



KARNAVATI

UNIVERSITY

STUDENT HOSTEL ACCOMMODATION POLICY **DOCUMENT**

1. SHORT TITLE & EXTENT:

These rules shall be called the ‘Student Hostel Accommodation Policy’. This shall come into force from 24th day of February, 2022.

2. APPLICABILITY:

These rules shall be applicable to all the students of the University/Institute who are availing hostel facilities at the University campus.

3. ACCOMODATION:

- i. Hostel Accommodation at the university campus is only available to the students of the University enrolled in undergraduate program/course, except for the students in final year of their respective undergraduate program/course. (Hereinafter referred as “**eligible students for hostel accommodation**”). The hostel accommodation is not available to students enrolled in Post-graduation program/course or PhD. program/course.
- ii. The eligible students under clause 3 (i) are entitled for the accommodation in the hostel after the timely payment of annual prescribed hostel fee along with the refundable security deposit, subjected to the availability. Any student, who ceases to be a student of university, for reasons whatsoever, shall not be eligible to avail the hostel facility at the University.
- iii. The refundable security deposit mentioned in clause 3 (ii) above shall be an interest free deposit, payable at the time of the admission in the hostel, refundable as per clause 14(i) with an exception mentioned in clause 15 (ii).
- iv. Hostel rooms with Air Conditioning (AC) facilities shall have an attached electricity sub-meter for the AC only in the rooms, and the charges against the same shall be paid by the student themselves in sharing as per their room category i.e. Twin Sharing and Triple Sharing, as and when generated. A receipt shall be given against such payment.
- v. Accommodation once allotted to the students are not subject to change except in case of special situations and on the discretion of the Hostel Administration Committee (HAC).

- vi. The allotment is done on the basis of FIRST-CUM-FIRST SERVE BASIS only based on the category of Twin Sharing and triple sharing, as per the availability and on the discretion of HAC. Each occupant shall be given a Single bed, mattress with bedsheet, pillow with pillow cover, study table with chair, an almirah, electrical fittings like lights and fans.
- vii. The right of admission in University does not give the right of admission in the hostel.
- viii. All the personal belongings of the Student are their own responsibility and should be kept securely by themselves. The University/HAC/any hostel staff shall not be liable for any loss of property of the Student.

4. Vacating Hostel Room:

- i. Before vacating the rooms, the students should fill up the “**Room Vacating Slip**” (Annexure – 3) in triplicate. The personal locks, if any, has to be removed while vacating the room, failing to which the Hostel Warden has all the rights and authority to open and remove such private locks and take possession of the hostel room. In such a case, the hostel administration shall not be responsible for any belongings of the student in such room.
- ii. The eligible students (as per clause 3 (i)) are liable to renew their subscription for Hostel Accommodation in the last semester of every academic year of their respective program/course. In case such eligible student is unwilling to subscribe for the Hostel room for the next year, then he/she has to vacate the room, on the last date of such semester in which renewal is due, failing to which, the hostel administration has all the authority to vacate the room and make a fresh allotment of the said room. In such a case, the hostel administration shall not be responsible for any belongings of the student in such room.
- iii. Once the eligible student for hostel accommodation becomes non eligible for the same, either by the virtue of exception under clause 3 (i) i.e. last year undergraduate students, post graduate and phd students or on non-renewal of the subscription under clause 4(ii) above, such students are liable to vacate their hostel room as per the intimation of the HAC. Such intimation shall be circulated via a notification mentioning the last date of vacating the room. In case any student fails to vacate the room as per the last date mentioned in the aforesaid notification, the HAC shall remove the belongings from the hostel room, the University/HAC/Staff shall not be liable or made responsible in any manner for any loss or damage to such belongings.

5. HOSTEL ADMINISTRATION COMMITTEE (HAC):

- i. The following officers constitute the Hostel Administration Committee (HAC):
 - a. Head of Hostel Administration
 - b. Campus Administrator
 - c. Sr. Warden Girls Hostel
 - d. Sr. Warden Boys Hostel
 - e. HOD Maintenance & HOD House Keeping
 - f. One member of the Student council committee
- ii. Each Hostel building shall have a designated warden, available at the Hostel. The Students can approach such warden of their respective hostel building, for any assistance or guidance or grievance pertaining to the hostel facilities. If necessary, the warden shall report such grievances to the higher authorities for their redressal.

