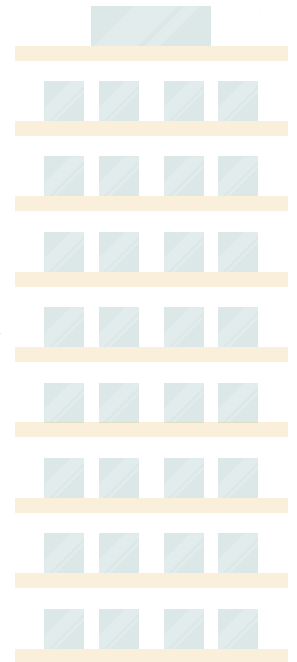




ARKA JAIN
University
Jharkhand

NAAC
GRADE A
ACCREDITED UNIVERSITY



HOSTEL FORM

Name : _____

Programme: _____

Batch: _____

Enrollment No: _____

Hostel No: _____

Hostel Address: _____

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 2025-26 for A/C Room is ₹ 20,000 & Non A/C Room is ₹ 10,000.

6. For the academic year, hostel monthly charges are fixed on the following basis:-

On Non AC Double Sharing ₹ 8,500/- (per head) per month

On AC room Double Sharing ₹ 10,000/- (per head) per month

Note: In case of closure of hostel due to government imposed Lock Down & Student wish to retain the Hostel Room Student will be liable to pay Rs.2,500 per month during the period of lockdown. Alternatively, student may vacate the hostel in case of lockdown.

7. Hostel rooms are available on Double / Triple sharing. Rooms are allotted on first come and first serve basis.

8. Having medical insurance coverage is crucial for students, and it's great that the university is taking steps to ensure they're protected. If students don't have their own insurance, the university's plan can provide a safety net. However, it's also important for students to be aware of the charges associated with the university's plan and factor that into their expenses.

9. 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, Oven & Water Filter facility is available at the common area.

10. All windows are provided with curtain by the hostel authority.

11. Allotment of room furniture etc. will be entirely at the discretion of the hostel official and no complaint in this regard will be entertained.

12. Mess: Breakfast / Lunch / Evening Tea / Dinner.

13. Hostel mess is strictly vegetarian. If any student wants to eat non-vegetarian food they can buy and the parcel should be directly taken to her room. Students are not allowed to cook anything inside hostel rooms. If any devices found it will be ceased and strict action will be taken. Food will be served only in the designated Hall(s) and only during the specified timings. Wasting of food & water will not be encouraged.

14. Hostel mess is closed on Sunday night.

15. 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.

16. For commutation to the university, students can make their own arrangement or can use university transport facility which is provided without any additional charge till the student continues to avail the University hostel facility

17. Hostel fees are paid in advance and on or before 5th of every month. After 5th, a fine of ₹ 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.

18. In case 5th is a holiday, the fee should be paid before 5th.

19. Students going for long vacation have to make sure that their monthly fees is remitted to the hostel account otherwise such excuses will not be considered while imposing late fine.

20. Residents are not permitted to change rooms or sleep anywhere other than in their allotted room without the consent of the Hostel Authority in writing.

21. During any month of the academic year, whether a student stays in the hostel or not for what 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 / Internship and doesn't stay in the hostel for the entire month, he/she is still liable to pay the entire fees for the month.

22. Ragging is strictly prohibited in any form; if someone found guilty, severe action will be taken.

23. Residents are responsible for all their personal belongings & valuable item like cell/ mobile phone, laptop, jewellery, computer, watches & money etc. and should ensure that door & windows of their rooms are properly secured at all times. The university/hostel is not responsible for any loss of personal items. It is advisable not to keep any valuables in the hostel.

24. There will be a lady warden at hostel accommodation. Any concern if a student have can raise to warden.

25. As and when applicable, all students must mark their attendance on biometric 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.

26. Any complaint from the neighbours / society/ violation of hostel rules will result in strict action.

27. Students are not allowed to arrange any group religious activities in their room.

28. Students should not keep any unauthorized property and unauthorized guests in her room.

29. Parents/Guest are not allowed to stay in the Hostel rooms on regular basis. Parents can visit the Hostel room once at the time of admission only if they are allowed.

