



HOSTEL LIFE POLICY

1. This document applies to all the students residing in the hostels at JK LakshmiPat University, and everyone expected to familiarize and abide by all the rules and regulations mentioned in the document.
2. JKLU as a truly student driven the policies in these documents are framed as per the suggestions received from the “Student Council of JKLU” and subsequent approval from the competent authority. The given policies are designed for the best interest of the students and subject to change as per requirement by the competent authority of the University.

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I. INTRODUCTION TO HOSTEL FACILITIES

JK Lakshmipat University welcomes its students to lush green campus with all modern amenities with dynamic learning environment, which offers comprehensive hostel facilities for boys and girls separately.

The Hostel Life Policy is dedicated to creating a safe, comfortable and vibrant residential experience for students on campus. Students are expected to familiarize themselves and abide by this policy during their stay in the JKLU campus. Any violation of this policy will result in a disciplinary action as decided by the appropriate University Committee.

This policy document as drafted and approved by Student Council of JKLU and as we grow and develops, all policies may be reviewed, revised and updated time to time.

JKLU offers best of infrastructure resources, facilities and amenities at the respective rooms, hostels and on campus for a comfortable stay and use the campus life for their overall growth development.

In Room Facilities-

At JK Lakshmipat University we understand that having a comfortable and conducive environment is essential for effective learning. That's why our rooms are thoughtfully designed to cater to your academic and personal needs.

There are fully furnished double/Triple occupancy rooms that come in two options: AC and non-AC. We've carefully thought of every detail and provided the following essential items to ensure your stay is as convenient as possible:

- **Sleeping Arrangements:** Each room features cozy beds with comfortable mattresses to ensure a good night's sleep.
- **Study Area:** Study tables and chairs to help you focus on your academics.
- **Shelf Space:** Bookshelves to help you store your study materials and personal items.
- **Storage Space:** Almirahs with keys to keep your belongings safe and organized.
- **Side Table:** For additional storage space and convenience.
- **Cooling:** Two fan to keep you cool on hot days.
- **Air Conditioning:** An AC unit with a remote for those who opt for AC rooms.
- **Lighting:** Two tube lights to ensure optimal lighting for studying.
- **Waste Disposal:** A dustbin in each room for easy waste disposal.

In conclusion, we believe that our hostel facilities will provide students with a comfortable environment for effective learning and personal growth. We invite students to experience the best of hostel life at our university hostels.

In Hostel Facilities

- Our hostel offers a spacious and fully furnished common room that is perfect for socializing and relaxation. The common room has following facilities:
 - It is equipped with comfortable seating arrangements where you can lounge and hang out with your friends.
 - You can also enjoy your favorite TV shows or movies with our TV facility that is available.
 - For those who prefer indoor games, we have table tennis and carrom boards available.
 - We also provide a pantry facility with essential amenities like an induction stove, microwave, and kettle, so you can prepare your own snacks and drinks at any time.
 - The common room is open 24/7, so you can use it whenever you need a break from your studies or just want to relax with your fellow residents.
- We understand that climbing stairs can be tiring, especially if students are carrying heavy bags or groceries. To make your life easier, our hostel is equipped with lift facilities that allow you to easily and quickly reach your floor.
- We provide a fully Wi-Fi-enabled hostel so that students can stay connected with the world anytime, anywhere.
- In case of an emergency, a first-aid kit is available at the hostel.
- To ensure that students have access to clean drinking water, we have installed water coolers with RO systems at alternate floors.
- We understand that accessibility to washrooms is crucial. That's why washrooms are easily accessible at each floor, located on both sides of the floor for student's convenience.
- We offer free AC servicing facilities for all AC rooms in our hostel. This means that you can get your AC unit serviced and maintained without any additional cost or fees.
- Student's safety and security are our top priority. Therefore, we have a security guard available 24/7 at the main gate of the hostel. Additionally, we have placed fire extinguishers on every floor of the hostel to ensure the safety of our students in case of any fire hazards.

- Each floor of the hostel is equipped with CCTV cameras on both sides, ensuring a safe and secure environment for all residents.

On-Campus Facilities

Our campus offers a range of on-campus facilities to support the academic and personal needs of our students. These facilities are designed to create a safe and nurturing environment that fosters student growth and development. The following are the on-campus facilities available for students to access:

- **Size:** The campus spans over 30 acres in size. It provides ample space for academic buildings, student housing, and various facilities such as sports fields and recreational areas.
- **Sports Ground:** The campus features outdoor sports facilities such as basketball, football, cricket, badminton, kabaddi, racing, and volleyball: These facilities provide students with opportunities to engage in physical activities and promote a healthy lifestyle.
- **Mess:** The mess provides a wide range of high-quality and diverse food options. The mess is an important aspect of campus life and serves as a place for students to gather and socialize. The quality and diversity of food options help to ensure that students can find meals that fit their preferences and dietary needs.
- **Health Center:** Nurse is available around the clock to assist with any health concerns, and a visiting doctor is available in evening hour each day. The medical store provides students with access to essential medications and supplies. There are dedicated ambulance with driver is available to meet any medical emergency 24 X7.
- **Activity Center:** The activity center provides students with opportunities to engage in various recreational activities. The gym provides space and equipment for students to exercise, while the music and dance rooms allow students to pursue their artistic interests.
- **Yoga Center:** The yoga center provides students with a dedicated space to practice yoga and meditation. These activities can help promote physical and mental well-being.
- **Cafeteria:** The presence of a cafeteria on-campus helps to provide students with access to food and snacks. This can be particularly important for students who have busy schedules or limited access to other food options.

- **Confectionary Store:** The confectionery store provides students with access to essential items such as fresh fruits and vegetables. This can be particularly important for students who may not have easy access to off-campus stores or markets.
- **Library:** The library provides students with access to resources such as books, journals, and other materials. This can be an important aspect of academic life, as students may need to conduct research or access materials for coursework.
- **Wi-Fi availability:** The availability of wifi helps to ensure that students can stay connected and access online resources throughout the campus. This can be particularly important for students who need to access online materials for coursework or other academic purposes.