6. OPERATING PROCEDURES FOR HOSTEL

- i. Students should read the rules of the hostel before signing the Hostel application form (A copy of the rules shall be attached with the application form). The said rules shall also be displayed within the hostel premises in legible form.
- ii. The students availing the hostel accommodation at the university, shall sign an undertaking and submit to the hostel authorities at the time of admission in Hostel. (Annexure -1)
- iii. Duplicate keys shall be available with the warden of the respective hostel. In case of need of the duplicate keys of any hostel room, the room occupant(s) can apply for the same in writing to the warden and it shall be made available on a cost. The cost shall be the penalty of losing the original keys (refer clause 17 below).
- iv. Matters related to cleanliness or maintenance in the hostel building should be brought to the notice of the Warden and Supervisor of Housekeeping.
- v. Food from the mess shall not be served in the room except in case of illness/sickness of such student, on depositing Identity card / permission from the Warden.
- vi. Surprise inspection of the hostel rooms can be done by the Hostel Administration Committee.
- vii. Any incidence of theft should be reported to the Warden or the Hostel Administration Committee.

7. ATTENDANCE OF STUDENT IN HOSTEL

- i. Attendance of the students in the hostel will be taken strictly by the warden, every day between **10.30pm to 11.00pm**. Student has to sign the attendance register every day, at the time of attendance. After that the student is not allowed to leave the hostel.
- ii. Any late comer will have to sign in a separate attendance register. Such late comers will be fined as per the penalty rules of the hostel (clause 17), and their parents will be informed. The HAC has the right to take a disciplinary action, against the regular defaulters, determined as per the discretion of the HAC.

8. RULES REGARDING VISITORS/PARENTS/GUARDIANS/GUESTS:

- i. Parents /Guardians of the student being admitted in hostel, should give an undertaking at the time of admission of their ward in the hostel. (Annexure- 2)
- ii. Parents / Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other occupants of the hostel.
- iii. All visitors to the hostel will have to make necessary entries in the visitor's book available at the hostel.
- iv. The visit of men/ boys to the girls hostel and vice-versa is restricted.
- v. No unauthorized person is allowed entry inside the hostel.
- vi. Parents are allowed inside the hostel only under the specific circumstances i.e. at the time of admissions and when the student vacates the hostel, with prior written permission of the Warden.
- vii. No guest shall be allowed to stay in the hostel room or visit inside the rooms under any circumstances or conditions.
- viii. Visitors /Parents are allowed to visit a student only in the visitor's lobby on the ground floor of the hostel between 9.00 am to 9.00 pm on all days. No student shall take any visitor including her/ his parents to the room. Personal servants/ Domestic helpers are strictly not allowed.

9. USE OF ELECTRONIC / ELECTRIC ITEMS

- i. The use of any electrical appliances except Laptop, Mobile phones and power bank chargers, are strictly forbidden in the rooms allotted to the students. If found it will be confiscated and a fine will also be imposed as per the discretion of the hostel authorities/warden/HAC.
- ii. Students shall NOT bring any extra furniture or other fixtures in the allotted hostel room. All furniture and fixtures in the rooms allotted to the students shall be the property of the hostel and shall be taken care of. Students shall pay the penalty (refer clause 17) for missing property or repair charges to the items that are found to have been willfully damaged or have been damaged on account of unfair wear and tear.
- iii. Students shall not interchange any furniture/ fixture from one point/ location in the hostel or from one room to another. Students involved in such activities shall be expelled from the hostel.
- iv. Theft/ Damages to hostel assets in common area /corridors shall be proportionately recovered from all students of such hostel block involved.

10. CELEBRATION OF BIRTHDAYS:

- i. It shall be done after the prior written permission of the WARDEN of the respective hostel.
- ii. It shall be held in a common place for one to two hours with the prior permission of the Warden.
- iii. There shall not be any kind of physical discomfort for the occupants who are not a part of such celebration.
- iv. No outside guest will be allowed.
- v. Violation of this clause shall be penalized, as per the discretion of the HAC.

