

HOSTEL POLICY FOR JKLU STUDENTS

(Aligned with UGC Guidelines and Institutional Regulations)

Welcome to JK Lakshmipat University, Jaipur. We are delighted to have you as a resident on campus and look forward to supporting you in making your stay enriching, comfortable, and memorable.

The Hostel Policy is designed to provide a safe, comfortable, inclusive, and conducive residential environment that supports the academic, research, professional, and personal development of postgraduate students. The policy establishes a framework for harmonious community living, promotes mutual respect, responsibility, and well-being, and ensures compliance with university regulations, UGC guidelines, and other applicable standards.

All resident students are encouraged to familiarize themselves with the provisions of this policy and contribute positively to maintaining a respectful and vibrant hostel community. Adherence to the policy is essential for ensuring a safe and enriching residential experience for all.

1. Hostel Allotment and Reporting

Upon arrival, students are required to report to the Hostel Warden's Office and complete the Room Allotment and Inventory Form. Students should carry two passport-size photographs for this purpose. Any discrepancy in the condition of the room or the inventory provided should be brought to the notice of the Hostel Warden's Office at the earliest. Hostel accommodation is allotted for the approved academic period and is intended solely for the student to whom it has been assigned

1.1 Duration of Stay

Hostel accommodation is allotted for one academic year only. Students are required to vacate their rooms during the year break, as hostel rooms are reassigned and reorganized for the next academic session. Students must vacate rooms before the summer vacation (Mid May) and deposit belongings in the cloakroom.

1.2 Fees and Dues

All hostel and mess dues must be cleared within the stipulated timelines. Non-payment may result in penalties, cancellation of accommodation, or withholding of clearance.

2. Furniture and Furnishings

Each room is furnished with essential furniture and fixtures to ensure a pleasant residential experience.

The following amenities are provided in each room:

- Bed with mattress
- Study table and chair
- Bookshelf
- Almirah with keys
- Ceiling fan

- Air-conditioner with remote control
- Tube lights
- Study lamp

Common Facilities: Dustbins are provided on each floor for convenient waste disposal.

Items recommended to be brought by Students:

Students are advised to bring the following personal items for their comfort and day-to-day use:

- Pillow, bed sheet, Quilt (personal bedding)
- Bathing accessories (e.g., bucket, if required)
- Toiletries, Cloth hangers, Water bottle
- Room lock and key

3. Vehicle Parking

Resident Students who bring personal vehicles to the campus must park them only in the designated parking areas to ensure the efficient use of campus facilities and maintain orderly traffic movement. All vehicle users are required to strictly adhere to the prescribed speed limits, traffic rules, and parking regulations within the campus. Responsible driving and proper parking practices are essential for ensuring the safety and well-being of the entire university community.

4. Common Areas and Shared Facilities:

To ensure that all residents enjoy a comfortable, safe, and well-maintained living environment, students are requested to observe the following:

- Pantry appliances are provided for the convenience of residents and may be used by students. For safety and compliance with hostel regulations, personal electrical appliances are not permitted inside student rooms.
- Common rooms are designed for recreation, interaction, and relaxation. Television facilities are provided for collective enjoyment in designated common areas.
- Sports equipment is available for the recreation and well-being of residents. Indoor sports facilities like table tennis are provided at hostels.
- The University Gymnasium is open from **6:00 AM to 8:30 AM** and **5:30 PM to 9:00 PM**. Students are expected to follow the instructions and safety guidelines always issued by the Gymnasium Instructor. Proper conduct and adherence to the prescribed rules will help ensure a safe, disciplined, and enjoyable fitness environment for all users.
- A health center with medical facilities is provided at the utilities center, which is within walking distance from the hostels. Nursing staff is available at the health center between 10 AM and 2 PM, and 4 PM and 7 PM on working days.

- Vending machines are available at designated locations across the hostel and campus for the convenience of students, offering a selection of beverages, refreshments, and essential daily-use items.

5. Code of Conduct

The hostel is a shared residential community that promotes academic focus, personal well-being, mutual respect, and responsible living. All residents are expected to contribute to a safe, comfortable, and harmonious environment by adhering to the following guidelines.

5.1 Substance-Free Campus and Hostels

To maintain a safe, healthy, and productive academic environment, the possession, consumption, distribution, or use of tobacco products, smoking materials, alcohol, narcotic drugs, psychotropic substances, or any other prohibited substances is strictly prohibited within the hostel premises, campus, and all university facilities.

