



HOSTEL LIFE POLICY

1. This document applies to all students residing in the hostels of JK Lakshmipat University. All residents are expected to familiarize themselves with, and abide by, the rules and regulations outlined herein.
2. JKLU, as a truly student-driven university, frames the policies in this document based on suggestions received from the 'Student Council of JKLU' and with the subsequent approval of the competent authority. These policies are designed in the best interests of the students and are subject to change as required by the competent authority of the University."

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I. INTRODUCTION TO HOSTEL FACILITIES

JKLU offers best of infrastructure resources, facilities and amenities at the respective rooms, hostels and on campus for a comfortable stay and use the campus life for their overall growth development. JK Lakshmipat University (JKLU) welcomes its students to a lush green campus with modern amenities and a dynamic learning environment. The university provides comprehensive hostel facilities for boys and girls separately to ensure a safe, comfortable, and vibrant residential experience.

The **Hostel Life Policy** aims to create an atmosphere conducive to learning, growth, and community living. All students are expected to familiarize themselves with this policy and abide by it during their stay on campus. Any violation may lead to disciplinary action as determined by the appropriate University Committee.

This policy document has been drafted and approved by the **Student Council of JKLU**. As the university continues to grow and develop, policies may be reviewed, revised, and updated from time to time.

JKLU offers high-quality infrastructure, resources, and amenities in hostel rooms and across campus to support a comfortable stay and contribute to students' overall development.

Room Facilities

Each hostel room is thoughtfully designed to provide a comfortable and conducive environment for study and personal well-being. Fully furnished double and triple occupancy rooms are available in AC and non-AC options.

Room utilities include:

- Bed with mattress
- Study table and chair
- Bookshelf
- Almirah with key
- Fan (and AC with remote, if opted)
- Tube lights
- Dustbins on each floor

Note: Students are required to bring a few personal items, including:

- Pillow and bedsheet
- Bucket and mug
- Toiletries
- Almirah cloth hangers
- Water bottle
- Cooking utensils (induction stove if needed)
- Room lock and key

In-Room Comfort

To ensure a pleasant stay, rooms are equipped with:

- **Sleeping Arrangements:** Cozy beds with comfortable mattresses.
- **Study Area:** Dedicated study tables and chairs.
- **Storage:** Bookshelves and lockable almirahs for personal and academic items.
- **Cooling:** Fans in all rooms and ACs (for AC rooms).
- **Lighting:** Adequate tube lights for effective studying.
- **Waste Disposal:** Convenient dustbins on each floor.

Common Hostel Facilities

Our hostels also offer shared facilities to help students relax and socialize:

- Spacious, fully furnished common rooms with comfortable seating.
- TV for entertainment.
- Indoor games such as table tennis and carrom.
- Pantry with an induction stove, microwave, kettle, and refrigerator for storing essentials like fruits, milk, or ice.
- 24/7 access to the common room.
- Elevator for convenient movement between floors.
- Fully Wi-Fi enabled hostel premises.
- First-aid kit available at the hostel.
- Water coolers with RO systems on alternate floors.
- Accessible washrooms on every floor, on both sides for convenience.
- Free AC servicing for AC room residents.
- 24/7 security guard at the hostel gate and fire extinguishers on each floor.
- CCTV cameras on both sides of each floor for enhanced security.

On-Campus Facilities

To ensure holistic student development, JKLU provides a range of on-campus amenities:

- **Campus Size:** Spread over 30 acres with ample academic, residential, sports, and recreational spaces.
- **Sports Facilities:** Outdoor grounds for basketball, football, cricket, badminton, kabaddi, racing, and volleyball.
- **Mess:** Offers high-quality, diverse food options and a communal space for students to gather.
- **Laundry Service:**
 - Free of cost for washing, drying, ironing, and neatly folding clothes.
 - Hostellers must register once to receive a personal card and laundry bag.
 - Clothes must be dropped off in the given bag and will be returned clean within 24–48 hours.
 - Each student may submit up to 6 kg per cycle and use the facility for up to 30 cycles per academic year.
 - Washing and drying clothes inside hostel premises is prohibited.
- **Health Centre:**
 - 24/7 nurse assistance.
 - Visiting doctor available daily during evening hours.
 - On-campus medical store for essential supplies.
 - Dedicated ambulance available 24/7.
- **Activity Centre:** Equipped with a gym, music room, and dance room for recreation and artistic pursuits.
- **Yoga Centre:** Dedicated space for yoga and meditation to support physical and mental well-being.
- **Gymnasium:** Fully equipped to promote a healthy lifestyle.
- **Cafeteria:** Convenient food and snack options for students with busy schedules.
- **Vending Machines:** Stocked with snacks, chocolates, and soft drinks at multiple campus points.
- **Library:** Extensive resources including books, journals, and research materials.
- **Campus Wi-Fi:** High-speed internet throughout campus for academic and personal use.