Hostel Wardens

1. Mr. Bhuwanesh Kumar- Warden Boys Hostel- Mob- 9518859162
2. Mr. Arun Sharma- Warden Boys Hostel- Mob- 7425907100
3. Mrs. Manju Gujral- Warden Girls Hostel- Mob- 9269966679
4. Ms. Mahima Sharma- Asst. Warden Girls Hostel- Mob- 8279406002

Mail id

- Wardenboys@jklu.edu.in

- Wardengirls@jklu.edu.in

Office of Chief Warden

Dr. Lokanath Mishra, Associate Professor (Accounts & Finance) Institute of Management, JKLU.

Mob- 9999558286 , Mail id- lokanathmishra@jklu.edu.in

Office- Room No. 206, Institute of Management, 2nd Floor. Extension- 01417107535

II. HOSTEL ROOM AND ROOMMATE SELECTION

A. Room Allocation:

1. At the beginning of the academic year, room allotment is made on a Twin/Triple-sharing basis for the entire academic year in the building earmarked as Hostel by the University.
2. room and roommates once assigned cannot be changed in between of an academic year without official authorization.
3. In case of any medical emergency or any other need base request, students wants to stay in a single occupancy room, he/she may be allocated the same , subject to availability and payment of special applicable charges for the single occupancy rooms.

Note: Students who are not enrolled in any academic courses will not be allotted a room in the campus.

B. Disability-related Accommodations:

1. Students are expected to self-identify any specific disability-related needs and raise their request via email with the office of Chief warden to avail housing accommodations prior to the start of the academic year. Incoming students may reach out to the office of Admissions first while returning students (who have a newly diagnosed condition or a change to a previously documented condition) can register directly with the office of CW.
2. Students are required to provide comprehensive professional documentation of their disability to the office of the Chief warden, CW will then assess and recommend housing accommodations (such as location, lights, washroom accessibility, etc.
3. The student must be willing to live in any room that is determined to meet their disability/medical need by the University.
4. All such accommodations will be made on a space-available basis and only for the concerned individual not for a group.

C. Hostellers Rights

JKLU committed to provide a peaceful and joyful residence environment for the students staying in the campus and uphold the hosteller's basic rights. These are-

- 1.Right to privacy
2. Right to free and uninhibited access to the allotted room at all times.
3. Right to have the roommate and/or peers respect personal belongings.

4. Right to study and sleep peacefully in the allotted room, free from any undue interference or hindrance from the roommates and/or peers.
5. Right to be asked/consulted with and to grant/deny permission for having for having peers invited over in the allotted room.
6. Right to a hygienic and clean living environment.
7. Right to free and uninhibited access to common spaces at all times.
8. Right to be treated as equal without fear of harassment, intimidation, bullying and physical and or emotional harm.
9. rights to discuss and resolve disagreements or conflicts in a respectful, civil and open manner.

D. Roommate Allocation

1. Roommates are decided by the University for the incoming students randomly from across the programs, however, if any preference provided by the incoming students at the time of admission through Roommate Preference form will be duly considered.
2. Returning students are allowed to choose their preferred roommates by indicating the same in the Roommate preference form shared by the warden office at the end of the academic year and before students leaving for their summer vacation. Students can also share the list of Group of students who wants to stay together for the allocation of rooms in a particular floor or flats accordingly. Students can allocate the available rooms amongst themselves on mutual understanding and communicate the same to warden office.

E. Room Reassignment

1. Both occupants may request a room change for non-functioning room facilities or any other difficult room experience related to infrastructure.
2. In all such situations, the concerned students should meet with their respective warden for appropriate assistance.
3. Once the warden confirms the validity of the request made, they may recommend a room change for the occupants to the Chief warden.
4. If the room change request is approved by CW, the warden office will make an offer regarding the alternate arrangement. After the offer is made, the students will have 24 hour to decline or accept the offer. If the offer is accepted, the students will have 48 hours to move in to the newly assigned room and return the keys for the previous room. If the students do not respond to the offer within the stipulated duration of 24 hours, the offer will be withdrawn by the warden office.

Note: The reason for room reassignment or request for change must be in case of there is serious issues related to the infrastructure and non-repairable within the given time period.

F. Roommate Conflict

1. In case a student is experiencing roommate conflict, the following steps should be followed to best address the issue-

Step-1- The student should first make an attempt to improve their living situation by carefully and responsibly communicating with the roommate about difficulties faced.

Step-2- if communication with the roommate does not lead to positive outcomes, the student may go to their **Hostel Representative** from student council to seek assistance. The HR will arrange a mediation process so as to best resolve conflicts.

Step-3- If the problem persists, the HR will refer the matter to warden office through written communication, after reviewing the request, warden may again put his effort to resolve the conflict and if still fails, may refer the matter to CW office recommending the change based on availability.

Step-4- In case a roommate change request is approved, an offer regarding the feasible arrangement will be made by the warden office. After the offer is made Rule 24/48 will be applicable.

Note- Any roommate change made outside this process will not be recognized.

2. Students (except 1st year) may consider a one-on-one swap conflict situation, only after they have followed the first two steps mentioned above. A one-on-one swap will involve swapping of rooms with another enrolled student of same batch/programme with recommendation of HR and as approved by Warden and CW.

3. A single occupancy room can never be made available for a student(s) to resolve a roommate conflict in accordance with clause 01 of Section I.A.

G. Roommate Reassignment

1. if a student ceases to have roommate at the beginning of or during the academic year, the office of CW reserves the right to shift him to another room with another roommate with prior notification to the student concerned. These include the following situation-

1. Semester Abroad/ Student Exchange

2. Suspension/Leave of Absence

3. Dismissal/Withdrawal

4. Join Internship or practice School

The student will be given 72 hours from the time the official notification is sent to the students to move in to the newly allotted room and return the keys for the previous room.

2. Warden office will avoid initiating room changes that involve rearrangements of roommates, unless absolutely necessary for administrative purposes, 20 working days before the last day of the academic year.

3. Reassignments for special circumstances such as medical emergencies will be given the highest priority due to logical limitations.

Note: Office of CW reserves the right to reassign any roommate if deemed necessary during the academic year.

H. Room Clearance

1. While the allotted room will be retained by the student at the end of the ODD Semester (JULY to DECEMBER), rooms must be completely vacated at the end of the EVEN semester i.e. the end of academic year/Programme, with duly filled ROOM INVENTORY FORM and keys handed over to the respective Warden.

