार्डन से लेनी होगी।
14. छात्रावास की प्रत्येक छात्रा के लिए दो पर्दे, दो बैड कवर, मग, बाल्टी, गिलास व चम्मच लाना अनिवार्य है। एक मेज, कुर्सी, चारपाई, प्रत्येक छात्रा को दी जायेगी।
15. यदि कोई छात्रा सत्र के मध्य में छात्रावास छोड़ना चाहे तो उसे एक महीने की अग्रिम सूचना लिखित रूप में अथवा एक महीने की मैस फीस देनी अनिवार्य होगी।
16. छात्रावास में गैस सिलेण्डर, मोबाईल तथा बिजली का कोई उपकरण (ट्रांजिस्टर, हीटर, इलैक्ट्रिक रॉड, प्रैस आदि) रखना वर्जित है। अचानक निरीक्षण के समय ऐसे उपकरण मिलने पर जुर्माना किया जायेगा तथा उपर्युक्त सामान पर अधिकार कर लिया जायेगा।
17. छात्राओं को अपने पास कीमती जेवर तथा आवश्यकता से अधिक नकदी नहीं रखनी होगी।
18. कार्यदिवस के समय छात्रा कालेज प्रांगण से बाहर अधीक्षिका की अनुमति के बिना नहीं जा सकती। अन्यथा उस पर अनुशासनात्मक कार्यवाही की जायेगी।
19. होस्टल में सायं को Entry करने का समय: सर्दियों में 5.00 p.m. बजे। गर्मी में 6.00 p.m. बजे।
20. होस्टल में सायं को 6.30 p.m. बजे सभी छात्राओं की Attendance ली जायेगी।
21. सत्र के मध्य में Mess Diet Off नहीं होगी।