



THE ASSAM  
ROYAL GLOBAL UNIVERSITY

— GUAHATI —

# HOSTEL

## POLICY AND RULES



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# HOSTEL POLICY

## INTRODUCTION:

Royal Global University offers Hostel facility for students with the primary objective of instilling in every hosteller a spirit of bonhomie, self-confidence and self-discipline. Hostel accommodation, separately for boys and girls, will be provided by the University solely based on availability. The guiding principle towards the formulation of the Hostel Policy, Rules and Code of Conduct for Hostellers is to ensure a secure and comfortable environment which is conducive to learning, and all hostellers are required to strictly abide by the same.

## 1. Admission and Termination

### 1.1 Admission

Students seeking admission to the University hostel must apply for the same at the time of admission. The student must pay the Hostel Fee as prescribed by the University (charged annually) and refundable deposit fee of Rs. 10,000/- (Rs. Ten Thousand only) along with university fee. At the time of the hostel room allocation, the students should produce the University Fee, Hostel Fee and Hostel Deposit receipts to the concerned hostel authority. In case the hostel room is not allotted to the concerned student, due to non-availability of hostel room or any other reason, the Hostel Fee and Hostel Deposit shall be refunded by Cheque to the student at the earliest.

Application for admission to the hostel should be made on the prescribed format. The application form duly filled in, along with prescribed enclosures must be submitted to the hostel office by the date notified. The admissions shall be made as per the rules of the hostel. These Rules shall be applicable to all the residents and shall be binding on them. Hostel admission shall be primarily based on the merit of the students admitted to a given programme. The seats shall be divided among various Departments and Programmes of Study as per the policy of the University.

### **1.1.1 Eligibility for Admission:**

The students satisfying the following eligibility criteria shall be considered for admission:

- a) Applicant should be a fulltime bona-fide student at the University.
- b) He/she has not been debarred from hostel on earlier occasions.
- c) He/she is not employed or has joined any course outside Royal Global University.
- d) Admission shall not be granted to a student in case there is any disciplinary action pending against him/her.
- e) No dues must be pending against the student for being eligible for admission to hostel.
- f) Suppression of information or giving wrong information pertaining to any of these eligibility criteria would make the student ineligible for admission in the hostel.
- g) Each student must take fresh admission at the start of each academic session. The fee applicable for admission will be announced at the start of an academic calendar.
- h) Research students must provide a certificate indicating the satisfactory progress of the research work from the supervisor duly forwarded by the Head of the Department.
- i) Hostel administration may ask the residents to vacate Hostel rooms at the end of the academic year or during the winter breaks for renovation/ electricity fittings or any other such purposes. In any situation hostel resident will not insist on retaining the same room in the next academic session.
- j) A medical fitness certificate of the candidate is to be submitted by the students. The student is required to disclose all past medical history. Any non-disclosure of past medical history is at the risk of the student.
- k) The student shall pay the applicable Hostel fee for one year as a onetime payment, along with interest free refundable deposit in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective programme of the concerned school. The fee may be paid by Demand Draft / Electronic Transfer.
- l) Students are debarred for readmission or students seeking readmission in any other course after spending one year/ semester in the hostel need to take clearance from the hostel disciplinary committee.
- m) Local resident of Guwahati needs approval of competent authority for admission in hostel.

### **1.2 Accommodation**

The hostel is treated as an extension of the University, and observance of rules and regulations of the Hostel is compulsory for all the students.

### **1.3 Room Allotment/Shifting**

Room allotment is done by the Rector / Chief Warden in consultation with the Registrar. Student shall not interchange their room with another student or shift into vacant room/ bed without prior written permission from the Warden. The Rector and warden has the right to shift any student from his/her room to another room in the hostel after making the changes in ERP.

### **1.4 No Creation of Tenancy**

No right in nature of tenancy or any other like right for a specified period is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the University, from time to time.

### **1.5 Re-allotment of Hostel Accommodation**

Provision of hostel accommodation at the time of promotion to next year/ subsequent year does not automatically ensure its continuation in the hostel also. The student must apply every year for re-allotment through online mode in the RGU ERP system. Accommodation to candidates who apply for re-allotment will be provided subject to availability. Re- allotment may be denied to the student if he/she has more than three backlogs/year backand those found indulged in acts of indiscipline. Student must submit their application for discontinuation/ continuation of hostel on or before 31st May of every year.