2. Student must vacate the room within 3 days from the last date of academic program.

3. Step by step procedure for checking out the hostel rooms to be followed as below-

a. Inform the warden of the check-out time at least 24 hours before departure and collect Room Inventory Form.

b. Complete the Room Inventory form and submit it to the Warden at least 04 hours before departure. The warden will assess the room for room inventories and damage if any and counter sign the form.

c. Hand over the keys to the warden.

d. Fill the clearance GATE pass and get counterfoil for submission at the main security gate for exit.

3. Failure to submit the Room Inventory form and complete all formalities of checking out from the room at the end of the Academic year will attract a hefty fine payable by the student.

4. All students will have to furnish the check-out procedure on their own. No students will be allowed to check out on behalf of any of their peers unless approved by the CW.

5. While vacating the room, please hand it over in the same condition as it was handed over at the time of check-in, with all personal belongings removed.

6. All students overstaying beyond the designated check-out date, without due notification and approval, will be charged a fine.

7. Students want to stay for summer semester/internship purpose must apply for summer residence facility separately to the warden office and the room will be allotted after payment of additional charges as levied upon by the university.

8. Returning students want to keep their belongings needs to notify warden office and put their belongings with proper locked or packed at the designated place as advised the respective wardens. Responsibility for any Loss/damage/deterioration of any such personal belongings lies with the student himself if not properly locked and appropriately packed. Students are advised not to put any valuables, electronic items /cash or any such valuable items under these categories.

Cloak Room:

- The responsibility of the luggage kept in the cloakroom will be of the student only.
- The cloakroom of Boys Hostel 1 & 2 will be made in Boys Hostel 1 only.
- Cloakroom facility will be provided in both 2BHK & 3BHK in Girls hostel.
- There will be a fixed time for keeping the luggage in the cloakroom. Students will be able to keep their belongings at the same time only.
- The same stuff will be kept in the cloakroom which will be fully packed, and a label with student's name in each of the packet.
- No valuables of any kind will be kept in the cloakroom. Even after this instruction, if a student keeps valuables, the safety and security of valuable items are the responsibility of the student.
- It will be the responsibility of the student to make an entry in the register of the goods to be deposited in the cloakroom.
- Cloak room facility will not be provided to those students who will not take hostel facility in the upcoming session.

I. Type of Room Selection

1. JKLU provides two types of rooms for its hosteller's AC and NON-AC rooms with difference in accommodation charges subject to revision at the beginning of each academic year.

2. The type of Room selected will be applicable for the allotment for the full Academic year and incoming/Returning students needs to specify their choice on the types of room at the beginning of the Academic year only and any changes during the academic year will not be taken in to consideration.

3. However, if a Non-AC students want to change his room to AC room then, he/she has to pay the complete semester charges for the AC room after getting the confirmation on the availability of AC rooms to his choice.

4. Once the permission of such changes allowed from the warden office the rule of 24/48 will be applicable on the student for such change from Non-AC room to AC room.

5. Before shifting to AC rooms students' needs to submit the proof of payment of AC room charges to the warden office.

III. HOSTEL AND MESS FEES AND PAYMENT PROTOCOL

Hostel and Mess Fee:

- Boarder students should deposit the applicable hostel and mess fee as mentioned in the fee structure/ fee demand letter before coming to the hostel.
- Before allotment of room, Warden office is required to ensure from Finance and Accounts Department for deposition of full hostel and mess fee.
- Fee can be paid **online** through University website: **www.jklu.edu.in** (Home Page – Pay Fee Online)
- Fee can also be paid through Demand Draft / NEFT / RTGS in the University's Bank account, detail is as under:

Account Name: JK Lakshmipat University

Bank Branch: IDBI Bank, JK Lakshmipat University Branch, Jaipur

Account No.: 0273 1020 0001 2616

IFSC Code: IBKL0001111

- Detail of payment along with the student's name, enrollment number and date of payment should be intimated through e-mail at **accountsofficer@jklu.edu.in**
- Room issued to student can be forfeited if they fail to clear all their hostel and mess dues by the due date. In such cases, they will be asked to vacate the hostel and part fee paid shall be forfeited.
- Hostel security deposit, as applicable, would be payable along with first year's fees. It is refundable at the time of leaving the Hostel. The security deposit may be revised with the approval of the competent authority.
- Hostel charges are on annual basis and subject to yearly revision. Hostel fee is applicable to all boarding students.
- Hostel fee is strictly non-refundable after the commencement of the academic year. However, subject to the availability of rooms, the students may be allowed to switch hostel from Non-AC to AC or vice-versa at start of new academic session. For this, student can send their request to Chief Warden.
- The students are not allowed to leave hostel during the semester. In any student leaves hostel during the semester, there shall be no refund of hostel fee.

- Hostel rooms are on twin/triple sharing basis.
- In case, any boarder student is not allowed to register/ de-registered/ expelled from the University, he will not be allowed to stay in hostel.
- The Hostel Warden shall send attendance of boarder students to Finance & Accounts Department, fortnightly for recording mess consumption records.
- Subject to availability of rooms, day-scholar students may be allowed to stay in hostel for specific reasons such as for attending university event or for any projects etc. after due approval from respective Director of the Institute. The student will be required to pay the per day hostel and mess fee, as applicable.
- Before vacating the hostel, student shall submit the Hostel Vacating Form to the Warden Office. Cost of any ab-normal breakage/ items lost from room shall be adjusted from hostel security.
- Any deviation from the standard policy will required special approval from the Vice-chancellor.
- In case of any clarification or fee related query, student may contact Finance & Accounts Department at Landline: 0141-7107519, e-mail at **accountsofficer@jklu.edu.in**

IV. HOSTEL ACCESS

A.Keys

1. Students will be issued keys to their allotted room including keys for the wardrobe and almirahs at the beginning of the academic year. They will be responsible for keeping their keys safe as the University is not liable for losses/damages sustained to personal belongings because they lend their keys to another student(s).
2. Possession and/or misuse of keys belonging to other students is strictly prohibited and those found in violation will be liable for disciplinary action.
3. Duplication of keys and or use of duplicate keys for unauthorized access is a punishable offence and will be reported to the disciplinary committee.
4. If the key(s) is lost, a replacement key may be issued by warden office and any costs incurred for the replacement key will have to be borne by the student.
5. In case of lock is nonfunctional, student will reach to the warden office for assistance and timely repair.

Note: The University takes no responsibility for the safety of personal items and belongings on or off campus.

