

# OFFICE OF CHIEF WARDEN, HOSTELS

Ref No: CGU/CWH/ 12/22

Date: 30.06.22

## NOTICE

**Sub: Hostel Reporting Date & Time for 2022-2023 session.**  
**Ref: CGU/CWH/10/22 dated 04.05.2022.**

This is brought to the notice of all the students/ boarders of the hostels including the International students that the hostel is going to open from 08.07.2022 for the session 2022-2023.

In order to make the hostel reporting smooth and hassle free the students including the international students are informed to report the hostels from 9.30AM to 5PM. Any student reporting beyond the above stipulated time is required to get confirmation from the Chief warden Office for entry in the hostels.

Moreover the boarders are instructed to bring the following documents at the time of reporting in the respective hostels:

- Hard copy of the Filled Hostel Admission Form.
- Xerox copy of the hostel payment for 2022-2023 session.
- Recent Passport size photograph [ 3 nos].
- Email confirmation from Chief Warden Hostels.

To complete the Hostel Admission for 2022-2023, students are instructed to follow the process;

**STEP-1:** Apply through the link-<https://forms.gle/Kyi1NE4Q3dh847yy7> or Scan the QR code



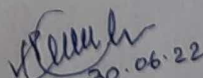
**STEP:2:** Confirmation of Hostel payment from Chief Warden Office.

**STEP:3:** Hostel and Room Allotment through Email.

**STEP: 4:** Report to the respective Hostels with the above mentioned Documents.

**Note:** Room/Bed allotment to the hostels is allowed subject to the following conditions:

- (i) The student should not be involved any in-disciplinary activity in the last academic year(s)
- (ii) Deposit of complete hostel fee for the current academic session [2022-2023].

  
30.06.22  
[Dr. Amaresh Chandra Panda]  
Chief Warden, Hostels



Copy to:

1. President's Office for kind information
2. Vice Chancellor's Office for kind information
3. Dean Faculty of Engineering & Faculty of Agriculture
4. Principal RIHC/Polytechnic
5. All Deans
6. All Hods
7. Admission Cell
8. International Admission Cell
9. G.M, CGU
10. All Warden
11. Hostel Notice Boards
12. A.O., Services

# HOSTEL APPLICATION FORM ADMISSION

Affix your  
passport  
Size  
photograph  
here

Application No.:

ACADEMIC YEAR

20

to

20

Name of the candidate  
(IN BLOCK LETTERS)

Date of Birth : DD

MM

YY

Age: \_\_\_\_\_ years

Male  / Female

Single  / Married

Programme : \_\_\_\_\_ Year of Study. 1<sup>st</sup>

/ 2<sup>nd</sup>

/ 3<sup>rd</sup>

/ 4<sup>th</sup>

Branch: \_\_\_\_\_

Roll No: \_\_\_\_\_

Regd \_\_\_\_\_

Caste : GEN

OBC:

SEBC:

SC:

ST:

Other:

Religion: Hindu:

Muslim:

Christian:

Buddhism:

Jain:

Other:

Aadhar No:

Blood Group: \_\_\_\_\_

Passport No: \_\_\_\_\_

Contact No. of the Candidate : \_\_\_\_\_

E\_mail of the Candidate: \_\_\_\_\_

Name of the Parents: Mother: \_\_\_\_\_

Father: \_\_\_\_\_

Mobile. No.: (Father) \_\_\_\_\_

(Mother) \_\_\_\_\_

E\_mail(Father) : \_\_\_\_\_

E\_mail(Mother) : \_\_\_\_\_

## Address for Correspondence:

AT/ Plot No/Qtr No/Ward No/Street No: \_\_\_\_\_

P.O: \_\_\_\_\_

P.S.: \_\_\_\_\_

Dist: \_\_\_\_\_

State: \_\_\_\_\_

Pin: \_\_\_\_\_

Country: \_\_\_\_\_

Name of the Local Guardian: \_\_\_\_\_

Relation with the candidate: \_\_\_\_\_

**Address of the Local Guardian :**

AT/ Plot No/Qtr No/Ward No/Street No: \_\_\_\_\_

P.O: \_\_\_\_\_ P.S.: \_\_\_\_\_

Dist: \_\_\_\_\_ State: \_\_\_\_\_ Pin: \_\_\_\_\_

Mobile. No.: \_\_\_\_\_ Country: \_\_\_\_\_

E\_mail : \_\_\_\_\_

Whether the candidate hand Stayed in any hostel before: Yes  / No

Whether the candidate has any medical history of ailments: Yes  / No   
(If yes, please state briefly and attach medical certificate)

**DECLARATION BY THE STUDENT**

❖ I \_\_\_\_\_ have read the rules and regulations for my admission into \_\_\_\_\_ Odisha.

❖ I agree not to indulge in group of any type and would live in harmony with others in the hostel.

❖ I understand that smoking and consumption of alcohol and other objectionable material in the hostels is strictly prohibited and I will abstain from such acts.

❖ I declare that indulgence in any anti – institutional or anti – social activity in the hostel is highly punishable and I will be liable for severe penalties and punishments for indulging in such acts.

❖ I declare that I am physically and medically fit to live in the hostel. I also declare that every information about my being medically psychologically unfit in any degree or manner has been brought to the information of the college authorities at the time of applying for hostel accommodation. I will not hold the management, University/Institute authorities, or the hostel authorities responsible for any consequence which will be a result of my non-disclosure.

❖ I under take to conduct myself as a diligent student within the hostel and in the vicinity and not misbehave in any manner including using inappropriate language, physical tiffs and fights with the other inmates / employees / and other in the hostel's neighborhood.

❖ I agree not to cook, not to use electric and electronic gadgets and press clothes in the hostel rooms.

❖ I will not cause any damage whatsoever, including defacing to the property of the hostels and understand that I will be liable for penalties and punishments for doing so.

❖ I accept to stay within the hostel premises by the stipulated time and will not stay out without proper prior permission from concerned authorities.

❖ I undertake to abide by all the rules that govern my stay in the hostel and also all the changes to the rules that may be made from time to time.

❖ I will not damage any furniture appearance of room and will agree to pay the fine if done so.

Finally, I agree to abide by all the rules and regulations of the institution / University with regard to hostel stay, which may be framed from time to time and accept the decision of the management in all respects as final binding on me for compliance.

**Amount paid:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Name of the Bank:** \_\_\_\_\_

**UTR No./ Money Receipt No:** \_\_\_\_\_

Place : \_\_\_\_\_

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

*Signature of Student*

**DECLARATION BY THE PARENT / LOCAL GUARDIAN**

I assure that \_\_\_\_\_ will abide by the rules and regulation of the Hostel. I have no objection, If my ward is expelled from the Hostel for violating the rules.

Place&Date: \_\_\_\_\_

Signature of the Parent

Signature Local Guardian



(P1)

**ANNEXURE-I**  
**HOSTEL RULES AND REGULATIONS CGU, ODISHA**

**Rules and Regulations for hostel Residents:-**

**1. CONDITIONS OF ALLOTMENT:-**

- (a) Students who have joined as a regular course in the University shall be eligible for hostel accommodation. The student has to submit an application form to enrol his/her name as a boarder along with an undertaking in writing that he/she will abide the hostel rules and regulations.
- (b) Hostel accommodation is allotted at the discretion of the Chief Warden on a "First Come First Served" basis / rank in the Entrance Exam.
- (c) **Hostel facility is provided only an academic year and will be discontinued automatically at the end of each academic year. Boarders who are desirous of hostel accommodation shall make a fresh application for readmission for the next academic session.**
- (d) For re-accommodation in the hostel a student has to maintain a minimum CGPA/CPI of 6.5 and also should have above 75% attendance in previous academic year.
- (e) No rooms are to be allotted in the hostels until full payment as per the prescribed room rent.
- (f) **A student who once reserves his/her seat and pays the hostel fees will not be eligible for refund if he/she chooses not to stay in the hostel for that academic year.**
- (g) In case of serious illness or infectious disease, the boarder should report it to the Caretaker/Hostel Manager/Warden/Chief Warden concerned. Even if the university immediately facilitates medical support, all the medical expenses will be borne by the boarder concerned.
- (h) **Students are advised not to keep their valuables and cash with them. They are also advised to keep their boxes suitcases locked and to deposit excess money (if any) in the bank. The management shall not be responsible for any theft or damage to them.**