Room Allotment Process

For Hostellers:

- All newly admitted students must stay on campus during the induction and orientation program.
- Upon arrival, students must report to Boys Hostel-II (for boys) or Girls Hostel-I (for girls) with:
 - Hostel fee payment receipt (from Accounts Office)
 - One passport-size photograph
 - Duly filled Hostel Enrolment Form

- Parents' Consent Letter
- Copy of Aadhaar card
- Room Inventory Form

Rooms will be allotted based on students' choice and payment for AC or non-AC options.

For Day Scholars:

- Day scholars must stay in the hostel during induction and will be provided non-AC accommodation free of cost.
- They must report to the respective hostels for room allotment.
- If any day scholar wishes to opt for an AC room, they must pay the applicable charges at the Accounts Office and submit the receipt at the Warden's Office.

Please refer to the **Hostel Policy** for complete details. It can be downloaded from the JKL U website.

Contact Information

Hostel Wardens:

- Mr. Bhuwanesh Kumar – Warden, Boys Hostel-II | ☎ 9518859162
- Mrs. Manju Gujral – Warden, Girls Hostel-II | ☎ 9269966679
- Ms. Anuradha – Warden, Girls Hostel-I | ☎ 9982004098
- Mr. Karn Veer Singh – Warden, Boys Hostel-I | ☎ 9759392059

Emails:

- ✉ wardenboys@jkl u.edu.in
- ✉ wardengirls@jkl u.edu.in

Office of Chief Warden:

- Dr. Lokanath Mishra, Professor (Accounts & Finance), Institute of Management, JKL U
- ☎ 9999558286 | ✉ lokanathmishra@jkl u.edu.in
- 📍 Room No. 206, Institute of Management, 2nd Floor | Ext: 01417107535

II. HOSTEL ROOM AND ROOMMATE SELECTION

A. Room Allocation

1. At the beginning of each academic year, rooms are allotted on a twin or triple-sharing basis for the entire academic year in the buildings designated as hostels by the University. Allocation of hostel buildings will be based on the strength of different programmes, batches, and year groups. For AY 2025-2026, all first-year male students will be allotted three-seater rooms in Boys Hostel II, and all first-year female students will be allotted two-seater rooms in GH-I, as per the available capacity and as decided and approved by the competent authority.
2. Rooms and roommates, once assigned, cannot be changed during the academic year without official authorization.

Note: Students not enrolled in any academic course will not be allotted hostel accommodation.

B. Disability-related Accommodations

1. Students with specific disability-related requirements must self-identify their needs and submit a request by email to the Chief Warden's Office before the start of the academic year. Incoming students should initially approach the Admissions Office, while returning students (with a newly diagnosed condition or changes to an existing condition) may contact the Chief Warden's Office directly.
2. Students must provide comprehensive professional documentation of their disability to the Chief Warden's Office. The Chief Warden will review the documentation and recommend suitable housing accommodations (e.g., room location, lighting, washroom accessibility).
3. Students must be willing to stay in any room deemed appropriate by the University to meet their disability or medical needs.
4. Such accommodations will be made on a space-available basis and apply only to the individual concerned, not to groups.

C. Hostellers' Rights

JKLU is committed to providing a peaceful and enriching residential experience and upholding hostellers' fundamental rights, including:

1. The right to privacy.
2. The right to free and uninterrupted access to the allotted room at all times.
3. The right to have roommates and peers respect personal belongings.
4. The right to study and sleep peacefully, free from undue interference.
5. The right to grant or deny permission for peers to visit the allotted room.
6. The right to a hygienic and clean-living environment.
7. The right to free and uninterrupted access to common areas at all times.