B. ID Card

1. Incoming students are issued University 'ID card' RFID enabled by the respective institute/warden office during the check-in process.
2. Students can register their daily attendance through RFID Card enabled attendance machine near the hostel entrance.
3. If the ID card is lost, the student should inform the warden office with an written application, A replacement will be issued to subject to processing time. The cost incurred for replacing the ID card will have to be borne by the student.
4. Student must carry their University issued ID cards at all times and produce it on demand by the security staff or any other authorized personnel. Failure to produce the ID card on demand may be treated as the misconduct and will be dealt appropriately with warning/disciplinary action/ fine.
5. During the Exit clearance process from the University, due to withdrawal from /completion of their academic programme, the student must surrender their ID card back to the warden office.

V. LIVING IN PROTOCOLS

A. Room Conditions

1. Each student is responsible for completing a Room Inventory Form and submitting it to their respective Warden by the specified deadline communicated upon check-in. This form gives students an opportunity to declare the condition of their rooms and contents upon moving in and reduces the possibility of them being charged for a pre-existing condition. If a resident fails to complete and submit this form, their room will be assumed to be in good condition, free of damages and complete with all contents.
2. Students are responsible for keeping their rooms in good order and condition throughout their stay in order to comply with hostel code and minimize the deterioration of the facility.
3. It is prohibited to alter any campus property or moving furniture from room to other peers room or outside of hostel.
4. Painting, defacing walls, doors and common areas with any write-ups, sketches and drawings are strictly prohibited, and those found in violation will be liable for disciplinary action.
5. Installation of personal property including but not limited to nailing fixtures, walls, ceilings and drilling holes in to walls or furniture's is not permitted.
6. Personal Electronic equipment like iron box, blower, Room heater, induction, electric kettle, cooking gas cylinders, desert coolers or any such other items are not permitted to install or use in the hostel room.
7. If any student found having possession of any such items (point. No 6) will be confiscated and appropriate disciplinary action will be taken against the student concerned.
8. Such ceased items will be kept at warden office after entering the confiscated items register and returned back to the students, while the student visiting the home town, with an undertaking that the same will never be put in use at hostel room.
9. Lights, fans, air-conditioning and all plugged-in devices should be turned off when not required and when leaving the room.
10. Rooms will be assessed by the warden office before check-in and after check-out to tabulate alternations, losses or damages. Any cost incurred for the purpose of repair or replacement will be billed to the student's account. On lack of clarity and failure to identify who made alternations, losses or damages, both the occupants of the room will equally bear the cost of any repair or replacement.
11. Room Cleaning: Sweeping staffs will help in cleaning the rooms of students twice in a week and the availability of cleaning staff will be for a stipulated time and day for each hostel and

independent floors. Room cleaning will be done only in the presence of at least one of the occupants of the room under his/her supervision.

B. Common Area Conduct

1. Hostel common rooms must be kept neat and clean at all times.
2. Any electronic items/ furniture's etc. from the hostel common rooms cannot be taken outside or to the personal room of any students, and if found will be fined appropriately.
3. Events and/or group activities are not permitted in the common room without the written approval of the office of Chief Warden.
4. keep washrooms clean after use and if found choked or unclean due to negligence or deliberate action repeatedly, the Housekeeping staff will not be expected to clean these areas and the students on that flat/floor will have to take the responsibility to get it cleaned.
5. The common rooms shall be open to students at all times.
6. Students are strictly prohibited from monopolizing the common areas.
7. sleeping in the common rooms and shifting furniture or removing it from a designated area to change the interior of the common rooms fundamentally not permitted.
8. Tampering with emergency signage/ response materials like fire extinguishing facilities, exit signs are strictly prohibited.
9. Tampering with information shared in the notice board, altering the information or putting any fliers, posters and banners on notice board without the consultation with Hostel Representatives and permission from warden office is strictly prohibited.
10. Writing/spray with colors is strictly prohibited on the walls of hostel room or common room or open areas and it will attract a cleaning fee from the student responsible.
11. Any damage to the properties of common areas/ washrooms/ open spaces appropriate fines will be imposed on the student responsible or if not found after intense investigation, all the students of that particular floor will born the fine with equal divisions among the number students staying in that floor.

C. Quiet Hours

1. in an effort to encourage a comfortable studying and resting environment for all students, Quite Hours in the hostel, common rooms and corridors between 1:00am to 7:00 am every day.
2. However, one is expected to maintain utmost discipline or decorum at all time in the hostel premises and not to create disturbance for the peaceful living of other occupants at the hostel.

D. Pets/Stray Dogs

1. Students are not permitted to have pets in the hostel or campus premises.
2. Students are also restricted from feeding to stray dogs in the campus and not encourage others in doing so.
3. If stray dogs are found in the campus premises, they will be removed from the campus premises immediately.

E. Private Vehicles

1. Students keeping private vehicles must submit the vehicle details with registration number to the warden office.
2. Vehicles must be parked in the designated parking area only and not at any other places, if found parked in other areas will attract appropriate penalty.

F. Commercial use of University Property

1. Hostel rooms, common areas are not intended to serve as centers for private enterprise or personal profit in any form.
2. No business may operate out of or use as its base of support, any room, common room or renting your room to others.
3. Door-to-door approach in hostel premises is not permitted. Students wishing to run any form of commercial activity or display merchandise in the hostel premises must have prior approval of the CW office

VI. ENTRY-EXIT PROCEDURES

A. Gate Protocol

1. Student entry into and exit out of campus will be registered and enabled through digital systems installed at the main gate. Students must carry their identity card all time and in case of system goes out of order, students are expected to enter/exit campus after manual entry in the registered provide at the main gate.
2. Hostellers will be permitted to enter or leave campus between 6:00am to 10:pm only. They are strictly adhered to these timings. If a student needs to enter/leave campus between 10:00pm to 6:00am, they must have a written permission from warden office latest by 9:00pm on the same day.
3. The application submitted through mail to warden office must indicate the reasons for the exemption with the respect to check-in or check-out timings, date and time along with supporting documents if any.
4. Students are expected to cooperate with the security team and the warden office to ensure the efficient execution of this process. The authorized personnel can deny permission to students, especially in cases where the students do not hold such approvals.
5. The university reserves all rights to regulate the movement of the students in and out of campus keeping the safety and security of the community in mind and also in special events or circumstances, the movement through gate could be suspended by the university as per the requirement for a specified duration.

