



# Guidelines for Students using university Provided Accommodation

1. ARKA JAIN University provides accommodation for outside students in a leased out apartment / building situated at a good location. All students applying for hostel needs to understand the fact that facilities are being arranged with the objective to provide our outside students with homely, safe and conducive environment for study only and our accommodation are not meant to provide with any luxurious arrangement. It is advisable to understand the facilities available in the hostel before applying for the same.
2. Being a leased accommodation, depending upon situation, our hostel may shift from existing location to new one. However in all the cases locality & safety of students are always given due importance.
3. The students who want to use the university provided accommodation should submit request form along with a photo at the beginning of the every academic year, as per the time line given by hostel authorities.
4. Each academic year begins with start of the session and finishes after the academic calendar.
5. Security deposit of the hostel for the academic year 2020-21 for A/C Room is Rs. 20,000 & Non A/C Room is Rs. 10,000.
6. For the academic year, hostel monthly charges are fixed on the following basis:-
  - On Non AC Double Sharing Rs. 6500/- (per head) per month
  - On AC room Double Sharing Rs 8000/- (per head) per month
7. All our rooms are available on Double sharing. Rooms are allotted on first come and first serve basis.
8. Each student will be given an Almirah, a study table, Chair and cot  
. Bedding will have to be arranged by student themselves. Washing Machine, Induction & Water Filter is available at the common area.
9. All windows are provided with curtain by the hostel authority.
10. Allotment of room furniture etc. will be entirely at the discretion of the hostel official and no complaint in this regard will be entertained.
11. Mess: Breakfast / Lunch / Evening Tea / Dinner.
12. Hostel mess is strictly vegetarian / Hostel rooms are strictly vegetarian you are not allowed to bring non-veg from outside. Students can't cook anything in the hostel room. If any of the devices found it will be ceased and strict action will be taken.
13. Hostel mess is closed on Sunday night.
14. Hostel mess will be closed during Durga puja, Diwali & Chath. Students willing to stay during Durga puja / Diwali vacation will have to arrange for their own food.
15. For commutation to the university, students can make their own arrangement or can use university transport by paying transport fees to the university.
16. Hostel fees are paid in advance and on or before 5<sup>th</sup> of every month. After 5<sup>th</sup>, a fine of Rs. 25/- will be charged on daily basis. If the hostel fees are due for more than 1 month, student may be asked to vacate the hostel on immediate basis and balance fees will be recovered from security deposit.
17. In case 5<sup>th</sup> is a holiday, the fee should be paid before 5<sup>th</sup>.
18. Students going for long vacation have to make sure that their monthly fees is remitted to the hostel account otherwise such excuses will not considered while imposing late fine.
19. During any month of the academic year, whether a student stays in the hostel or not for whether may be the reason, he/she is liable to pay the entire fees. For e.g. a student's goes to attend a function to his home town and doesn't stay in the hostel for the entire month, he/she is still liable to pay the entire fees for the month.
20. Ragging is strictly prohibited in any form; if someone found guilty, severe action will be taken.
21. All students will take full care of their own belongings hostel will not be responsible for loss or damage of things, theft or stolen. It is advisable not to keep any valuables in the hostel.
22. Students are responsible for the safekeeping of their valuables. Students should provide their own locks and should take proper care of their belongings.
23. All students are liable to follow the hostel timing.
24. There will be a lady warden at hostel accommodation. Any concern if a student have can raise to warden.
25. Students are not allowed to consume alcoholic, narcotic drugs or any intoxicating substance in the hostel premises. Ragging / Teasing / misbehave with girls of the hostel / society / hostel staff and intentional damage to the property of hostel / society / building / apartment are also considered as ZERO TOLERANCE OFFENCE and students or group of students will be immediately rusticated from the hostel. In case of rustication caution deposit / Hostel monthly fee will not be refunded.