5.2 Room Usage and Responsibilities

- Students are required to occupy only their allotted rooms and maintain them in a clean, orderly, and presentable condition.
- Furniture, fixtures, and other items provided by the University should be used responsibly and kept in good condition. In case of accidental damage, a report must be made to the warden.
- Rooms are cleaned periodically by the housekeeping services. Students are requested to be present during the scheduled cleaning to facilitate access and ensure the safety of personal belongings.

5.3 Visitors

- Visitors are welcome in the designated common areas between **8:00 AM and 8:00 PM**.
- To ensure the privacy, safety, and comfort of all residents, visitors are not permitted inside hostel rooms, and overnight stays by visitors are not allowed.

5.4 Hostel Discipline and Community Living

- Students are expected to remain within the hostel premises between **2:00 AM and 6:00 AM**, except with prior approval from the hostel authorities.
- Hostel gates remain closed between **2:00 AM and 6:00 AM** to ensure the safety and security of residents.
- Quiet hours are observed from **12:00 PM to 6:00 AM**. Students are requested to maintain a peaceful environment during these hours to support rest, study, and academic activities.
- Access to the hostel by day scholars and members of the opposite gender is not permitted.

- Students are expected to conduct themselves with courtesy, respect the privacy and rights of fellow residents, and contribute positively to the hostel community.

5.5 Use of common room and sports facilities

- Students are requested to use these shared spaces responsibly, respect the comfort and privacy of fellow residents, and help maintain a pleasant environment for everyone.
- Students may issue the sports equipment through the security register and are requested to return it promptly and in good condition after use, ensuring its availability to fellow residents.

6. Dining Hall Guidelines

The dining hall is a shared facility intended to provide a pleasant, hygienic, and efficient dining experience for all residents. Students are requested to observe the following guidelines to ensure the comfort and convenience of the entire hostel community.

- Students must carry their valid **Mess Card** while availing meals. Entry to the dining hall is permitted only upon presentation of a valid Mess Card.
- Students are requested to maintain orderly queues while collecting food and cooperate with the instructions of mess staff and hostel authorities.
- Meals are served only during the designated dining hours. Students are encouraged to adhere to the notified mess timings.
- Dining facilities are available on both the **Ground Floor** and **First Floor** of the mess building. Vegetarian meals may be consumed on both floors.
- Non-vegetarian food, including eggs, is consumed only in the designated dining area on the **First Floor**, where separate cooking, serving, and utensil arrangements are maintained. Students are requested not to carry non-vegetarian food outside the designated area.
- Mess utensils are intended for use within the dining hall premises and should not be taken to hostel rooms or other locations. After the meals, used utensils should be placed in the designated collection areas.
- Students are expected to maintain cleanliness and hygiene and conduct themselves courteously and respectfully toward fellow residents and mess staff.
- Entry into kitchen, storage, and service areas is restricted to authorized personnel only.
- The weekly mess menu and any subsequent changes will be communicated through the official Hostel WhatsApp group by the students' mess representative.
- Cooperation during busy meal periods is appreciated and helps ensure a smooth dining experience for everyone.

7. Room Maintenance and Repairs:

The University is committed to providing a safe, comfortable, and well-maintained residential environment. Students may report hostel room maintenance requirements through the complaint register or the ERP portal.

To ensure timely resolution, requests are generally attended to within the following timelines:

1. Emergency issues: Addressed on priority and attended to immediately.
2. Minor repairs: Typically resolved within 24 hours.
3. Vendor-related work: Usually completed within 24–72 hours, depending on service availability.

Major repairs requiring approval or specialized work: Generally completed within a week

8. Regulatory Compliance

This policy is aligned with UGC Anti-Ragging Regulations, student safety guidelines, and provisions of the POSH Act. Submission of the Anti-Ragging Undertaking is mandatory for all residents. Grievances related to student welfare may be addressed through institutional committees such as the Anti-Ragging Committee, Disciplinary Committee, Internal Complaints Committee (*As per POSH Act, 2013 & UGC Regulations*), *Anti-Discrimination Committee (SC/ST cell)*, & *Student Affairs*. The details of the Chair and committee members are at www.jklu.edu.in.