8. The right to equal treatment, free from harassment, intimidation, bullying, or physical and emotional harm.
9. The right to discuss and resolve conflicts respectfully, civilly, and openly.

D. Roommate Allocation

1. Roommates for incoming students are allocated by the University, typically at random across programmes. However, any preferences indicated by students via the Roommate Preference Form at the time of admission will be duly considered.
2. Returning students may choose preferred roommates by submitting the Roommate Preference Form to the Warden's Office at the end of the academic year, prior to leaving for summer vacation. Groups wishing to stay together on a particular floor or in specific flats may submit a group list. Such students may mutually allocate available rooms among themselves and must communicate the arrangement to the Warden's Office.

E. Room Reassignment

1. Occupants may request a room change due to non-functional facilities or other significant infrastructure-related difficulties.
2. In such cases, students should meet their respective Warden for assistance.
3. If the Warden validates the request, they may recommend a room change to the Chief Warden.
4. If approved by the Chief Warden, the Warden's Office will make an offer for an alternate room. Students will have 24 hours to accept or decline the offer. If accepted, they must shift within 48 hours and return the keys to the previous room. If no response is received within 24 hours, the offer will be withdrawn.

Note: Room reassignment is strictly for serious infrastructure issues that cannot be repaired within a reasonable timeframe.

F. Roommate Conflict Resolution

1. If a student experiences roommate conflict, they should follow these steps:
 - **Step 1:** Attempt to resolve the issue through respectful communication with the roommate.
 - **Step 2:** If unresolved, approach the Hostel Representative (HR) from the Student Council for assistance with mediation.
 - **Step 3:** If the conflict persists, the HR will refer the matter in writing to the Warden, who will attempt further resolution. If unresolved, the Warden may recommend a room change to the Chief Warden based on availability.
 - **Step 4:** If approved, the Warden's Office will offer an alternative arrangement. The 24/48-hour rule will apply.

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

2. Students (except first-years) may opt for a one-on-one swap after completing Steps 1 and 2 above. Such a swap involves exchanging rooms with another student from the same batch/programme, with a recommendation from the Hostel Representative and approval by the Warden and Chief Warden.

G. Roommate Reassignment

1. If a student is left without a roommate at the beginning of or during the academic year, the Chief Warden's Office reserves the right to reassign the student to another room and roommate with prior notice. Such situations may include:
 - Semester abroad/student exchange
 - Suspension or leave of absence
 - Dismissal or withdrawal
 - Internship or practice school placement

Students must shift within 72 hours of receiving the official notification and return the keys to their previous room.

2. The Warden's Office will avoid initiating roommate reassignments within 20 working days before the end of the academic year unless absolutely necessary for administrative reasons.
3. Special reassignment requests, such as for medical emergencies, will be given priority.

Note: The Chief Warden's Office reserves the right to reassign roommates as necessary during the academic year.

H. Room Clearance

1. Students retain their allotted rooms at the end of the odd semester (July–December). Rooms must be fully vacated at the end of the even semester (end of the academic year/programme) after submitting the Hostel Vacating Form and returning keys to the Warden.
2. Rooms must be vacated within three days from the last date of the academic programme.
3. Students must follow this check-out procedure:
 - a. Notify the Warden of their check-out time at least 24 hours before departure and collect the Room Inventory Form.
 - b. Complete the Room Inventory Form and submit it to the Warden at least four hours before departure. The Warden will inspect the room for inventory and damages and countersign the form.
 - c. Return the keys to the Warden.
 - d. Fill out the clearance gate pass and submit the counterfoil at the main security gate.
4. Failure to submit the Room Inventory Form or complete the check-out formalities will result in a penalty.
5. Students must complete check-out formalities themselves; no student may check out on behalf of another without approval from the Chief Warden.