**2. RIGHT OF HOSTEL MANAGEMENT:-**

- (a) The hostel management may refuse accommodation or expel any student from the hostel if the student violates the hostel rules or whose presence could lead to disturbance or unwanted commotion affecting the peace and tranquillity of the hostel.
- (b) The Chief Warden can refuse hostel facilities without assigning any reason /remove a resident from the hostel at any time on disciplinary grounds, in which case, the student may even be required to vacate the room at short notice.
- (c) Students may also be required to shift to alternate accommodation at short notice due to administrative reasons.
- (d) The hostel management reserves its right to change these rules, from time to time through general circulars, for effective, safe and peaceful functioning.
- (e) The services provided in the hostels may vary case to case. The emergency cases are to be addressed in priority through Wardens of the respective hostels.
- (f) **Any damage to the college property will be subject to recovery of the cost of the property damaged, including compensation towards installation and maintenance and any other penalty as defined by the Hostel Disciplinary committee or any other university body.**
- (g) Hostel Manager is authorized to change the allotment of the room to any boarder, as and when required including for reasons of health, disciplinary action or any other reason as the case may be in discussion with the Hostel warden or the CHW.
- (h) The Chief Warden reserves the right to break open any room which is not vacated, pack up the belongings and store it. No complaints of breakage or loss will be entertained. The Chief Warden can also break open the rooms in case of any violation of hostel rules, suspected unlawful activities or on the basis of security risk perceived.
- (i) **A boarder may be expelled from the hostel for any of the following grounds including, (1) theft, (2) ragging, (3) abnormal behaviour, (4) use of drugs, (5) alcohol, gutka, pan, smoking or any other prohibited abusive substance, (6) undisciplined behaviour such as use of abusive language, physical violence, mishandling of furniture, throwing food and more (7) violation of CGU rules and (8) non-payment of fees. A boarder expelled on disciplinary grounds shall stand to forfeit his/her fees and deposits.**

**3. CODE OF CONDUCT:-**

- (a) Boarders are expected to carry their valid Identity cards issued to them by the institute all the time and produce the same when asked by any university authority for verification.
- (b) **Boarders should use formal dress while going outside the hostel. All the boarders are instructed to follow the notice CGU/REG/432/2021 date 21.12.2021 issued by the Registrar office in this regard.**
- (c) Boarders of each room are responsible for the furniture, fittings etc, handed over to them at the time of allotment of room and any damage to the hostel property will be recovered from them, besides possibility of other penal action.
- (d) Ragging in any form is a cognizable offense and punishable as per the Supreme Court directives. Strict disciplinary action will be taken including expulsion from the institute/University. The institute/University administration may report incidents of ragging to the police for taking appropriate action under the law.
- (e) **Maintenances of Cleanliness of the hostel premises and their rooms is the responsibility every boarder in the hostel. This includes the bath rooms, toilets, and common usage areas. The boarders are expected to leave it clean after usage and handle all facilities with proper care.**
- (f) All students are hereby informed that fire-arms, Lethal weapons, Poisonous substances, inflammable substances or intoxicants of any kind are all strictly banned in the hostel. Possession of any such items could lead to penal action including removal from hostel to rustication from the university.
- (g) Students must not take the law into their own hands. In case of any disputes, arguments or conflicts or any issues they are expected to report the Warden/Chief Warden, Hostel.
- (h) All kinds of shouting, fighting, gambling, stealing, violent behaviour, maltreating or abusing of institutional/University personnel, properties or infrastructure are strictly prohibited. In case of such behaviour, appropriate disciplinary action shall be taken against such students.
- (i) **Use of drugs, alcohol, gutka, pan, cigarettes any other restricted substance is strictly prohibited inside the hostel and institute/University premises.**
- (j) **Students shall not organize or address any meeting in the hostel/ campus premises without the knowledge/prior permission of the hostel warden or appropriate authorities.**
- (k) Every student should stay in the room allotted to him/her. Mutual exchange of rooms after final allotment is not allowed. Any change shall be permitted, only with the due permission of the Chief Warden, under special circumstances or valid case and reasonable ground when found absolutely necessary. Violation of these rules will also be considered an act of gross misconduct and entail appropriate disciplinary action including expulsion from hostel and imposition of heavy fine.
- (l) All the students should switch off lights and fan when they are not in room.
  - (i) All students are expected to switch off the lights of their respective hostel rooms typically by 11pm or latest by midnight.
  - (ii) Water Heater/room heater/electric iron or any electric appliances are strictly prohibited in the hostel premises.
- (m) Students should not deface hostel walls or misuse any facility inside the hostel. For any damage done, the cost of repair/replacement has to be borne by the boarder concerned/all boarders living in that room/hostel.