9. Campus Laundry Services

The hostel laundry facility is provided for the convenience and hygiene of resident students. Laundry services are available behind BH-II and are provided free of cost for washing, drying, ironing, and neatly folding clothes. **Hand Washing or drying clothes within hostel premises is not permitted.**

9.1 Laundromat Usage Guidelines

- Laundry registration is permitted only for permanent hostellers. Students residing in short-stay or temporary accommodation, as well as guests and participants of university events or programs, may avail laundry services on a chargeable basis in accordance with the applicable university norms.
- Students must complete a one-time registration at the laundry facility. A laundry card and laundry bag will be issued during registration.
- Students are requested to empty the pockets of all garments and ensure that no valuables are placed in the garments or laundry bag before submission. This helps facilitate smooth processing and timely return of laundry items.
- Laundry services remain closed every Wednesday.
- Laundry submission, collection, and delivery timings shall be from 9:00 AM to 7:00 PM.

- Clothes will be returned after washing and ironing within 24 to 48 hours.
- Maximum permissible load per cycle is 6 kg. Each student is entitled to a maximum of 30 cycles in an academic year.

9.2 Restrictions & Responsibilities

- Students are advised not to submit delicate garments, color-sensitive fabrics, or clothing requiring special washing or care instructions through the hostel laundry service. Such items should be managed separately to prevent potential damage during routine laundering.
- Students are expected to maintain polite and respectful communication with the laundry staff.
- Misuse of the facility may lead to suspension of laundry privileges and disciplinary action.

9.3 Complaints & Reporting

- Any issue related to missing items, incorrect delivery, or damaged clothes must be reported immediately while collecting the clothes or during final checkout from the laundry facility.
- If the matter remains unresolved, the student may report the issue to agm_commercial@quicksmartwash.com and CC the Head Warden/Chief Warden.

The University/hostel administration reserves the right to revise laundry rules, limits, timings, or charges with advance notice to students.

10. Security and CCTV Surveillance

Hostel premises are monitored by trained security personnel and supported by appropriate security systems to ensure the safety and well-being of residents. In addition, CCTV surveillance is operational in designated common areas and entry/exit points to enhance security, monitor access, and support the maintenance of a safe residential environment. Students are expected to cooperate with security procedures and promptly report any safety concerns to the hostel administration.

- CCTV cameras are installed at selected locations within the hostel premises, including corridors, entry/exit points, and common areas, solely for the purpose of maintaining safety, security, and discipline within the hostel. Cameras do not cover the interior of individual rooms or private areas.
- CCTV footage is not monitored continuously in real time and is reviewed only when required for official purposes such as emergencies, safety concerns, incidents of ragging, harassment, unauthorized entry, disciplinary matters, or other serious violations of hostel rules.
- Students are advised to always take proper care of their personal belongings. The Hostel Administration shall not be responsible for loss, misplacement, or theft of unattended personal items such as water bottles, wallets, watches, bags, clothing, electronic gadgets,

cash, or similar belongings.

- Requests for CCTV footage review for routine or minor missing-item complaints may not be entertained. Footage review shall be considered only in cases involving serious security concerns, major theft, safety issues, or incidents requiring administrative investigation, subject to approval by the competent authority.
- Submission of a complaint does not guarantee CCTV verification or footage availability. The Hostel Administration reserves the right to determine whether a review of CCTV footage is necessary based on the nature, seriousness, and credibility of the complaint.
- Access to CCTV footage is strictly restricted to authorized administrative personnel. Footage or individual movement details shall not be shared, disclosed, or circulated to students, parents, or unauthorized persons under any circumstances.
- CCTV footage is intended only as a supportive security tool and may not always provide complete or conclusive identification or evidence. Any disciplinary or administrative action shall be taken only after due verification and assessment by the Hostel Administration.

11. Hostel Administration

Wardens play an important role in fostering a safe, supportive, and disciplined residential environment. They oversee student welfare, safety, and the effective implementation of hostel policies and procedures. Students are expected to cooperate with the directions and decisions of the hostel authorities, which are final and binding. The hostel administration may be contacted for assistance with accommodation, student welfare, maintenance issues, safety concerns, leave requests, guest approvals, and other hostel-related queries. The contact details of the hostel administration are provided below:

- Girls Hostel Warden –I and III BHK: Ms. Anuradha – 9982004098
- Boys Hostel Warden –I: Mr. Karn Veer Singh – 9759392059
- Head Warden: Mr. Vivek Singh Thakur – 9625588012
- Email: wardenboys@jklu.edu.in (For Boys)
- wardengirls@jklu.edu.in (For Girls)
- headwarden@jklu.edu.in (For Boys & Girls)
- Chief Warden: Dr. Devika Kataria, office: IET 1- 224, Phone: 9648724741
Email: chief.warden@jklu.edu.in