30. All students must follow the hostel timings - not before 06:00 AM in the morning and are expected to be back in their rooms not later than 07:30 PM in the night. Students are liable to follow the hostel timing.

31. All students need to report in the hostel office for night attendance not later than 08:30 PM, in the presence of the lady warden. In case, any one is not present in the hostel without any information beyond the stipulated hours, a call will be first made to the girl student at her number and in case of no response (for whatever may be the reason); immediate information will be given to the university official by the lady warden. In case of no information till 08:00 PM, student's local guardian/parent will be informed by the 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. All fans, light & electrical appliance must be switched off when not in used. Student must turn off all the electrical equipment's & lights before leaving their rooms.

Silence : Strict silence shall be observed in hostel from 11:00 pm to 5:30 am. Care should be taken at all times to insure that music/loud talking is not audible outside the room.

34. Rooms are allotted to each student on her personal responsibility. She should see to the upkeep of her room, hostel & its environment. If any thing found damage the student along with her partner solely responsible.

35. Laundry area, common areas & surrounds of the hostel should be kept clean & tidy at all times (use dustbins for soap covers, dust etc.). Student must use dustbins for proper disposal of sanitary pads, soap/shampoo covers, hair, hair pins, etc.. garbage & 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. Consumption of intoxicating substance and contraband in the hostel premises. Students should not misbehave with the hostel staff/ warden. Ragging, teasing or misbehaving with other girls of the hostel/ society/ staff, intentional damage to the property of hostel/ society/ building / apartment and consuming alcohol/ narcotics drugs or any intoxicating substances will be considered as ZERO TOLERANCE OFFENCE and will be immediately rusticated from the hostel. In case of rustication caution deposit/ Hostel monthly fee will not be refunded. No student shall use the service of a hostel housekeeping person for personal work. Offering of payments/tips, rewards, token of appreciation or gifts of any kind for any services rendered by any worker of the hostel is not allowed.

38. Students will not enter rooms of other students without permission of the inmates.

39. The Management has the right to discontinue Hostel accommodation given to a student on account of misconduct and/or violation of rules and regulations.

40. In case of illness and accident must be reported immediately to the hostel authorities.

41. 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.

42. Use of any electrical appliances like heaters, hotplates, electric kettle, steam iron etc. or any other restricted devices in hostel rooms is strictly prohibited. If any student is found using any of such equipment, the equipment will be seized immediately by the warden. The student can collect the same while vacating the hostel.

43. All girls are required to attend meetings called by the warden, unless they have a valid medical reason for absence.

Guidelines for Students using university Provided Accommodation

44. 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.

45. Hostel accommodation (room) can be changed by the management if they found it necessary at any point of time.

46. 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.

47. 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.

48. 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.

49. Any hostel related information, student can update to warden in written.

50. No student is allowed to go out/in of the hostel after 8:00 pm to 5:30 am. if any emergency, student must seek the permission of the Warden/Hostel In charge.

51. Any cyber-crime, indiscriminate imaging with mobile camera or digital camera, MMS etc.. will be taken very seriously and action shall be taken against residents found guilty of such activities.

52. University will not be responsible for any such loss of asset provided by the university hostel for any such damage students have to bear the loss.

53. A Resident should check the fittings & fixtures in her room at the time of occupation. If there is any deficiency or inadequacy, it should be brought to the notice of the hostel warden/ in charge immediately before occupying the room. The occupant of the respective rooms will be responsible for the fittings and fixtures thereafter repairing /replacement cost will be solely born by the occupants and shall see to it that they are in working condition / order at the time of handing over of the room when she leaves the hostel.

54. Before leaving the hostel every resident shall obtain clearance from the Warden and personally hand over the charge of the room and hostel property including all keys, locks and University Hostel Id card provided at the time of allotment. Repair charges for any damage to the furniture will have to be paid by the residents.

55. Residents are not to tamper with the electrical appliance and sanitary installations. The cost of repair / replacement due to any damage done to them will be realized from the residents of every room.