B. Check-in and Check-out of campus

1. Students will have free movement for their check-in and check-out of campus during 6:00am to 10:00pm, and they must keep informed their parents about their movement out of the campus.
2. Students staying overnight out of the campus must have appropriate approval, gate pass and written communication from parents allowing their wards to stay out of the campus or visiting home town.
3. Prior approval from parents is mandatory and student needs to fill the outstation form from the warden office. On receipt of application wardens will take approval through mail/phone from parents and approve the leave application. Students are requested to complete the formalities at least 4 hours before the departure time to avoid any last minute hassle.
4. Student must report to the hostel by 10.00 pm and mark their night attendance between 10pm to 10.30 pm through the digital attendance system installed at each hostel.

5. In case student fail to adhere to the timings specified, the following steps will be taken.

i. At 10:30 pm, the warden will reach out to the student as per the contact provided to check their whereabouts for safety.

ii. if unable to make telephonic contact with the student, the wardens will reach out to their parents/guardians.

iii. if unable to make telephonic contact with parents/guardians as well, the warden will send a notification via email/ WhatsApp message to both the students and parents/guardians.

iv. If no update is received after the email/message the warden will again reach out to the student after 12:00am to check their whereabouts for safety. If unable to make telephonic contact still, the warden will escalate the matter to the concerned authorities.

v. In case of delay in reaching the campus for any reasons, students themselves need to call the warden and inform the timing of their reaching campus, however, such late arrivals should not become a regular practice, else appropriate disciplinary action will be taken against the student.

8. Blanket one-time system: Students on a Blanket one-time system of approval are permitted to check-in and check-out from campus between 10:00Pm to 6:00 am without an approval email from their parents and guardians. They only need to inform the wardens and fill the outstation form as mentioned above.

9. If parents, has chosen case-by-case basis, then each time the students going out of the campus for overnight stay, approval from parents will be solicited from warden office.

10. No students are allowed to exit from the campus between 10 pm to 6 am.

C. Check-in and Check-out of Hostel

1. All students must mark their attendance through the punching of their RFID enabled Id card at the digitally enabled machine installed at their respective hostels between 10 pm to 10.30 pm.

2. Students will have free movement in the campus till 2 am for the purpose of the study, group project work and academic purpose at the respective rooms opened at the institutes for the purpose or at the designated lab as recommended by respective faculty members or at the university library opened till 1 am.

3. Students can also use the Sabarang Ground, volleyball ground, basketball ground, student activity center, central lawn area for the group chats, club activities or any other co-curricular or extra- curricular activities.

4. Student cafeteria will remain open till 1 am for the tea/Coffee/snacks.

5. Student must report back to their respective hostels by 2 am and at 2.10 am all the gates of the respective hostels will be locked by the security guard and to get access inside you must hand over the ID cards for appropriate punching by the Security guard before allowing inside the hostel.

6. Warden office will keep a record of such late entry and if one will be found to be regular defaulter of hostel rules, appropriate action will be taken.

7. No student is allowed to stay outside the hostel room in between 2 am to 6 am, unless written approval is obtained by them from competent authority.

VII. HOSTEL VISITORS

A. Guest including Parents/guardians

1. Guest and visitors can meet their wards in the common room areas of the respective hostels during 8:00am to 8:00pm only.
2. Visitors will not have any direct access to the rooms of the students.
3. Only at the time of their wards moving-in at the time of orientation and moving out at the end of the academic program or in case of any medical emergencies will have the access to the hostel rooms of their wards with prior knowledge and approval of the respective warden.

B. Day scholars access to Hostel room

1. Day scholars are expected to carry their University Id card and register through digital system placed near the front desk to gain access to the common room.
2. They will not have any access to hostel rooms but may meet with their peers in the common room of the respective hostels.

C. Day scholar under Buddy system

1. Day scholars participating in any universities activities/programs and required to stay for organizing/arranging/practicing needs to make a written mail to the Head student affairs with the following information.

Name

Mail ID

Mob No

Buddy Name

Buddy Room No.

Hostel

Check in Date and Time

Check out Date and Time

2. Day scholar must send the mails at best before 6 pm if wants to stay overnight on same day.
3. Day scholar will be regulated under all the rules applicable for the hostellers of JKLU.
4. Day scholar's presence should not create disturbance for the fellow roommates in and outside of the room.

5. Day scholar must keep warden informed before joining the hostel and fill the buddy form available at warden office.
6. Without permission of warden and completing the formalities day scholar should not directly reach to the buddy's room.
7. If day scholar is taking break in between and again joining back after certain days, then you must complete the formalities again to keep a record of your movement.
8. Day scholar will be required to pay the mess charges as per consumption on daily basis.
9. In case of any indiscipline, Day scholar will cause at the hostel, he/she will be immediately asked for vacating the hostel without any further enquiries, in case of odd hours, day scholar will be asked to leave hostel next day morning by 8.00 am. You will be no longer be eligible for stay under buddy system further in the same semester.

D. Day scholars opting for stay in hostel under personal choice

1. student opting for short hostel stay for the purpose of academic reason/ project work/ family out of city/ or any other reason needs to be apply appropriately through mail to the office of Chief Warden, with the following details.

Name

Mail ID

Mob No

Check in Date and Time

Check out Date and Time

2. On the approval from the Chief Warden office for the short stay students' needs to pay applicable charges for the total number of days intended to stay.
3. Student will approach warden office of the respective hostel with the proof of payment and approval from chief warden for making check-in.
4. Student will be provided a separate bed and all other facilities meant for regular hostellers.
5. Student will be allowed to stay in hostel as per availability of room only.
6. Chief Warden office may exempt student from the applicable charges per day if applicant is meant for stay only one night and may place him with any other student as like buddy system. However, if the duration of stay is more than one night, student needs to pay the applicable hostel charges.

E. Hostel Students (Visiting their Peer Hostels)

1. Students residing in campus are expected to carry their University ID card with them to gain admittance in common rooms other than their own hostel. Their entry into and exit out will be registered and enabled through digital systems installed at the entrance of the common room during each visit.
2. If the digital system is out of order, students are expected to enter the common room after manual entry in the registers provided with the security person available at the hostel.
3. Student of same gender are allowed to visit the rooms of their peers at all times between 8:00am to 10:00pm.
4. Students are permitted to visit the room of their peers and stay only when the host student is present in the room at that time.
5. Students of cross gender will have access to the common room of the hostel only during specified hour from 8:00am to 10:00 pm only.
6. The purpose of visiting the common room of other hostel should not be meant for organizing any party, common feast, or any celebration of large scale. Boys visiting girls hostel will not have access to the wash rooms and vice versa, and in case of need they need to visit the wash rooms of student activity center or of their own hostel.