26. As and when applicable, all students must mark their attendance on bio-matric machine when ever any movement happens students should mark their attendance. For Eg:- If you are going to university you need to mark your attendance and when you are back to hostel you need to mark your attendance again.
27. Any complaint from the neighbours / society/ violation of hostel rules will result in strict action.
28. Students are not allowed to arrange any group religious activities in their room.
29. Students should not keep any unauthorized property and unauthorized guests in her room.
30. All students are expected to be back in their accommodation by 8:00 pm in the night.
31. It is mandatory for all girls to mark their attendance in the presence of lady warden at 10:00 pm. In case, any one is not present in the hostel without any information, a call will be first given to girl student at her number and in case of no response for whatever may be the reason; immediate information will be given to university official by lady warden. In case of no information till 12:00 midnight, student's local guardian / parent will be informed by university official.
32. Students should handle hostel equipments, furniture, mess property carefully and not abuse or tamper with it. If so then applicable fine will be charged by the hostel management.
33. Students have to use water and electricity judiciously. If fan, tube, AC, etc., found on in the absence of the students at their rooms, fine will be charged by hostel authorities.
34. Students should switch off the lights and fans when they are not in use.
35. Garbage and wastage only be put at garbage box available nearby premises.
36. Students during their stay in the hostel will be governed by the rules set by management.
37. No student shall use the service of a hostel housekeeping person for personal work. and student should not miss behave with the hostel staff/warden.
38. Students will not enter rooms of other students without permission of the inmates.
39. Every case of illness and accident must be reported immediately to the hostel authorities.
40. Students suffering from contagious disease will not be allowed to stay at hostel decision of the hostel official in this regard will be final and binding.
41. Students are not supposed to use heavy personal electrical device (iron, heater, water heater, induction, cooker, AC etc).
42. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the university management.
43. Hostel accommodation (room) can be changed by the management if they found it necessary at any point of time
44. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel.
45. Playing music / record player etc. loud enough to cause disturbance to his / her neighbour(s) is prohibited. Defaulters will be punished. Repeated acts will render cancellation of allotment of room.
46. In case of medical emergency, hostel official will try to arrange medical aid and if required, he / she will be admitted to hospital. However, all cost related to this will be borne by student.
47. Rule for Leaving the Hostel : A student can leave the hostel by submitting a written application to the office of registrar. After the approval of the concerned official a student can collect No Objection Certificate from Office of Registrar and further need to carry the copy of the same ( No Objection Certificate) when she comes to vacate the hostel after hand overing the asset given to her. (Table/ Chair/ all keys/ Drawer/ cot etc.) Student has to submit the application for leaving the hostel at least 1 month in advance. For e.g. Student submit an application on DT - 15/05/2018, she will have to stay in the hostel till 30<sup>th</sup> June 2018 and has to pay entire fees of June also. If she decides to leave the hostel before 30<sup>th</sup> June, June month fees will be adjusted from her security deposit. It is mandatory for all students to properly endorse the hostel leaving application from her parent before submitting the same to office of registrar. university official will verify the same from parent before approval of the same.
48. If a student leaves the hostel without giving any information and without submitting an application, she will considered to be continued in the hostel and monthly charges will be falling due on her until university receives the written application. Once written application received, rule no.51 will be followed. Any verbal communication in this regard will not be entertained.
49. Any hostel related information, student can update to warden in written.
50. In all normal cases, if university rusticates a student from hostel, 15 days advance notice will be given to the student by the university authority. However, if a student found to be indulges in any of the activities mentioned in point 27, she will be immediately rusticated and information will be sent to her parent.
51. Security Deposit is refundable only after 2 months from the date of leaving the hostel and on written application basis.
52. Penalty for leaving the hostel between the academic year:
  - a. If you leave the hostel between first six month - Rs. 5000/- to be deducted from security deposit.
  - b. After six month till end of the academic year- Rs. 2500/- to be deducted from security deposit.
  - c. Calculation of month will start from date of admission in the hostel not the date of joining.