### **1.6 Local Guardian**

The student will register details of local guardian duly authenticated by the parents. A copy of the hostel rules will be signed by the local guardian/parents. In absence of local guardian, student will be required to obtain a confirmation e-mail from guardian/parent for all kind of out passes and for emergency purposes as the case may be.

### **1.7 Safety & Personal Belongings**

The hostel warden shall provide keys of the allotted room to the respective student. The student is personally responsible for the safety of all their valuables, and these should be kept in the cupboard under lock and key. The student should not leave mobile, ornaments and other valuables unguarded. Students will not change lock and key of the room without permission of the Rector/ Chief Warden and are advised to get duplicate keys made with the permission of the Rector / Chief Warden to guard against loss of keys.

### **1.8 Furniture & Fixture**

The student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to the student must be cared properly. The student will be required to pay 3 times the cost if any item is found damaged or missing from their room due to careless / negligent handling of the items. The student will also be required to pay 3 times of the charges of the repair of an item that is found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear.

### **1.8.1 Following acts are punishable:**

- a. Unauthorised change /Interchange of allotted room / bed: Student is prohibited from interchanging any allotted room/furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Chief Rector / Chief Warden, students involved in such activities may be expelled from the hostel.
- b. Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to whole hostel, the recoveries will be made from all the occupants of the hostel. Damage to asset in common area will be recovered from the respective users.

### **1.9 Electrical appliances**

Electric appliances shall not be permitted in the room, defiance of which shall enable the Chief Warden to confiscate the gadget forthwith. The lights and water in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use. While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, reasonable fine per default occasion will be imposed by the Rector/Warden. Table lamps can be used for study purpose after lights out time. Unauthorised gadgets such as heaters, coolers, Induction, electrical kettle, press iron etc. will be confiscated and fine will be imposed on defaulters.

### **1.10 Mess Rule**

- a) Only pure vegetarian food is served in the hostel mess. Boarders are not allowed to bring non-vegetarian food from outside to the hostel and at any other place in the university campus.
- b) Considering the non-veg habit of substantial number of boarders from Northeast, authorities have arranged for non-veg food items in a Dhaba outside the University campus, in the car parking area. The non-veg food will be served 2-3 times in a week as per schedule.
- c) Entry of any boarder into the kitchen is strictly prohibited. Boarders should refrain from directing/instructing the kitchen staff.
- d) No boarder shall pilfer any crockery, cutlery from the mess/dining hall to his/her room.
- e) Hostellers are required to dine in the dining hall only. No hosteller is permitted to take food in the room.
- f) Boarders may be asked to show ID card issued by the university as and when required in the hostel cafeteria.

g) Mess timings are as follows:

MEAL	TIMING
Breakfast	07:30 PM to 08:45 AM
Lunch	12:00 noon to 02:00 PM
Evening Tea and Snacks	05:00 PM to 06:00 PM
Dinner	07:30 PM to 09:15 PM

### **1.11 Room Checking**

The Registrar/Rector/Proctor/Warden or any other Officials of the University along with Security Guards may at their discretion inspect /check any room or student's belongings in the presence of the students living there in any time of the day or night. Students should not indulge in any activity which may cause harm to himself or other person. In case of emergency / doubtful situation the University reserve the right to open the room in absence of the occupant/s

### **1.12 Vehicles**

Hostellers are not allowed to use any personal vehicles. Parents are requested not to provide any vehicle for their ward. Violation of this rule will result in the withdrawal of the Hostel facility for the errant hosteller.

### **1.13 Notice Period**

A boarder is expected to stay in the hostel till the completion of the academic year. A student shall have to vacate the hostel within five days of completion of his/her year end even semester examination. Any extra day will be charged as per norms and for such extra days, prior written permission from the Registrar / Rector /Warden is required. In case a student does not vacate belongings fromhis/her room, the belongings will be removed from the room and room will be locked by the Rector / Warden in the presence of a senior officer with no responsibility of the Management for the loss etc, if any.