F. Staff and Faculty

1. Staff/Faculty are expected to carry their University ID card with them and sign in at the front desk to gain admission into the Hostel premises.
2. They will not have access to the student rooms but may meet with students in the common room.

VIII. ROOM INSPECTION

A. Rationale

1. Warden office may be compelled to inspect a student's allotted room without the consent of and prior notification to the residents under circumstances that indicate danger to the well-being of an individual(s) and/or indicate the violation of the University regulations.
2. An inspection will involve the opening up of all locked and closed spaces such as cupboards, lockers, suitcases etc, in the room by the authorized personnel in order to seek evidence for the purported violation/reported incident.
3. During the inspection, the authorized personnel can confiscate items and document actions that constitute a violation of national, state and local laws as well as the University regulations.

B. Authorized Personnel

1. The following University staff members can conduct a room inspection:
 - Asst. Warden/Warden/Senior Warden/Chief Warden or any other officer of the university as permitted from the office of Chief Warden.
2. The room inspection will require a quorum of 3 persons comprising two staff members and one student observer (Hostel Representative) or any one from the student council as per the availability.

Note: At no point will any student including the hostel representatives or members of student council be permitted to inspect another student's room.

C. Procedure

1. A formal inspection permit will have to be secured from the office of Chief Warden before the inspection is initiated.
2. The inspection team will attempt to secure permission for entry (by knocking) and a time-lapse of two minutes shall be provided to the residents to open the door.
3. The team will try their best to ensure that the inspection is conducted in the presence of occupants expect in those circumstances where it is not possible.
4. When one occupant is present- the team conducting the inspection shall give an opportunity to the occupant absent to report to the room with immediate effect. If unable to establish

telephonic contact with the absent occupants with two attempts, the team will go ahead with inspection in presence of the single occupant.

5. When both occupants are absent- the team conducting the inspection shall give an opportunity to the occupants to report to the room with immediate effect. If unable to establish telephonic contact with either or both of the absent occupants after two attempts, the team will go ahead with the inspection in presence of other members.

6. If the room inspection is being conducted in the presence of the occupants the occupants will be given an opportunity to open cupboards, drawers etc.

7. Once the inspection is initiated, occupants will not be allowed to leave or engage in any external communications through phone till the room inspection process is completed.

D. Documentation of Inspection

1. Warden office will complete the documents explaining the reason of inspection and the process in which inspection took place, list of present members with their signature with date and time, details of any recoveries through inspection and statement of the occupants if any and file the report to the office of chief warden.

E. Psychoactive Substances

1. The sale, distribution, manufacture and use of 'alcohol', 'tobacco', and/ or any other (controlled substances) as defined under National Policy on Narcotic Drugs and Psychotropic Substances (Paragraph 55) is expressly prohibited on University Premises.

2. If a student is found consuming any of the above materials and/ or is found in possession of will be reported to the Disciplinary Committee of the University for the appropriate action.

3. Strict disciplinary action will be taken against those behaving in disorderly manner with other students, staff or faculty on campus after having consumed any of the above mentioned items.

4. To maintain a hazard-free environment students are forbidden from possessing the following items for recreational or decorative purposes-

- Alcohol bottles
- Hookah/Bongs/Chillums/Water pipes
- Drug manufacture paraphernalia

5. Students found in violation of this directives shall be subject to disciplinary measures but not limited to expulsion from hostel, forfeiture of any scholarship, as well as arrest and criminal prosecution in accordance with local, state and/or national law.

6. The office of Chief Warden reserves the right to conduct inspections of student rooms to maintain a substance-free environment on campus.

IX. STUDENT COMPLAINTS PROCEDURE

A. FACILITIES

1. Students staying hostel have any complaint regarding non-functioning of various facilities offered regarding electricity, water, furniture's, neat and cleanliness or any other issues hampering their peaceful stay at the hostel premises, must follow the following process for registering the complaint-

a. Emergency nature- Completion of water at tank, electricity interruption, cleaning related issue or any other matter which require immediate attention, student must call the warden and inform him over the phone and subsequent to that put a message regarding complain in the official WhatsApp group and follow up with the warden for the required action.

b. Other complaints student must register in the "Complaint Register" available with the security guard of the hostel.

C. All complaints regarding the repairable in nature, does not necessitate procurement of any specific part must be addressed with in the 24 hours of complaint lodged.

D. Carpentry or any other issues requiring staff from external vendors will take at least 24 to 78 hours' maximum to take care of the complaint.

E. If complaints is related to change in structure, procurement of any specific non regular in nature item will may take 7-10 days of time to complete the task, if it is principally approved by the office of Chief Warden.

F. Complaints regarding internet connectivity or IT related complaints will be addressed during office hour and late evening complaints will be attended on the next working day.

Note: Register of complain is mandatory for students to get the required help from warden office.

B. OTHER COMPLAINTS

1. Students complaints regarding any other issues inside the hostel must be addressed directly to warden through mail or message.

2. Complaints regarding disciplinary issues outside the hostel must be addressed to the Head Student Affairs.

3. Complaints regarding ragging or sexual harassment may be forwarded to Head student affairs or directly to the respective chairman or members of such committee.

X. HEALTH AND WELL-BEING

A. Physical Health

1. Communicable Conditions

a. Students are required to abide by all the university, local, state and national protocols related to communicable diseases.

b. University may require hostellers to adhere physical distancing requirements, wear face coverings or other protective gear, and/or take other actions as deemed as necessary.

c. Failure to adhere to any such requirements may result in termination of your current occupancy or withdraw of future hostel privileges.

d. In the event a student who is living on campus suspects they may have, or has tested positive/been in close contact with someone who has tested positive for a communicable disease or illness for which there is declaration of a pandemic by the competent authority, the student must immediately notify the warden office.

e. On event of such information received or comes to the knowledge of warden office, the student will be temporarily asked to shift to the designated rooms at health center or any other place as identified by the university for stay till the doctor at campus/ or practice certify that the student is fit to shift among others at the hostel premises.