11. GENERAL RULES FOR CONDUCT AT HOSTEL

- i. Strict disciplinary action shall be taken against the student, who violates the hostel rules and regulations.
- ii. No tenancy shall be created by their occupation or use of hostel premises and property.
- iii. Any misleading or false statement or information in the Hostel application form shall render the admission for termination and on such termination students shall not be entitled to stay and /or enter the hostel or part thereof.
- iv. The HAC reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the security deposit against hostel accommodation shall be forfeited.
- v. A student shall not change /interchange their room with another student or shift into a vacant room without the permission of Warden of the hostel where room was allotted at first instance. The Warden has the right to shift a student from their room to another room at any time without assigning any reason. No student will sleep in another room without the knowledge of WARDEN of the respective hostel.
- vi. The hostel warden shall provide students, keys to the allotted room. Students shall NOT use other/private locks and keys for locking their rooms. Students are responsible for their possessions of all valuables and they should be kept in the cupboard under lock and key. Student shall not leave mobile, ornaments and other valuables unguarded.
- vii. Students shall take prior permission of the Warden before giving any information or interview regarding Hostel to any member of the Press, TV, Radio or any other media or making any speech containing any information regarding Hostel or the university.
- viii. In case of medical emergency, the students will be shifted /referred to the Hospital and parents shall be informed by the respective wardens. All the medical charges shall be borne by the Parents only, initially all emergency care and expenses may be provided by the University/Hostel which shall be refunded by the Parents/guardians within 30 days from the date of submission of payment details.
- ix. The students should be decently dressed when they are out of rooms. The decision as to what constitutes a decent dress remains vested with the HAC.
- x. Strict silence shall be observed in the Hostel from 12.00am (midnight) to 6.00am. Care should be taken at all times to ensure that music / loud talking is NOT audible outside the room. Recreational facilities to be turned off at 10.30pm.

- xi. No gambling of any kind shall be allowed on the premises of the hostel.
- xii. No student shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostel.
- xiii. Possession or Consumption of alcohol, drugs, cigarette, narcotic and psychotropic substances in and around the hostel. Violators shall invite strict disciplinary action leading to rustication from the institute. IF THE STUDENT IS CAUGHT BY THE PROHIBITION DEPTT: GUJARAT GOVT, THE STUDENT SHALL BE INDIVIDUALLY LIABLE TO FACE THE LEGAL ACTION.
- xiv. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
- xv. Students shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw away rubbish. No wet clothes should be dried on the furniture, TV sets, corridors etc.
- xvi. No student shall cook or store any cooked food in the room.
- xvii. Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, etc. Students should desist from pampering stray dogs by offering food, petting them, etc.
- xviii. No Non-Vegetarian food is allowed inside the University premises including the Hostel premises/rooms. Any student who brings or consumes any non-vegetarian food in the premises of the university/hostel or hostel room shall be penalized as per clause 17, disciplinary action shall be taken against the student by the HAC in case of any subsequent encounter.
- xix. Students shall treat the staff and housekeeping staff of the hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff or the hostel.
- xx. HAC has the right to discontinue Hostel accommodation given to a student on account of misconduct and/ or violation of rules and regulations.

12. LEAVES / OUTPASS

- i. **Night out permission:** “Night out” is referred to the absence of the student from the hostel, after 10:30pm. A student shall be granted night out permission, only on the receipt of a written letter via email or alternatively a SMS from the registered mobile number of the Parent mentioning the duration of the night out. The Warden shall then issue a night out pass (Annexure – 4) to such student for such period as mentioned in the letter or SMS. The student shall show the pass to the on duty security staff, at the time of in and out.
- ii. **Holidays:** Notification for holidays or breaks shall be issued by the university, and the students shall be allowed to leave the hostel for such period after the written consent from the parents/guardians via an email or alternatively send a SMS from the mobile number registered with the warden.

13. MESS

- i. For the students availing the on campus accommodation hostel facility at the university, it is mandatory to avail mess facility, and the annual mess fee has to be paid at the time of admission in the Hostel. Such students shall be referred to as “Hostel-Mess students”.
- ii. Hostel mess students will be offered breakfast, lunch, hi-tea and dinner every day. The mess fee shall also be non-refundable, in any circumstances.