6. Rooms must be handed over in the same condition as received at check-in, with all personal belongings removed.
7. Overstaying beyond the designated check-out date without approval will incur a fine.
8. Students wishing to stay for the summer semester or internships must apply separately to the Warden's Office and pay the applicable additional charges.
9. Returning students wishing to store belongings must notify the Warden's Office and pack and lock their items securely in the designated storage area. The University is not responsible for any loss or damage. Students are advised not to store valuables, electronics, cash, or other high-value items.

Cloak Room:

- Students are fully responsible for their luggage kept in the cloakroom.
- Boys Hostel I & II will share a cloakroom located in Boys Hostel I.
- Girls Hostels' cloakrooms will be in both 2BHK and 3BHK blocks.
- Luggage may only be stored during designated hours.
- Items must be fully packed and labelled with the student's name on each package.
- Valuables must not be stored in the cloakroom; the University is not responsible for their safety.
- Students must record their deposited items in the cloakroom register.
- Cloakroom facilities are not available for students who will not be residing in the hostel in the upcoming session.

I. Type of Room Selection

1. JKLU offers AC and Non-AC rooms, with differing accommodation charges subject to annual revision.
2. The room type selected applies for the full academic year. Incoming and returning students must specify their choice at the beginning of the year; mid-year changes are not permitted.
3. However, students wishing to upgrade from a Non-AC to an AC room may do so by paying the full semester AC room charges, subject to availability and approval.
4. Once permission for a room type change is granted by the Warden's Office, the 24/48-hour rule applies.
5. Students must submit proof of payment for the AC room before shifting.

III. HOSTEL AND MESS FEES AND PAYMENT PROTOCOL

Hostel and Mess Fee:

- All boarder students must deposit the applicable hostel and mess fee, as mentioned in the fee structure/demand letter, before reporting to the hostel.
- Before allotment of rooms, the Warden's Office shall verify the payment of full hostel and mess fee with the Finance and Accounts Department.
- Fee can be paid online through the University website: www.jklu.edu.in (Home Page → Pay Fee Online).
- Alternatively, payment can be made via Demand Draft / NEFT / RTGS to the University's bank account:

Account Name: JK Lakshmipat University

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

Account No.: 0273 1020 0001 2616

IFSC Code: IBKL0001111

- Payment details, including student name, enrollment number, and payment date, must be shared via email at: accountsofficer@jklu.edu.in
- Room allotment may be forfeited if dues are not cleared by the due date. In such cases, students will be required to vacate the hostel and any part payment may be forfeited.
- A refundable hostel security deposit (as applicable) must be paid with the first year's fee and will be refunded at the time of vacating the hostel. This amount is subject to revision with approval from the competent authority.
- Hostel charges are on an annual basis and are subject to yearly revision. Hostel fee is applicable to all boarding students and is strictly non-refundable once the academic year commences.
- Subject to room availability, students may apply to switch from Non-AC to AC rooms or vice versa at the start of a new academic session by submitting a request to the Chief Warden.
- Students are not permitted to leave the hostel during the semester. No refund shall be granted if a student leaves mid-semester.
- Hostel rooms are allotted on twin/triple sharing basis.
- If a student is not allowed to register, is de-registered, or expelled, they will not be permitted to stay in the hostel.
- The Hostel Warden will submit the attendance of boarders to the Finance & Accounts Department fortnightly for mess consumption records.
- Subject to room availability, day scholars may be permitted to stay in the hostel for specific reasons (e.g., university events or projects) with due approval from the respective Director. They will be required to pay the per day hostel and mess charges.
- Before vacating the hostel, students must submit a Hostel Vacating Form to the Warden's Office. The cost of any abnormal damage/breakage or missing items will be adjusted against the hostel security deposit.
- Any deviation from this standard policy requires special approval from the Vice-Chancellor.
- For clarifications or fee-related queries, students may contact the Finance & Accounts Department at **0141-7107519** or via accountsofficer@jklu.edu.in.

IV. HOSTEL ACCESS

A. Keys

1. Students will be issued keys to their allotted rooms, wardrobes, and almirahs at the beginning of the academic year. They are responsible for keeping keys safe. The University is not liable for any loss/damage resulting from lending keys to others.
2. Possessing or misusing keys belonging to other students is strictly prohibited and will result in disciplinary action.
3. Duplicating keys or using duplicate keys for unauthorized access is punishable and will be reported to the disciplinary committee.
4. If a key is lost, a replacement will be issued by the Warden's Office at the student's expense.
5. For non-functional locks, students should report to the Warden's Office for assistance and repair.