Signature of the Student with date: \_\_\_\_\_

- (n) Generally, students are expected to maintain silence in their rooms in such manner as to not to disturb the other students from study or carrying out their work.
- (o) Everybody is required to keep her/his living surroundings and study place neat and clean.
- (p) Students are strictly not allowed to go to the roof top at any point of time.
- (q) Playing of loud music or disturbing fellow hostel inmates will not be permitted. Use earphones while listening to music. Playing outdoor games inside the hostels/corridors is not permitted. **Silence Hours will be observed from 10 p.m. to 06 a.m. on all days.** No noise of any sort will be permitted during the Silence Hours. Serious action will be taken on the breach of this rule. No student is allowed to keep any vehicle in the hostel premises.
- (r) Partying in the rooms/corridors or anywhere in the hostel will not be permitted whatever be the occasion. Residents must not go to another's room and disturb the inmates. Complaints from other residents will be investigated and action taken accordingly.
- (s) Once a student vacates the hostel, he/she will not be re-allotted hostel accommodation for a minimum period of six months. Residents who wish to vacate the hostel are to meet the Caretaker/Hostel Manager/ Warden to start with the formalities. Permission of the parents and HOIs along with certain documentation is mandatory.
- (t) **Cooking in hostel rooms is not permitted except the designated place.**
- (u) All instructions/ notices displayed on notice boards in the hostels will be deemed to have been read by all residents and excuses for non-compliance of rules and instructions put up from time to time will not be accepted.
- (v) Feeding stray dogs or cats in the hostel premises is not permitted.
- (w) Any damage/breakage to hostel property will be charged to the occupants of the room/ block with a fine. Disciplinary action will also be initiated.
- (x) The Chief Warden/Warden or his representative may enter any room for verification at any time of the day or night. The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any valid reason. This will be carried out by the security personnel in the presence of the hostel Warden and at the discretion of the Chief Warden/ Warden. The items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report will be sent to the higher authorities.
- (y) Proxy or dummy room-mates are forbidden. Strict action will be taken if accommodation is held as proxy. They are liable to be removed from the hostel. Residents are not permitted to allow their rooms to be used by others. All visitors and non-residents including students from other hostels must leave the hostel/ other students rooms during nights. No unauthorized person will be allowed to enter or stay in the hostel premises. If the residents happen to find any such person, they should demand the permit/ Identity Card. and if it is not forthcoming, the matter should be brought to the notice of the Warden.
- (z) Any boarder who wishes to go on long leave during the academic session will have to obtain permission from the Mentor/HOD concerned along with support letter /consent from Parents/Natural guardian for the same. Further he/she will fill up the form available with the caretaker/Security and thus duly also inform the hostel authorities of the period of absence and the due academic prior permission. Similarly, after the leave period even while joining back has to have document to convey that the parent or the local guardian are aware.
- (aa) All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/ neighbour(s) coming to their notice to the block/floor Secretary / caretaker /Warden/ Chief Warden through or directly. In case their room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Warden or the Chief Warden.
- (bb) Any boarder wishing to go for outside training or any other course has to take prior permission from his/her guardian/H.O.D and Warden. (S)he must furnish full address, telephone number and the documents duly signed by the concerned Institution Head (Training Institute) to the Chief Warden for Approval.
- (cc) Hostel timings will be strictly adhered. All residents will return to the hostel by 9.30 p.m. At 10.00 p.m. hostel gates will be closed. Students who wish to go to any place such as Railway station etc. for the night trains must take prior permission at least one day in advance from the Warden/ Chief Warden. Any student found loitering on the campus after 10.00 pm can be questioned by the Squad/Security staff. They are liable to surrender their I-card to Squad/security staff on duty.
- (dd) **All the boarders are mandatorily expected to register their attendance three times a day as follows:**  
 (i) 8.30AM-9.30AM [Morning] (ii) 6.00PM-6.30PM[Evening] (iii) 9.00PM-9.30PM[Night]