14. HOSTEL AND MESS FEE AND REFUND

- i. The student is liable to pay the annual hostel fee along with one security deposit and the annual mess fee at the time of admission in the hostel. The Hostel and Mess fee once paid shall not be refunded under any circumstances except the security deposit against the hostel accommodation, which shall be refunded to the student without interest except in the condition mentioned in clauses 11 (iv) and 15 (ii). Such security deposit shall be refunded to the student after the completion the program/course in which he/she is enrolled. Any outstanding dues against the student shall be deducted from the deposited security fee and the balance shall be refunded to the student.

15. CANCELLATION OF ADMISSION IN HOSTEL:

- i. If a student cancels admission in the University, hostel admission shall stand cancelled. In such a case the hostel and mess fee is non-refundable except the security deposit as per clause 14 (i) above.
- ii. In case the admission in the hostel is cancelled by the HAC/University due to indiscipline or violation of the rules of conduct of the hostel or due to reason mentioned in clause 11 (iii) and 11 (iv) mentioned above, then no fees at all shall be refunded including the security deposit.

16. ANTI -RAGGING:

- i. Ragging is a punishable crime, there is an anti-ragging committee which is active and the University campus is ragging free. Hence any such activities if occur will be viewed with due seriousness and the student will be subjected to subsequent actions as per the stipulated act.
- ii. What constitutes Ragging :- ragging constitutes one or more of any the following acts:
 - a. Any conduct by any student or students whether by word spoken or written or by an act which has the effect of teasing, or handling with rudeness on any newly admitted student any other student of the university
 - b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any newly admitted student or any other student of the university
 - c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such newly admitted student or any other student of the university
 - d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any newly admitted student or any other student of the university.
 - e. Exploiting the services of any newly admitted student or any other student for completing the academic tasks assigned to an individual or a group of students.
 - f. Any act of financial extortion or forceful expenditure burden put on any newly admitted student or any other student by students.
 - g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assault, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or

any other danger to the health or person to any newly admitted student or any other student

- h. Any act or abuse by spoken words, e-mails, post, public insult which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any newly admitted student or any other student.
- i. Any act that affects the mental health and self-confidence of any newly admitted student or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over such student.

17. PENALTIES FOR THE OFFENCES : the penalties listed below are not limited to but include all the below mentioned offences, the HAC has the discretion to impose penalty for all such offences which are not mentioned in the list, but constitutes to be an offence as per the HAC -

Offence	Penalty*
Late entry	Rs 300/- per entry
Wooden cupboard lock	Rs. 250/-
Main Door Key	Rs. 250/-
Mirror	Rs. 350/-
Steel Almirah Lock (small)	Rs. 350/-
Godrej Almirah Lock	Rs. 550/-
AC Remote	Rs. 800/-
TV Remote	Rs. 500/-
D2H Remote	Rs. 500/-
Painting of Steel Almirah	Rs. 3000/-
Painting/coloring of damaged Walls	Rs. 5000/-
Eating/ Consumption of Non-Vegetarian food	Rs. 5000/
Smoking inside the Hostel(boys/girls)	Rs. 5000/-
Drugs/Drinking inside the Hostel (boys/girls)	Rs. 10,000/- plus rustication from the Hostel.

**the amount is subject to change and modification on the discretion of the HAC*

18. SAVE & REPEAL:

The University reserves the right to change the rules from time to time without any prior information to the students/occupants. All the previous notice, rules, circulars shall stand superseded.

HOSTEL UNDERTAKING BY STUDENT

I..... student of Mr/Mrs having enrolment no..... in (Program/course) of (Name of Institute) of Karnavati University, do hereby undertake that:

1. I shall abide by all the rules as mentioned under the *Student Hostel Policy* and such other rules as informed from time to time. I shall maintain discipline and decorum of the Hostel. I shall follow the code of conduct of the hostel. I shall treat the hostel staff with due courtesy. I will follow the Standard operating procedure as intimated from time to time.
2. I understand that the use of and consumption of any addictive substance like alcohol, drugs, narcotic substances, habit forming substances, tobacco etc., is strictly prohibited in the hostel and the University. I will be held liable, if found guilty of indulging in any such activity, i.e., smoking, consuming alcohol or intoxicating substances or found under its influence at any point of time or at any place within the hostel and University premises.
3. I am aware and understand that ragging, harassment (including sexual harassment), violence, causing nuisance and gambling activities are strictly prohibited and constitutes to an offence. Any involvement in the same will lead to penal action against me.
4. I agree to abide by the hostel timings at all times and shall not violate the timings. I understand that prior permission is required for leaving the hostel for going outside the campus, I will solely be responsible for my own safety and protection when not in the hostel premises. I will report to the hostel on the said time and date for which the prior permission was taken. If found violating the hostel entry and exit rules I will be liable to disciplinary action.
5. I understand that guests, outsiders and visitors are not allowed inside the hostel, I shall abide by this rule, if found violating I will be held liable and disciplinary action may be taken against me. I understand that prior permission is required for meeting the parents/guardians in the hostel premises.
6. I understand that availing mess facility is mandatory for the occupants of the Hostel at the University. Hence, I agree to avail the mess facility and pay the annual mess fee from time to time. I also understand and agree that hostel and mess fee, once paid, is non-refundable, in any circumstances.
7. I will not consume any non-vegetarian food in the hostel and University premises. I shall strive to keep the hostel premises and my room neat and clean.
8. I shall preserve and safeguard the hostel property, I will not knowingly or otherwise, destroy, damage or destruct any property of the hostel, or of the fellow students residing at the hostel. I shall be held responsible for any damage or loss caused or property stolen, if found guilty.
9. I shall be responsible for the safe-keeping of my belongings and valuables, and in case, if any of my belongings or valuables are misplaced, broken, damaged, stolen or destroyed, I will not hold the hostel administration/ authorities or the wardens responsible for the same.
10. I shall ensure that all the dues, including hostel fees, mess fees, fines and penalties that may have been imposed on me, are paid on time.
11. I shall, on such date as notified by the Hostel administration Committee, vacate the room and remove all my belongings and valuables. In case I fail to vacate the room and remove my belongings and valuables, I understand that the Hostel administration/authorities reserve the right to remove my belongings and valuables and take possession of the room, I shall not hold the hostel administration/ authorities responsible or liable in any manner for any loss or damage to such belongings and valuables.

12. I shall at all-time abide by the rules and regulations of the Hostel as set out by the University. I understand that if I am found violating any rules or any instructions at any time, I will be dealt as per the decision of the Disciplinary Committee and the Hostel Administration Committee. The University and the Hostel reserves the right to cancel my admission if found necessary at any time, without any cause of action arising against it.

I undertake to abide by all the rules and regulations of the hostel.

Date:

Place:

(Signature of Student)

Contact Details of student:

Name – _____

Email id – _____

Contact no. - _____

HOSTEL UNDERTAKING BY PARENT/GUARDIAN

I..... parent/guardian of Mr/Ms having enrolment no..... in (Program/course) of (Name of Institute) of Karnavati University, do hereby undertake that:

1. I undertake to cooperate with the hostel authorities and will be available on call as and when required and shall disclose all the contact details, I shall inform the hostel administration/ authorities of any change in the contact details.
2. My child/ward shall abide by all the rules as mentioned under the *Student Hostel Policy* and such other rules as informed to him/her from time to time. I undertake that my child/ward shall maintain discipline and decorum of the Hostel and shall follow the code of conduct of the hostel. He/she shall treat the hostel staff with due courtesy and follow the Standard operating procedure as intimated to him/her from time to time.
3. I understand that the use of and consumption of any addictive substance like alcohol, drugs, narcotic substances, habit forming substances, tobacco etc., is strictly prohibited in the hostel and the University. And my child/ward will be held liable, if found guilty of indulging in any such activity, i.e., smoking, consuming alcohol or intoxicating substances or found under its influence at any point of time or at any place within the hostel and University premises.
4. I understand and agree to reimburse any/all the emergency medical expenses, incurred by the university/Hostel, in cases where my child/ward is been shifted/referred to the hospital.
5. I am aware and understand that ragging, harassment (including sexual harassment), violence, causing nuisance and gambling activities are strictly prohibited and constitutes to an offence. Any involvement of my child/ward in the same will lead to penal action against him/her.
6. I undertake that my child/ward will abide by the hostel timings at all times and shall not violate the timings. I understand that prior permission is required by my child/ward before leaving the hostel for going outside the campus. I understand that my child/ward will solely be responsible for his/her own safety and protection when not in the hostel premises. I undertake that my child/ward will report to the hostel on the said time and date for which the prior permission was taken. If found violating the hostel entry and exit rules he/she will be liable to disciplinary action.
7. I understand that guests, outsiders and visitors are not allowed inside the hostel, my child/ward shall abide by this rule, if found violating, I understand that my child/ward will be held liable and disciplinary action may be taken against him/her. I understand that prior permission is required for meeting my child/ward inside the hostel premises.
8. I agree to avail the Mess facility for my child/ward and shall pay the annual mess fee from time to time.
9. I undertake that my child/ward will not consume any non-vegetarian food in the hostel and University premises.
10. My child/ward shall preserve and safeguard the hostel property, he/she will not destroy, damage or destruct any property of the hostel, or of the fellow students residing at the hostel. I understand that my child/ward shall be held responsible for any damage or loss caused or property stolen, if found guilty.
11. I understand that my child/ward shall be responsible for the safe-keeping of his/her belongings and valuables, and in case, if any of his/her belongings or valuables are misplaced, broken, damaged, stolen or destroyed, I will not hold the hostel administration/ authorities or the wardens responsible for the same.
12. I shall ensure that all the dues, including hostel fees, mess fees, fines and penalties that may have been imposed on my child/ward, are paid on time. I understand and accept that the hostel and mess fees, once paid, is non-refundable, under any circumstances.

13. I understand and undertake that my child/ward shall vacate the room and remove his/her belongings and valuables, on such date as notified by the Hostel Administration Committee, in case of failure to do so, the hostel administration/authorities have the right to remove my child/wards belongings and valuables and take vacant possession of the room. I shall not hold the hostel administration/ authorities responsible or liable in any manner for any loss or damage to such belongings and valuables
14. I undertake that my child/ward shall at all-times abide by the rules and regulations of the Hostel as set out by the University. I understand that if my child/ward is found violating any rules or any instructions at any time, he/she will be dealt as per the decision of the Disciplinary Committee and the Hostel Administration Committee. The University and the Hostel reserves the right to cancel my child/ward's admission if found necessary at any time, without any cause of action arising against it.

I undertake that my child/ward shall abide by all the rules and regulations of the hostel and I shall not hold responsible the hostel administration or wardens for any loss or harm caused to my child/ward on his/her own cause.

Date: _____

Place: (Signature of Parent)

Contact Details of student:

Contact Details of Parent/Guardian:

Name:

Name:

Email id:

Email id:

Contact no.:

Contact no.:

Alternate Contact no.:

Alternate Contact no.:

(Annexure – 3)

ROOM VACATING SLIP

(To Be Filled In Triplicate)

Date of Issue: _____ Hostel Block/Name: _____
Name of the Occupant: _____ Room No: _____
Institute / Program: _____ Student Enrolment no.: _____

I....., student of (name of Institute) of Karnavati University, is an occupant of (hostel/block name), and have vacated the Hostel room no..... on (date).....

I have handed over the keys of the room to the authorized person and removed all my personal belongings and locks from the room. I understand that, the hostel administration reserves the right to remove my personal belongings and locks, if any found, from the hostel room and I shall not hold the Hostel administration responsible for the same.

(Signature of Warden)

(Signature of Student)

(Annexure – 4)

NIGHT OUT PASS

Date of Issue: _____ Hostel Block/Name: _____
Name of the Occupant: _____ Room No: _____
Institute / Program: _____ Student Enrolment no.: _____

Permission required -

From (Date and Time) _____ To (Date and Time) _____

Reason for Night out: _____

(Signature of Warden)

(Signature of Student)

Note: The University or the hostel shall, at no point, be liable for any incident, danger or action that may be caused by or happen to the student during the period when they are not present on the hostel/university premises post the issuance of this night out pass.