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

B. ID Card

1. New students are issued an RFID-enabled University ID card during check-in by their respective institute/Warden's Office.
2. Students must register daily attendance using the RFID-enabled machine near the hostel entrance.
3. If an ID card is lost, the student must inform the Warden's Office with a written application. A replacement will be issued after processing; the student must bear the replacement cost.
4. Students must carry their ID card at all times and produce it upon request by security staff or authorized personnel. Failure to produce an ID card may be treated as misconduct and attract a warning, disciplinary action, or fine.
5. Upon exit clearance (due to withdrawal or program completion), students must return their ID card to the Warden's Office.

V. LIVING IN PROTOCOLS

A. Room Conditions

1. Each student must complete a Room Inventory Form and submit it to the Warden by the specified deadline. Failure to submit will imply that the room is in good condition and free from damages.
2. Students are responsible for keeping their rooms in good order and condition throughout their stay to comply with hostel codes.
3. Altering campus property or moving furniture to another room or outside the hostel is prohibited.
4. Painting or defacing walls, doors, or common areas is strictly prohibited. Violators will face disciplinary action.
5. Installing fixtures, nailing, drilling, or altering furniture/walls is not allowed.
6. Personal electronic equipment such as iron boxes, blowers, room heaters, induction stoves, electric kettles, gas cylinders, desert coolers, or similar items are prohibited in hostel rooms.
7. Possession of any such prohibited items will lead to confiscation and disciplinary action.
8. Confiscated items will be recorded in the confiscation register and returned when the student visits home, subject to a written undertaking not to reuse them in the hostel.
9. Lights, fans, air-conditioning, and all plugged-in devices must be switched off when not in use or when leaving the room.
10. Rooms will be inspected by the Warden's Office before check-in and after check-out for damages or alterations. Repair/replacement costs will be charged to the student's account. If responsibility cannot be determined, both occupants will equally share the cost.
11. Rooms will be cleaned twice a week by sweeping staff at designated times. Cleaning will be done only in the presence of at least one occupant.

B. Common Area Conduct

1. Common rooms must be always kept neat and clean.
2. Items from common rooms (electronics/furniture) must not be removed. Violators will be fined.
3. Events or group activities in common rooms require written approval from the Chief Warden's Office.
4. Students must keep washrooms clean after use. Repeated negligence will result in students being responsible for cleaning costs if housekeeping staff refuse to clean.
5. Common rooms remain open at all times for students.
6. Students must not monopolize common areas.
7. Sleeping in common rooms or shifting/removing furniture to alter interiors is not permitted.
8. Tampering with emergency signage or equipment is strictly prohibited.
9. Do not alter or post any material on notice boards without Warden Office approval.
10. Graffiti or spray painting is strictly prohibited; cleaning charges will apply.

11. Any damage to common areas will result in fines. If no individual is found responsible, the cost will be equally divided among residents of the respective floor.

C. Quiet Hours

1. Quiet Hours are from 1:00 AM to 7:00 AM daily to ensure a comfortable study and rest environment.
2. Students must maintain decorum at all times and avoid disturbing others.

D. Pets and Stray Animals

1. Pets are not allowed in the hostel or campus.
2. Feeding stray dogs is strictly prohibited.
3. Stray dogs found on campus will be removed immediately.

E. Private Vehicles

1. Students must register their private vehicle details, including registration number, with the Warden's Office.
2. Vehicles must be parked in designated areas only. Improper parking will attract penalties.

F. Commercial Use

1. Hostel rooms and common areas must not be used for private enterprise or commercial activities.
2. No business or renting of rooms is permitted.
3. Door-to-door sales/approaches in hostel premises are not allowed. Any form of commercial activity must have prior approval from the Chief Warden's Office.