56. 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 vacant the hostel afterhand 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 - 15/05/2025, she will have to stay in the hostel till 30th June 2025 and has to pay entire fees of June also. If she decides to leave the hostel before 30th 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.

57. 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.

58. 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 26, she will be immediately rusticated and information will be sent to her parent.

59. Penalty for leaving the hostel between the academic year for availing hostel facility.

a. If you leave the hostel during the first six months, 50% of amount would be deducted from security deposit.

b. After six months, till end of the current academic year, 25% of amount would be deducted from security deposit.

c. Calculation of month will start from date of admission in the hostel, not the date of joining.

d. If the student completes her program then 100% security deposit amount will be refunded.

60. Security Deposit is refundable only after 2 months from the date of leaving the hostel and on written application basis.

Code of Conduct

1. Student should follow the University hostel timing 06:00 AM to 07:30 PM.
2. Students shall maintain discipline and peaceful atmosphere in hostel.
3. A student may be fined or expelled from the hostel by the Warden / Hostel in charge for the following reasons:-
 - a. Misbehaviour of any kind, which will include disrespectful conduct towards the Warden, employees of the hostel and other residents / students.
 - b. Teasing or otherwise harassing other students and/ or the use of violence.
 - c. Stealing or pilfering Hostel/ University property or the property of other students.
 - d. Unruly conduct or rowdism.
 - e. Disfiguring walls and furniture, sticking of posters, distribution of unauthorized handbills or notices.
 - f. Making noise and/ or creating other disturbance including the use of transistor, radio etc. in a manner likely to disturb other boarders.
 - g. Convening, organizing, attending unauthorized meeting within the hostel premises. Absence from the hostel without prior permission or beyond permissible time.
 - h. Breach of any of the hostel rules.
4. No student shall keep gold or costly jewellery in her room.
5. While visiting common room /dining hall, the student should be in proper dress, wearing shorts is not allowed in the mess area.
6. Students shall use or handle with care all property belonging to the hostel. When a student found guilty of want on damage of hostel property, the warden/ Hostel in charge may recover the cost of repair or replacement and in addition, may impose a fine or recommend imposition of fine depending on the circumstances.
7. Students shall not abuse, maltreat or assault hostel employees.
8. The dealing of the students with fellow students should be courteous. Quarrels or disputes with fellow students should be avoided. Students shall not under any circumstances, take the law in their own hands.

Undertaking to be signed by Parent/Guardian

I consider this as my personal responsibility to see that the undertaking given by my ward regarding ragging and maintaining overall discipline in the hostel will be honoured in all respect during her entire period of stay in the accommodation provided by **ARKA JAIN University, Jharkhand**. I have seen all the facilities existing in the university provided accommodation and will not expect or demand any special facility for my ward. I will not allow my ward to bring and keep any four wheeler vehicle

NAME OF PARENT/GUARDIAN

[illegible]

PHONE NO.

[illegible]

MOBILE NO OF PARENT / GUARDIAN

[illegible]

PARENT/GUARDIAN

(SIGNATURE OF WITH DATE)

Undertaking to be signed by Student

1. I have read and fully understood the guidelines from no 1 to 60
2. I will abide by the rules and regulation of the hostel. I shall also abide by the rules modified or framed in the future.
3. I shall never indulge myself directly or indirectly in any type of ragging activity.
4. I will not get involved in any union / group / forum formation in the hostel to challenge the hostel authority.
5. I will not involve in any confrontation / fight / quarrel / indiscipline activity in the university provided accommodation and in the university.
6. I shall pay the accommodation charges, mess bill and other charges as per the specified dates. If I fail to do so, I will abide by the rules and regulation about the penalty.
7. I will follow all direction given from time to time by hostel authority during my stay in the hostel.
8. This understanding abides me for my entire stay in the hostel.
9. I understand that the decision of the hostel administration in any of the above matters / issues will be binding on me and shall fully respect the same.
10. I understand that hostel application is valid for one academic year only. Next year I have to apply again in advance

NAME OF STUDENT

[illegible]

PLACE

[illegible]

STUDENT

(SIGNATURE OF WITH DATE)

Documents to be Submitted :