### **1.14 Expulsion from Hostel**

The University Registrar/Chief Warden reserves the right to terminate the temporary occupancy of the student for any wilful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in antisocial, anti-national or undesirable activities. In such cases the deposit shall be forfeited, and the hostel fee will NOT be refunded. Students recommended for expulsion from the University, will also be expelled from the hostel



### **1.15 Storage of Baggage during Vacation**

During the vacation, belongings should be kept in the cupboard under lock. However, students may avail common storage facility for limited quantity (2 cartons). One month before the vacation period starts, an application endorsed by the Dean of the School to the Rector / Warden must be submitted informing the warden about the student's official vacation period. On completion of the final year of the programme or when a student desires to vacate hostel accommodation at the end of an academic year and do not wish to continue subsequent year, he/she should take all his/her belongings with him/her.

## **2. Attendance, Hostel Timings, Leave and Visitors**

### **2.1.1 Attendance**

Attendance is taken by the warden between 08:00 pm and 10.30 pm of the day. Each student must personally sign the attendance register / register for biometric attendance every day. The boarders shall always register their time-out/time-in in the hostel logbook followed by biometrics face attendance in the morning before going to the class and again after dinner to ensure their presence. Strict action will be taken against anyone found signing on behalf of his/her friend in the prescribed register. After 10.30 pm the student is not allowed to go out of the hostel, in case of non-compliance disciplinary action may be initiated. Hostelers are not allowed to stay in the hostel during the class hours on working day.

### **2.1.2 Hostel Timings**

The student shall return to the hostel before 07:30 pm (08:00 pm on Saturday/Sunday/Holidays) after which gates will be closed. The gates will reopen at 5.00 am. the next day. Late comers will have to make an entry in the register kept at the gate, which will be informed to his / her School, parents and local guardians. Three late coming entries in a month will lead to cancellation of permission to stay in hostel and fee will not be refunded. The same shall be informed to his/her parents, local guardian.

### **2.1.3 Leave and Visitors**

Students, who wish to take leave during working days, should get special permission from Faculty In-Charge/HOD/Dean for the issue of out pass from the concerned hostel authorities.

Visitors/parents are allowed to visit a student only in the visitor's lobby between 7.30 am to 9.00 am and 5.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall take any visitor including her/his parents to the room. Personal servants/domestic helpers are not allowed inside the rooms.

### **2.1.4 Recreation**

A recreation room and facilities for indoor games are provided within the hostel premises. Hostellers are allowed to use these facilities as per the following timings:

Morning: 05:00 am to 08:00 am

Evening: 05:00 pm to 08:00 pm

Holidays: 05:00 am to 11:00 am and 04:00 pm to 08:00 pm

### 2.1.5 Facility

The University has world class infrastructure inspired from the modern lifestyle. The following facilities are available inside the campus for hostellers.

<ul style="list-style-type: none"><li>• <b>Fitness Centre</b></li><li>• <b>Unisex Saloon</b></li><li>• <b>Laundry</b></li><li>• <b>Tuck shop</b></li><li>• <b>Gaming Zone</b></li><li>• <b>Book Shop</b></li><li>• <b>Music room</b></li><li>• <b>Movie theatre</b></li><li>• <b>Food Plaza</b></li><li>• <b>Free Wi-Fi</b></li><li>• <b>Amphitheatre</b></li><li>• <b>Library</b></li><li>• <b>Bank / ATM</b></li><li>• <b>Pharmacy</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Football/Cricket/ Baseball</b></li><li>• <b>Basketball / Badminton</b></li><li>• <b>Table Tennis/ Snooker/ Billiards</b></li><li>• <b>Cycling and jogging</b></li><li>• <b>Swimming pool(common facility for RGU and Royal Global School)</b></li><li>• <b>Mixed Marshal Arts (MMA)</b></li><li>• <b>Departmental stores</b></li><li>• <b>Mobile and Laptop Shoppe</b></li><li>• <b>Cafeteria / Mess</b></li><li>• <b>24X7 Power Backup</b></li><li>• <b>CCTV Surveillance&amp; Security</b></li><li>• <b>Medical facility – Eye testing, Diagnostic centre,Physiotherapy clinic, Doctors (Allopathy, Ayurvedic/ Homeopathic) and basic medicines, infirmary, X-ray etc</b></li><li>• <b>24 hrs Ambulance for emergency</b></li><li>• <b>Reprography centre</b></li></ul>
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### 2.3 Outside Competitions

The student is permitted to go outstation for participating in various competitions only after submitting proof and application along with parent's consent to the Rector/Warden and getting permission of the HoD. The student will intimate the Warden and make an entry in the Outstation Register kept with the Warden.