VI. ENTRY-EXIT PROCEDURES

A. Gate Protocol

1. All student entry/exit is monitored through digital systems at the main gate. In case of system failure, manual entry must be made in the register.
2. Hostellers may enter/exit the campus only between 6:00 AM and 10:00 PM. For movement outside these hours, written permission from the Warden's Office must be obtained by 9:00 PM.
3. Requests must be submitted via email with reasons, dates, timings, and supporting documents if applicable.
4. Students must cooperate with security and Warden's Office staff. Authorized personnel may deny permission to leave/enter without valid approval.

5. The University reserves the right to regulate or suspend student movement through the gates as needed for safety or special circumstances.

B. Campus Check-in and Check-out

1. Students may check-in/check-out freely between 6:00 AM and 10:00 PM and must inform their parents when leaving campus.
2. Overnight stays outside campus require prior approval, a gate pass, and written parental consent.
3. An outstation form must be completed at the Warden's Office. Approval will be obtained from parents via email/phone. Applications must be submitted at least 4 hours before departure.
4. Students must return to the hostel by 10:00 PM and mark night attendance between 10:00 PM and 10:30 PM using the digital system.
5. If a student fails to adhere to the timings:
 - i. The Warden will contact the student at 10:30 PM.
 - ii. If unreachable, the Warden will contact parents/guardians.
 - iii. If still unreachable, a notification will be sent to students and parents/guardians.
 - iv. If no update is received, the Warden will follow up after 12:00 AM and escalate the matter if necessary.
 - v. Students must inform the Warden of any delays. Habitual late arrivals will attract disciplinary action.
6. No student is allowed to exit campus between 10:00 PM and 6:00 AM.

C. Hostel Check-in and Check-out

1. Students must mark hostel attendance daily by punching their RFID ID card at their hostel's digital machine between 10:00 PM and 10:30 PM.
2. Students may freely move within campus until 12:00 AM for study, group projects, or academic work at designated spaces.
3. Students may use sports grounds, activity centers, or lawns for group activities or club work.
4. The student cafeteria will remain open until 11:00 PM for tea, coffee, and snacks.
5. Students must report back to their respective hostels by **12:00 AM**. At **12:10 AM**, all hostel gates will be locked by the security guard. To gain entry after this time, students must hand over their ID card to the security guard for proper verification before being allowed inside.
6. The Warden's office will maintain a record of such late entries. Any student found to be a habitual defaulter of hostel rules will face appropriate disciplinary action.
7. No student is allowed to stay outside their hostel room between **12:00 AM** and **6:00 AM** unless prior written approval has been obtained from the competent authority.

VII HOSTEL VISITORS

A. Guests Including Parents/Guardians

1. Guests and visitors, including parents/guardians, may meet their wards only in the designated common room areas of the respective hostels between 8:00 AM and 8:00 PM.
2. Visitors are not permitted to access student rooms directly.
3. Access to student rooms is allowed only at the time of moving in during orientation, moving out at the end of the academic program, or in case of a medical emergency — and only with prior approval from the respective warden.

B. Day Scholars' Access to Hostel Rooms

1. Day scholars must carry their University ID card and register at the hostel security post near the front desk to gain access to the common room.
2. Day scholars are not permitted to enter hostel rooms but may meet peers in the common room of the respective hostel.

C. Day Scholars Under Short Stay for Student Activities

1. Day scholars participating in University activities/programs that require them to stay overnight for organizing, arranging, or practicing must send a written email to the Head of Student Affairs with the following details:
 - o Name
 - o Email ID
 - o Mobile Number
 - o Check-in Date and Time
 - o Check-out Date and Time
2. The email request must be sent by 6:00 PM if the day scholar wishes to stay overnight the same day.
3. During their stay, day scholars must follow all hostel rules applicable to regular hostellers.
4. Day scholars must ensure their presence does not disturb fellow roommates, inside or outside the room.
5. Day scholars must inform the warden before joining the hostel and must fill out the short stay form available at the warden's office.