1. Aadhar Card of Student
2. Aadhar Card of Parents (Both Mother & Father)
3. Aadhar Card of Local Guardian
4. Medical Fitness Certificate
5. Ten Passport Sized Photographs
6. Five Passport Sized Photographs of Mother & Father
7. Medical Insurance Certificate

□ □ □ □ □ □ □

Signature of the Receiver with Date



ANNEXURE-I
ARKA JAIN University, Jharkhand
UNDERTAKING BY STUDENT/PARENT

Student Name Enrolment Number

Daughter of

Program Age (as on today)

Mobile No. E-Mail id

I hereby declare that I am fully aware of the rules and regulations governing the hostel facility provided by ARKA JAIN University. I understand and agree to abide by these rules and regulations at all times. Further, I understand and agree to adhere to any additional rules and regulations as may be intimated by the university from time to time.

I am further aware of the importance of attending classes regularly and maintaining good academic standing. I commit to fulfilling my academic responsibilities and upholding the academic integrity of the university.

Finally, I understand that I shall be solely responsible for any undesirable action or inaction on my part, and I am liable to disciplinary action as per the university's guidelines in such a situation.

I am aware that I am expected to conduct myself in a responsible and respectful manner, upholding the university's values failing which disciplinary action can be taken by the university.

Signature of the Student

Date:

Signature of the Parent:

Student's Name in Capital Letters Mobile No.

Address (where the student is currently residing)

.....



ANNEXURE-II

MEDICAL CERTIFICATE FOR HOSTEL

(To be obtained only from a Gazetted Government Medical Officer)

Name (in Block Letters) :

Father's / Mother's Name :

Blood Group of the Student :

Height : Weight :

Vision R : L :

Does the student wear Spectacles/Lenses?

☐

No

☐

Yes

Spectacles or Lenses

Any comments regarding vision :

.....

Hearing Loss, if any : ☐ No ☐ Yes ☐ Partial

Allergies, if any :

.....

Any other remarks (related to Medical History) :

.....

I, Dr. after careful personal examination of the case

do hereby certify that Ms. is found
physically fit to stay in a University Hostel.

Signature with seal

Place :

Ref. No :

Date :

Designation :



ANNEXURE-III

Undertaking for Medical Insurance

UNDERTAKING BY STUDENT & PARENT

I, _____, daughter of _____,
hereby declare that I am a bonafide student of ARKA JAIN University, enrolled in the Program
_____, Batch _____, Academic Year _____,
and seeking to avail the University Hostel facility _____
E-Mail id _____

1. I understand the importance of having valid medical insurance coverage during my stay in the hostel.
Therefore, I undertake the following:

a) I have a valid medical insurance policy covering hospitalization and medical emergencies.

i. Insurance Provider [Company Name] : _____

ii. Policy Number : _____

iii. Valid From [Start Date] to [End Date] : _____

b) I agree to obtain a valid medical insurance policy within days after availing the university hostel facility and will submit a copy to the Hostel Office of the same.

c) I understand that failure to do so may result in the cancellation of the hostel facility.

d) I understand that if I opt for medical insurance as provided by the university, I need to bear the charges in this regard as communicated.

2. I understand that the University or Hostel authorities shall not be held responsible for any of my medical expenses for the duration when I am in hostel, and will bear the same fully.

3. I confirm that the information provided by me is true and complete to the best of my knowledge.

Date: _____

Place: Jamshedpur

Signature of the Student: _____

Name: _____

Signature of Parent/Guardian : _____

Name: _____



≡ OF EXCELLENCE ≡

Toll Free Number : 1800 -1200-200

Website : www.arkajainuniversity.ac.in

Admission Office : D-28, Danish Arcade, Opposite Asian Inn Hotel, Dhatkidih, Jamshedpur - 831001

Campus Address : Opp. Kerala Public School, Mohanpur, Gamharia, District Seraikela Kharsawan,
Jharkhand - 832108

Phone No. : (Hostel -1) 0657 - 3595452 | (Hostel -2) 0657-3566173

Student Support Phone No. : 0657-2312005

Email : hostel@arkajainuniversity.ac.in