B. Emergency

1. In case of emergency, the concerned student will be referred to the University health center and nursing staff available 24 x 7 in campus.

2. After assessing and determining the nature as well as severity of the situation if university nursing staff and doctor advise to take the student to nearby hospital for further care, the student will be shifted to nearby hospital with university ambulance and accompanied by warden and if possible with hostel representative.

3. The parent will be informed immediately by the warden after providing the first-aid or as the situation demands, which requires parents' permission for further treatment.

4. As per the requirement and if the need arises the parent/local guardian will be asked to reach to their ward soon and take further care of the student under their supervision and may taken their ward to back home as well for thorough treatment if require.

Note: The warden office will notify the parent(s)/guardian of the concerned student about the situation. The student (if medically alert and conscious) will also be kept in the loop while notifying the parents/guardian.

B. Mental Health

1. Examples of Mental health emergency include-
 - a. Threatening to or actively hurting themselves
 - b. Threatening to or actively harming others
 - c. Injury to self that requires immediate and specialized medical attention
 - d. unusual or unpredictable behavior
 - e. Thinking or talking about harming themselves
 - f. Thinking and/or talking about harming others
 - g. Emotionally distressed, very depressed, angry or anxious or type anxiety attack
2. Concerned warden of the hostel on receiving such information from the peers of the student will meet the student and counsel appropriately along with Hostel representatives.
3. Warden may take the student to nursing staff at university health center if thinks appropriately.
4. Wardens will arrange a meeting of the student with student counselor of the University for appropriate counselling of the student.
5. If problem persists, wardens under the permission of Chief Warden may inform the parents/guardian and solicit their visit to the campus for further taking care of their ward.

C. Ragging

1. Ragging constitutes one or more of any of the following acts-
 - a. Trying to talk with the incoming students in the names of the taking introduction
 - b. teasing, treating or handling with rudeness another student
 - c. causing annoyance, hardship, physical or psychological harm or the apprehension thereof in another student.
 - d. disrupting the regular academic activity of any other student.
 - e. exploiting a student for completing the academic tasks assigned to someone else
 - f. any act of financial extortion or forceful expenditure put on a student by other
 - g. physical abuse of all variants
 - h. any act of abuse by spoken words, emails, posts or public insults which introduce discomfort or shaming of another student.

- i. any act of that affects mental health and self-confidence of another student
2. "Ragging in any form is Strictly prohibited and any violation shall attract severe punishment including termination from the university. The student will be dealt according to "UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutes".
3. To file a complaint, student can email or directly approach the **Anti-Ragging Committee** of the University. They can take help of the warden in filing the complaints. Based on the complaint and available evidence, the committee will further investigate the case and recommend the disciplinary action to the office of Hon'ble Vice Chancellor for approval.

D. SEXUAL HARRASSMENT

1. 'Sexual harassment' means- unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior, whether directly or by implication, namely-
 - a. any unwelcome physical, verbal or non-verbal conduct of sexual nature
 - b. demand or request for sexual favors
 - c. making sexually colored remarks
 - d. physical contacts and advances, or
 - e. showing pornography
2. Any form of sexual harassment is considered a serious offence and those found guilty shall be liable for disciplinary action.
3. To file a complaint a student can email or directly approach the chairman or any of the members of "Prevention of Sexual harassment" Committee at JKLU. Based on the complaints received and evidence available the committee will discuss and decide the disciplinary action and recommend the same to the Hon'ble Vice Chancellor for approval.

E. ADVISORY ON THEFT

1. Ensuring the safety of cash and personal belongings is the responsibility of the student. The university will not be responsible for any loss, damage or theft. Residents are advised to keep their belongings under the lock and key inside the room as well as lock the room while going out.
2. Students are advised not to keep large amounts of money and/or valuable articles In their rooms. The University will not take responsibility for the loss of money and/or valuable articles due to negligence of the students.

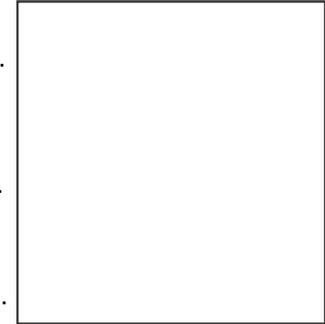
3. Students must keep their wallet safely locked or in their pockets at all times.
4. Students should use trackers for their laptops and cellphones.
5. Students should ensure their rooms is not cleaned in their absence.

XI. STUDENT MESS

1. Mess at JKLU provides quality of foods keeping in mind the diverse group of students from across the countries residing in the campus.
2. JKLU mess provides 4 meals in a day consists of Breakfast from 7:30 to 9:00 am, Lunch – 12 Noon to 2 pm, Evening Snacks- 5.00pm to 6.00 PM and Dinner from 8.00 PM- 10.00PM.
3. JKLU mess menu is managed by the Mess representatives consists of students from the different program, batch and year, selected by the Chief Warden as per the nomination received from students at the beginning of the academic year.
4. Mess committee members meet every week on Friday to decide the menu for the upcoming week and keep a regular watch on the hygiene, neat and cleanliness and quality food prepared and offered at the mess.
5. Mess committee seeks continuous feedback through feedback register made available at the mess counter and requests all users to provide their valuable feedback.
6. Mess also has provisions of providing foods as per the need to the student who is medically ill or observing fasting or any specific needs.
7. students from Jain community are offered regularly Jain foods prepared as per their requirements.
8. All concerns and requests of the student are immediately taken care of by mess committee with in the provisions available.