4. VISITORS:-

- (a) All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
- (b) Visit of male visitors to the girl's hostel and vice-versa is strictly prohibited.
- (c) Visiting hours for ladies hostel is from 04:30PM to 05:30PM on weekdays and between 10AM to 12 Noon and 02:00PM to 05:00PM on Sunday and Holiday.
- (d) Only the authorized local guardians/parents will be treated as visitors and can meet in the visiting room. No other person will be allowed to meet the boarders inside the hostel.
- (e) All the boarders are instructed to provide their local Guardian details.
- (f) No boarder is allowed to leave hostel with Local Guardians until unless permitted by the Guardian/Parent.
- (g) No visitor/parents/siblings/cousins/any other relatives will be allowed to stay overnight in the hostel.

5. MESS RULES:-

- (a) **Hostel timings are to be strictly followed. No cooking is allowed in the hostel. Only food from the mess is allowed in the hostel. No food parcel/packed food will be allowed inside the room except during illness and with permission from the warden.**
- (b) **The boarders are required to carry the Canteen card during Breakfast, Lunch & Dinner. The card is to be punched/checked by the authorized person at the canteen entrance.**
- (c) **A boarder should maintain discipline in the dining hall. No boarder should misbehave with the support staff, any other personnel or any other faculty member either generally in the hostel and especially during the breakfast, lunch and dinner. Any problem faced during the breakfast, lunch or dinner may kindly be intimated to the concerned Authorities immediately through proper channel.**
- (d) **Any problem faced during the breakfast, lunch or dinner may kindly be noted in the complain/feedback register available in the canteen and should be informed to the Canteen Manager/ Hostel Manager/A.O. services and wardens of the respective hostels for information and necessary action immediately through proper channel.**
- (e) **Hostel Menu will be changed with prior discussion with students, Management and Canteen Manager.**

6. RULES REGARDING DISCIPLINE IN THE HOSTEL:-

- (a) All the boarders should remain present in the hostel by the allotted time.
- (b) Students shall not remain absent from their hostel during night without the prior permission of the Hostel Manager/ Warden.
- (c) Hostel gate shall remain open from 06:00AM to 10:00PM. In case of delay or checking in during other times, the Hostel Warden should be intimated beforehand.
- (d) If any dispute arises, it should be settled in consultation with the hostel warden and if not settled, it should be brought to the notice of the Chief Warden/Registrar.
- (e) In case of serious illness or injury, a boarder shall be admitted as indoor patient by the warden in a suitable hospital, either as suggested by the boarder or as found suitable by the hostel authorities based on the seriousness of the illness.