6. Without the warden's permission and completion of all formalities, day scholars must not directly enter any hostel room.
7. If a day scholar leaves mid-way and returns after a few days, they must complete the formalities again to ensure proper record of their movements.
8. Day scholars must pay mess charges on a daily basis as per actual consumption.
9. In case of any indiscipline by a day scholar, they will be required to vacate the hostel immediately. If the violation occurs during odd hours, they must leave by 8:00 AM the next morning. Such students will not be allowed short stay accommodation for the rest of the semester.
10. Day scholars living near or far from the University are permitted access to the campus from 9:00 AM to 8:15 PM only. Any further stay inside the campus beyond these hours will be treated as indiscipline and dealt with as per University policy.

D. Day Scholars Opting for Stay in Hostel for Personal Reasons

1. Day scholars wishing to stay in the hostel for academic reasons, project work, family being out of town, or any other personal reason must apply by email to the Chief Warden's Office, providing the following details:
 - Name
 - Email ID
 - Mobile Number
 - Check-in Date and Time
 - Check-out Date and Time
2. Upon approval from the Chief Warden's Office, the student must pay the applicable charges for the intended period of stay.
3. The student must report to the respective hostel's warden office with proof of payment and the Chief Warden's approval to check in.
4. The student will be allotted a separate bed and all other facilities available to regular hostellers.
5. Accommodation will be provided based on room availability only.

E. Hostel Students Visiting Peer Hostels

1. Students residing in campus hostels must carry their University ID card when visiting common rooms in hostels other than their own and must register at the security post of each hostel.
2. If the digital system is unavailable, students must make a manual entry in the register maintained by hostel security.
3. Students of the same gender may visit each other's rooms between 8:00 AM and 10:00 PM.
4. Students may visit peers' rooms only when the host student is present.
5. Cross-gender visits to hostel premises are strictly prohibited at all times. Students may meet for study or project discussions in common areas such as the library or open lawns.
6. Common rooms of other hostels must not be used to organize parties, communal feasts, or large-scale celebrations.

F. Staff and Faculty

1. Staff and faculty must carry their University ID card and sign in at the hostel front desk to gain access to the premises.
2. They are not permitted to access student rooms but may meet students in the common room area.

VIII. ROOM INSPECTION

A. Rationale

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

B. Authorized Personnel

1. The following University staff members may conduct a room inspection:
 - Assistant Warden, Warden, Senior Warden, Chief Warden, or any other officer authorized by the Office of the Chief Warden.
2. Each room inspection shall require a quorum of **three** persons: two staff members and one student observer (Hostel Representative) or any member of the Student Council, depending on availability.

Note: At no point will any student, including hostel representatives or Student Council members, be permitted to inspect another student's room alone.

C. Procedure

1. A formal inspection permit must be obtained from the Office of the Chief Warden before initiating any inspection.
2. The inspection team must attempt to secure permission for entry by knocking; a time lapse of **two minutes** shall be provided to the residents to open the door.

3. The team will make every effort to ensure that the inspection is conducted in the presence of the occupants, except under circumstances where this is not possible.
4. **When one occupant is present:** The team shall give the absent occupant an opportunity to report to the room immediately. If telephonic contact cannot be established after two attempts, the team will proceed with the inspection in the presence of the single occupant.
5. **When both occupants are absent:** The team shall attempt to reach them and provide an opportunity to report to the room immediately. If telephonic contact cannot be established with either or both occupants after two attempts, the inspection will proceed in their absence but in the presence of the authorized team.
6. If the inspection is conducted in the presence of the occupants, they will be given an opportunity to open cupboards, drawers, etc.
7. Once the inspection has commenced, occupants shall not be permitted to leave the room or engage in external communication through phone or any other means until the process is completed.

D. Documentation of Inspection

1. The Warden's Office will complete documentation explaining the reason for the inspection, the procedure followed, the list of present members with their signatures, date, and time, and details of any recoveries made. Any statements by the occupants will also be recorded. The report shall be filed with the Office of the Chief Warden.

E. Psychoactive Substances

1. The sale, distribution, manufacture, and use of alcohol, tobacco, and/or any other controlled substances as defined under the National Policy on Narcotic Drugs and Psychotropic Substances (Paragraph 55) are strictly prohibited on University premises.
2. If a student is found consuming or in possession of any of these substances, they will be reported to the University Disciplinary Committee for appropriate action.
3. Strict disciplinary action will be taken against students behaving in a disorderly manner with other students, staff, or faculty on campus under the influence of such substances.
4. To maintain a hazard-free environment, students are forbidden from possessing the following items for recreational or decorative purposes:
 - Alcohol bottles
 - Hookahs, bongs, chillums, water pipes
 - Drug-manufacturing paraphernalia
5. Students found in violation of these directives shall be subject to disciplinary measures, which may include expulsion from the hostel, forfeiture of any scholarship, arrest, and criminal prosecution in accordance with local, state, and/or national law.