### 2.4 Permission for Out pass

- a) Every boarder must collect his/her Gate Pass (duly signed & stamped by the concerned authorities) before going out & will have to deposit it at the security gate & record his/her 'time out' (while going) & 'time in' (on return) in a register at the main gate.
- b) A hosteller, who wants to go out of station due to an exigency, will be issued out pass only after the receipt of an SMS requesting permission (specifying duration of out pass and reason) sent from the registered mobile number of the parent/ authorized guardian.

- c) A hosteller, who wish to take leave during working days, should take permission from Departmental Coordinator/HoD/Dean for the issue of out pass from the concerned hostel authorities.
- d) A boarder will be allowed to go out of campus for daylong outings on Saturdays, Sundays and on declared holidays. In exceptional circumstances/cases and considering the genuineness of the problem, a boarder may be allowed a daylong outing for maximum four working days in a month subject to consent received from parents and further approval from respective HoD/Dean etc. In addition to this, a boarder may be allowed to go out of the hostel/campus for 2-3 hours on two working days i.e. Tuesday and Wednesday, only after the classes are over and with prior permission from the competent authority and with a written consent of the parent.

## **2.5 Night Out**

Night out shall be permitted by the Rector / Chief warden / wardens only under following conditions and circumstances:

- a) When recommended in writing by the HoD of the School for academic reasons and permitted by parents/local guardians.
- b) On holidays with written consent from parents/local guardian.
- c) Overnight stay in parents'/local guardian's place is allowed twice a month. A boarder must submit a written application to the Hostel Warden and only after due written confirmation from parents and local guardian, he/she will be granted permission.
- d) Once night out permission is accorded, student will be permitted to report only after 6.00 am in the morning. However, in case of medical emergency student can contact the warden directly.
- e) In case where the student has the permission for more than one night out, student shall not be allowed in the hostel during the period mentioned even during the day timing.

## **2.6 Celebration of Festivals and Birthdays**

Hostellers may celebrate festivals and birthdays in the hostel premises with prior permission from the concerned hostel authority. However, all the functions/celebrations are to be concluded before 8 pm, and students should confine only to the dining area during such celebrations. There should not be any kind of discomfort caused to other Hostellers and other occupants in the hostel premises. No outside guest(s) or interference of any kind will be permitted during the celebration.

## **2.7 Official Tour/Travel**

Hostellers who are leaving the hostel to attend events/programs organized by the University should get prior permission from the concerned HOD/Dean and their parents. The parents should give their consent in writing for the official tour/travel. Also, hostellers are required to take permission in writing from the concerned hostel authority about the same.

## **2.8 Medical Emergency**

First Aid Kits are made available at Hostel infirmary. Any student, who is not well, shall immediately report to warden to avail FIRST AID treatment. In case of medical emergency, the student will be shifted/referred to the nearby hospital. Emergency Medical Help Line numbers are displayed in all the Hostels. Students are supposed to inform the authority/warden about any previous medical history / drug and their blood group at the time of admission itself. It is the duty of the boarder to inform the warden of any sudden illness he/she may contract during his/her stay in the hostel.

## **2.9 Infirmary Rules**

- a) Boarders will be allowed to stay in the infirmary or rest room allotted for rest, under the observation of hostel warden/assistant warden/medical staff as and when required on the advice of the Doctor/Nurse. The sick/ ailing student will not be allowed to stay in their respective rooms during the daytime when classes are on.
- b) In case of minor injury of a boarder, first-aid facility will be provided in the campus Infirmary.
- c) However, in case of serious illness/injury, the hostel management may shift a boarder to a nearby Government/Private hospital through its in-house ambulance. The charges for treatment at the Government/Private hospital shall be borne by the boarder/parents.

## **2.10 Identity Card**

The student is always required to carry their Identity cards provided to them by the University within the campus and when moving out of the Campus, so that in case of an emergency/accident the University authorities can be contacted and informed. Student should co-operate with security personnel for verification and checking of Identity Card. The name of the student's not carrying Identity card with him/her will be reported to the Registrar for action.

## **3. General**

### **3.1 Dress Code**

The students should be decently dressed when they are out of their rooms. For girls, tight body-hugging clothes, short tops, revealing clothes etc. are forbidden outside the room. For boys, half pant, baniyan and shorts are forbidden. Hostellers are not allowed to roam around in academic blocks during/after the working hours in casual dresses.