Signature of the Student with date: \_\_\_\_\_

- (f) The boarders are required to submit the Xerox copy of their Health Cards if any in the respective hostel office for emergency cases.
- (g) Emergency contact person and details should be submitted by the boarder at the time of admission in the respective hostel office.
- (h) Hostel accommodation is provided with the understanding that the boarder will strictly abide by the hostel rules and regulation in force.
- (i) The room cleaning is to be done by the concerned boarders. Any damage to the equipment(s), gadget(s) in common areas, and the fine may be imposed on the boarders of the concerned floor.
- (j) Outing for boarders is only allowed on Sunday based on the rules and regulations of the Institute/University and Government from time to time.
- (k) Hostel inmates are not allowed to visit others room after 07:00PM.

7. NON-COMPLIANCE RULES/FINES

Types of Non-compliance(s)		Fine (Rs.) (per incidence)
<b>A) Electricity Miss-Use</b>		
1.	Using room heater/electric oven/ refrigerator/A.C., juicer, electric kettle, etc. or using unauthorized air- cooler. The item would stand confiscated.	2500/-
2.	Keeping fan, light or other appliances "on" in the room while the room is locked at any time/Weekends/vacations or when the resident is not in the room	1000/-
<b>B) Room Misuse</b>		
1	Leaving the room opened or keeping it untidy.	1000/-
2	Consumption of alcohol/drugs/narcotics	10000/- and/or Expulsion from Hostel
3	(a) Keeping extra cots/ furniture without permission or moving any common area gadgets or furniture in the room.	1000/-
	(b) Keeping unauthorized outsider or sharing the room without consent of Hostel Authority.	5000/- and/or Expulsion from Hostel
	(c) Leaving the room from the hostel without proper information.	10000/- and/or Expulsion from Hostel
	(d) Shifting room without the permission of Hostel Authority.	2000/-
4	Keeping extra mess utensils or taking raw materials or unauthorized food from the mess.	2500/-
5	Cooking in room or places other than the designated space.	2500/-
6	Tendering wrong or misleading (Information) / Non-timely updating personal information in case of any change.	5000/- and/or Expulsion from Hostel
7	Any damage to the hostel property such as structures, doors, windows, window panes, electrical fittings, washroom fittings, mess items, etc.	2000/- + Residents will pay cost of item & its installation or double of repair cost.
8	Smoking in the hostel premises, misuse of washrooms etc.	1000/-
<b>C) Disturbance in Hostel</b>		
1.	Indulging in any kind of ragging in hostel.	20000/- + immediate expulsion from hostel &/or University along with reporting to Police to set the Criminal Proceedings/law into motion & further action as per Honorable Supreme Court/UGC/AICTE, etc.
2.	Possession of any kind of weapons (knife, pistol, rods, sticks, etc.)/Playing game in hostel premises/ Indulging infighting/Disturbing the peace of hostel(s).	10000/-and/or Expulsion from Hostel
3.	Presence of unauthorized female/male guest in the room of boys/girls hostel respectively.	10000/- and/or Expulsion from Hostel
4.	Playing audio system very loudly.	2500/-
5.	Presence of unauthorized motor vehicle in hostel.	5000/-
6.	Crossing over Hostels" Boundary Wall/Fencing"	5000/-
7.	Defacing of walls or hostel property.	2500/-
8.	Use of obscene site(s) on PC or obscene material from books, magazines, or any other medial.	2500/- and/or Expulsion from Hostel
9.	Blocking/Disturbing/Locking Common/Public Facilities of the Hostel.	5000/-

Signature of the Student with date: \_\_\_\_\_

10.	Not putting attendance properly in time as per notification	200/-
11.	Unauthorized entry to cooking/serving counter areas.	500/-
12.	Late entry in the hostel after prescribed timings.	1000/-
13.	Misbehave/Use of abusive language by student/hostel Worker with Hostel Authorities & by student with hostel staff.	5000/- and/or Expulsion from Hostel

Signature of the Student with date: \_\_\_\_\_