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

IX. STUDENT COMPLAINTS PROCEDURE

A. FACILITIES

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

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

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

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

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

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

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

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

B. OTHER COMPLAINTS

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

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

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

X. HEALTH AND WELL-BEING

A. Physical Health

1. Communicable Conditions

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

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

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

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

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

B. Emergency

JKLU Health Centre is equipped with all lifesaving drugs and advanced emergency cart called Defibrillator which is a device that apply an electric charge or current to the heart to restore a normal heartbeat. If the heart rhythm stops due to cardiac arrest, also known as sudden cardiac arrest (SCA), a defibrillator may help it start beating again.

Procedural steps followed-

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

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

ACADEMIC SESSION -

HOSTEL ENROLMENT FORM

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

FOR OFFICE USE ONLY

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

(Signature of Student)

(Signature of Hostel Warden)

Consent Form for Parent(s)/Guardian

University's ENTRY-EXIT PROCEDURES

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

1- Student Name:

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

I Parent/Guardian 1 :

I Parent/Guardian 2:

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

I/We give my/our consent to University that my/our ward be allowed to check-in and check-out of the University Campus for overnight stay out of the campus, warden office will take prior approval from us. (Please tick): ☐

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

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

2. _____ Date: _____

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

Email: (Parent/Guardian 1) _____

(Parent/Guardian 2) _____

(Signature of Student)

(Signature of Hostel Warden)

ROOMMATE SELECTION FORM

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

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

(Signature of Warden)

HOSTEL ROOM INVENTORY FORM

Hostel -

DATE -

Room No. -

Student Name -

Student Name -

Roll No. -

Roll No. -

Contact No.

Contact No.

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

UNDERTAKING

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

(Sign. of Student with Date)

(Sign. of Student with Date)

(Sign. of Warden with Date)

HOSTELLER LEAVE APPLICATION FORM

OFFICE COPY

S. No.

Hosteller's Name -

Roll No. -

Branch -

Year -

Hostel Name -

Room No. -

To

The Warden

JK Lakshmipat University, Jaipur

Sir/Madam

1- The undersigned desire to proceed on leave from

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

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

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

.....

Student Mobile.....

Parents/Guardian Mobile Parent/Guardian Email

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

(Sign. of Student with Date)

APPROVAL FROM WARDEN OFFICE

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

(Sign. of Warden with Date)

INTIMATION ON MAIN GATE BY THE HOSTELLER

S. No.

I will be on leave – **FROM** – Date Time

TO – Date Time

(Sign. of Student with Date)

(Sign. of Warden with Date)

HOSTEL STAY PERMISSION FROM OFFICE OF STUDENT AFFAIRS

Check-in Date and Time –

Check-out Date and Time –

Name:

Roll No.:

Programme:

Contact No.:

JKLU-Mail:

Parents Contact No.:

Parents Name:

Gender:

Address:

Purpose of Stay:

Approved By-

Room Allotment Details (To be filled by Wardens)

HOSTEL -

Room No-

1- Student Name:

Roll No.:

Room No.:

Signature:

Check-out Date:

Check-out Time:

Student's Signature

Warden's Signature



HOSTEL VACATING FORM

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

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

I hereby Undertake that I have informed my Parents/Guardian about this change and have obtained the necessary written Permission from them and same is attached with this application.

My new local address may kindly be updated in the records as under:-

Local Address:-

Contact No.:- _____

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

Name & Address of the Parents/Guardian :-

Contact No.:- _____

(Signature of Student)

WARDEN OFFICE

Approved/Not Approved:-

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

(A) _____

(B) _____

(C) _____

The Student Has Vacated the Hostel On: _____

Signature of Warden

Signature of Chief Warden