### **3.2 Silence**

Strict silence shall be observed in hostel from 10.00 pm to 6.00 am. Care shall always be taken to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations, which may cause disturbance to other inmates in the hostel premises, will not be allowed. Recreational facilities will be turned off at 10.00 pm.

### **3.3 Cleanliness**

The student shall keep their rooms, lobby and surrounding areas tidy, neat and clean always and shall not throw anything including trash, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ balconies. The warden may confiscate any such clothes hung for drying in the balconies. No student shall store any cooked food/ raw food for future cooking in the room.

### **3.5 Registration of Personal computers, use of licensed antivirus software and compliance to internet policy**

It is mandatory for all inmates to register their laptops/PCs and install licensed antivirus software. The student must abide by the Internet Usage Policy of the University.

### **3.6 Hostel Staff**

The student shall always treat the staff and housekeeping staff of the Hostel with due courtesy. Service of the housekeeping staff shall NOT be utilized for private or personal work. Tips in cash or kind to hostel/university staff is prohibited.

## **4. Strictly Prohibited Activities**

### **4.1 Ragging**

Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the University. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting this is also an offence. Students should report any such incident immediately to any member of the Anti-Ragging Committee / Warden / Registrar / Security Personnel / Dean / Director directly at any time of the day / night.

### **4.2 Alcohol / Drugs / Smoking**

The student shall not bring, store, possess, consume and/or drink any alcohol/ intoxicating drink, drug or substance of any kind whatsoever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behaviour shall invite strict disciplinary action leading to expulsion from Hostel, rustication from the University and action as per law of the land.

### **4.3 Gambling**

No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this rule including online gambling will invite action as per law of the land, in addition to expulsion from the University.

#### **4.4 Misuse of Internet and Online Social Media**

Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the University or any other person or organization will invite disciplinary action. Student should strictly refrain from indulging in any act of violating the code of internet use.

#### **4.5 Breach of Privacy**

Student should refrain from taking any photographs/videos of their inmates or staff members and publish in any form of media without permission from the owner or any competent authority. Non-compliance of above shall be treated as a breach of individual privacy and disciplinary action will be initiated.

#### **4.6 Political or Communal Activity**

The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.

#### **4.7 Information to Media**

The student shall take prior written permission of the Registrar/ other competent authority before giving any information or interview regarding Hostel to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.

#### **4.8 Firearms and other prohibited weapons**

Any type of storage or possession of firearm, ammunition, explosive and inflammable goods and other prohibited weapons on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from hostel and University and lead to action as per law of the land.

#### **4.9 Pets**

The student shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Student should desist from pampering stray dogs by offering food, petting them etc.

### **5 Violation of Hostel Rules**

#### **5.1.1 Disciplinary Action**

In addition to penalties, punishment and fine provided in these Rules, Disciplinary action as per the University Code of Conduct shall be taken against student violating these Hostel Rules and Regulations.

### 5.1.2 Hostel Disciplinary Committee

All disciplinary issues pertaining to the hostel will be addressed by the hostel disciplinary committee. The committee is headed by a senior professor at the university along with six (6) other senior faculties and two (2) wardens as members.

### 5.1.3 Expulsion from The Hostels

The University reserves the right to cancel admission of a Hosteller from the University Hostels without giving any prior notice or reason. Suspension/rustication from the University also implies consequent suspension/rustication from the University Hostel. A hosteller shall be expelled from hostel if the hosteller fails to maintain a minimum of 75% of attendance in every Course in the concerned Academic Term as prescribed by the Academic Regulations of the University.

### 5.1.4 RGU Penal Card System

To maintain discipline and decorum inside the hostel and university campus, a Penal Card System has been introduced which includes initial warnings and finally expulsion from the hostel. All the steps/warnings will be communicated to the respective parents by the Hostel Warden asking for their co-operation and prior to issuing the 3rd warning with prior approval from the hostel disciplinary committee. Once the 3rd warning (Red Card) is issued, the parents will be informed to take back the concerned ward from the hostel. No refund of hostel fee (except caution money) shall be made in case a student is terminated from the hostel.

REASONS TO ATTRACT PENAL CARD	TYPES OF CARDS ISSUED
i) Detection of boarder taking or possessing cigarette, drugs and alcoholic drink. ii) Detection of boarder returning in inebriated condition. iii) Detection of boarder quarrelling with security guards. iv) Smuggling of non-veg food items inside the university premises. v) Any loss/damage caused to the hostel property. vi) Gambling vii) Misuse of Internet & social media viii) Possession of firearms, Ammunition etc.	A boarder will be penalized with a YELLOW CARD for committing any of these actions for the first time, an ORANGE CARD for the second offence and the most undesirable RED CARD for the third offence which will lead to his/her expulsion from the hostel.