ACADEMIC SESSION -

HOSTEL ENROLMENT FORM



- 1- Name of the Student:
(in capital letters)
- 2- Date Of Birth: 3- Age: Years 4- Gender:
- 5- Single/Married: 6- Course: 7- Year of Study:
- 8- Date of Admission: 9- Blood Group:
- 10- Contact No. of Student: (i) (ii)
- 11- E-Mail (in capital letters):
- 12- Whether the Student had stayed in any hostel before? (Yes/No):
- 13- Whether the Student has any medical history of ailments? (Yes/No):
(If yes, please state briefly and attach medical certificates)
- 14- Father's Name (in capital letters):
- 15- Occupation: 16- Father's Contact Number:
- 17- E-Mail (in capital letters):
- 18- Permanent Address:
- 19- Mother's Name:
- 20- Occupation: 21- Mother's Contact Number:
- 22- E-Mail (in capital letters):
- 23- Name of Local Guardian (if any): 24- Relation:
- 25- Address of Local Guardian:
.....
- 26- Local Guardian's Mobile No.:

FOR OFFICE USE ONLY

- 1- Admitted to Hostel On: 2- Amount Paid:
- 3- Receipt No.: 4- Amount Balance:
- 5- Approval from accounts office (In case of fees due) Approve / Not Approve
- 6 – Signature of Accounts Officer -

(Signature of Student)

(Signature of Hostel Warden)

Consent Form for Parent(s)/Guardian

University's ENTRY-EXIT PROCEDURES

- No exits will be allowed outside the campus premises from 10:00 pm to 6:00 am.
- From 6:00 am to 10:00 pm, student's movements from in and out of the campus is free.
- For outstation travel, students are required to fill out a leave form at least four hours before the scheduled departure time to avoid any inconvenience.

1- Student Name:

2- Roll NO: 3-Hostel: 4- Room No.:

I Parent/Guardian 1 :

I Parent/Guardian 2:

I/we have read and clearly understood the University's **ENTRY-EXIT PROCEDURES**.

I/We give my/our consent to University that my/our ward be allowed to check-in and check-out of the University campus through blanket **one-time system** of approval during this academic year. (Please tick):

(For one-time system of approval: I/We have duly noted and are aware the University will not be held accountable for my/our ward leaving the University premises and this permission allows my/our ward to step outside on their own free after informing the warden office in advance, parents' permission will not be solicited each time the student stay out of the campus or visit home town)

I/We give my/our consent to University that my/our ward be allowed to check-in and check-out of the University Campus through **case-by-case system** of approval during this academic year and before allowing the student for overnight stay out of the campus, warden office will take prior approval from us. (Please tick):

(For case-by-case system of approval: I/We also agree to submit our permission for night-out via email to wardenboys@jklu.edu.in / wardengirls@jklu.edu.in latest by 6:00 pm on the day of students' night-out every time).

Signature of Parent: 1. _____ Date: _____
and/or Guardian

2. _____ Date: _____

Mobile Nos. (Parent/Guardian 1) _____ (Parent/Guardian 2) _____

Email: (Parent/Guardian 1) _____

(Parent/Guardian 2) _____

(Signature of Student)

(Signature of Hostel Warden)

ROOMMATE SELECTION FORM

We the following group of students wish to stay together in the hostel for the academic year
We request you to allot rooms for a particular hostel floor as per the availability.

S.No	Student Name	Roll No.	Type of Room	Year	Mobile	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

(Signature of Warden)

HOSTEL ROOM INVENTORY FORM

Hostel -

DATE -

Room No. -

Student Name -

Student Name -

Roll No. -

Roll No. -

Contact No.

Contact No.

S. No.	Items Particulars	Quantity	Remarks
1.	Bed		
2.	Mattress		
3.	Study Tables		
4.	Bookshelf		
5.	Side Table		
6.	Almirah with Key		
7.	Almirah's Locker Key		
8.	Curtain		
9.	Curtain Rod		
10.	Tube Light		
11.	Fans		
12.	AC with Remote		
13.	Switch Board		
14.	Switches		
15.	Socket		
16.	Cabinet Lock		
17.			
18.			
19.			

UNDERTAKING

We hereby declare and confirm that we have received and taken possession of all the items listed in our room inventory checklist. We understand that it is our responsibility to ensure that these items remain in good condition and to return them to the hostel authorities at the end of our stay. If any item is lost, damaged, or stolen during our tenure, we will bear the replacement cost along with penalty as imposed by hostel authorities.

(Sign. of Student with Date)

(Sign. of Student with Date)

(Sign. of Warden with Date)



HOSTELLER LEAVE APPLICATION FORM

OFFICE COPY

S. No.

Hosteller's Name -

Roll No. -

Branch -

Year -

Hostel Name -

Room No. -

To

The Warden

JK LakshmiPat University, Jaipur

Sir/Madam

1- The undersigned desire to proceed on leave from

Date..... Time.....

To..... Time.....

2 - I request you to sanction my leave for the above period. My address during the leave is as mentioned below:

.....

Student Mobile.....

Parents/Guardian Mobile Parent/Guardian Email

3 - I assure you that I shall return to the hostel by the above-mentioned time.

(Sign. of Student with Date)

APPROVAL FROM WARDEN OFFICE

The student has been allowed to leave hostel for the above time period with confirmation received from parent/guardian from mail / telephone / other mode

(Sign. of Warden with Date)

INTIMATION ON MAIN GATE BY THE HOSTELLER

S. No.

I will be on leave – FROM – Date Time

TO – Date Time

(Sign. of Student with Date)

(Sign. of Warden with Date)



HOSTEL STAY UNDER BUDDY SYSTEM ROOM ALLOTMENT FORM

Check-in Date -

Check-in Time -

Name:

Roll No.:

Programme:

Contact No.:

JKLU-Mail:

Parents Contact No.:

Parents Name:

Gender:

Address:

Reason:

STAY IN ROOM WITH

HOSTEL -

1- Student Name:

2- Student Name:

Roll No.:

Roll No.:

Room No.:

Room No.:

Signature:

Signature:

Check-out Date:

Check-out Time:

Buddy Student's Signature

Warden's Signature



HOSTEL VACATING FORM

To,
Warden Office,
JK LAKSHMIPAT UNIVERSITY, JAIPUR, RAJASTHAN

Name of the Student: _____ Roll No.: _____ Name of the Hostel: _____ Room
No.: _____ Wish to Vacate the Hostel with Effect From (Date & Time): _____

I hereby Undertake that I have informed my Parents/Guardian about this change and have obtained the necessary written Permission from them and same is attached with this application.
My new local address may kindly be updated in the records as under:-

Local Address:-

Contact No.:- _____

In the case of Emergency, my Parents/Guardian may be Contacted at the following Address :-

Name & Address of the Parents/Guardian :-

Contact No.:- _____

(Signature of Student)

WARDEN OFFICE

Approved/Not Approved:-

The Above Student has the Following Dues/Has no Dues :-

(A) _____

(B) _____

(C) _____

The Student Has Vacated the Hostel On: _____

Signature of Warden

Signature of Chief Warden