Consumption/spitting of prohibited substances /material or narcotic & psychotropic substance inside the hostel/ university campus/outside campus and returning in inebriated condition.	A boarder will be penalized with an ORANGE CARD for committing the offence for the first time and a RED CARD for the second time which will lead to his/ her expulsion from the hostel.
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## 6. Suggestion Box/Register

Suggestions and complaints should be either deposited in the suggestion box or entered in the Suggestion Register kept in the hostel premises. Suggestion form will also be available in the hostel.

## 7 Other Rules and Important points

### 7.1 Other Rules and Important points

- a) Hostel fee is non-refundable (refer to policy for refund of fee).
- b) Upon taking admission in the hostel, a boarder will have to continue for at least one year (Two semester).
- c) Students whose parents reside in Guwahati city will not be allowed admission into the hostel.
- d) It is desirable for a boarder to have a local guardian. Failure to provide the name of a local guardian may be a criterion for rejecting admission to RGU hostel.
- e) Boarders are to vacate the hostel rooms during semester breaks after their examinations are over and should handover keys of the room before leaving for breaks.
- f) Use of personnel electrical appliances like water heaters, iron-boxes, induction plates, fans, air conditioners/heaters etc. are strictly prohibited inside the room.
- g) Indoor cooking including making of tea/coffee/noodles etc in the room is strictly prohibited.
- h) Students are strictly instructed to avoid wastage of food/water.
- i) Boarders must switch off all lights, fans and electrical appliances including mosquito repelling machines, before leaving their rooms.
- j) In order to encourage the hostellers, every session two (2) students from each hostel is awarded as “Best Hostellers award” based on the parameters laid down by the University authority such as discipline, Academic excellence, attendance, Participation in in house events, dressing sense, cleanliness etc.



- k) All instructions/ notices shall be displayed on the Notice Boards and will be deemed to have been read by all boarders. Excuses for non-compliance of instructions and notices will not be accepted.
- l) Boarders are advised to look at the notice board regularly to acquaint themselves with latest information/orders.

## **7.2 Revision of Rules and Regulations**

The University reserves the right to revise or amend the Hostel Policy, Rules and Code of Conduct for Hostellers from time to time as deemed necessary by the University. Hostellers will be informed of such changes through notices/circulars, and they shall abide by the revised/amended Hostel Policy, Rules and Code of Conduct for Hostellers.

## DECLARATION BY THE STUDENT(HOSTELER)

I have read the hostel policy and rules of the university and I agree to abide by them, failing which I shall be liable to disciplinary action.

Date: \_\_\_\_\_

Name of the Student: \_\_\_\_\_

Batch: 20..... 20..... Programme: \_\_\_\_\_ Room No/Floor: \_\_\_\_\_

Hostel name: \_\_\_\_\_

**Signature of the student**

## UNDERTAKING BY THE STUDENT FOR ANTI RAGGING

1. I \_\_\_\_\_, S/o. D/o. Mr./Mrs./Ms. \_\_\_\_\_  
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard.
2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.
3. I hereby undertake that
  - I will not indulge in any behaviour or act that may come under the definition of ragging.
  - I will not participate in or abet or propagate ragging in any form.
  - I will not hurt anyone physically or psychologically or cause any other harm.
4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and /or as per the law of the land.

Name of the Student: \_\_\_\_\_

Address: \_\_\_\_\_

Signed this on(date) \_\_\_\_\_

**Signature of Student**

## UNDERTAKING BY PARENT FOR ANTI RAGGING

1. I \_\_\_\_\_, F/o. Mo. \_\_\_\_\_ have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
2. I assure you that my son/ daughter / ward will not indulge in any act of ragging.
3. I hereby agree that if he /she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and / or as per the law of the land in force.

Name of the Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Signed this on (date) \_\_\_\_\_

**Signature of the Parents/Guardian**

**Father**

**Mother**





THE ASSAM  
ROYAL GLOBAL UNIVERSITY  
— GUWAHATI —

Betkuchi, NH-37, Guwahati-781035, Assam  
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# HOSTEL

**POLICY AND RULES**