

## महिला छात्रावास में प्रवेश सम्बन्धी जानकारी

1. महिला छात्रावास में दिनांक 1 जुलाई 2019 से प्रवेश प्रारम्भ किया जायेगा।
2. प्रवेश फार्म का प्रारूप विश्वविद्यालय की वेबसाइट पर उपलब्ध है।
3. प्रवेश प्रक्रिया की विस्तृत जानकारी के लिए महिला छात्रावास नियमावली ([www.kanpuruniversity.org](http://www.kanpuruniversity.org)) पर उपलब्ध है।
4. सम्बन्धित कोर्स में प्रवेश सुनिश्चित होने पर ही छात्रावास में प्रवेश दिया जायेगा।
5. प्रवेश की पहली सूची प्रवेश तिथि के 1 सप्ताह बाद निकाली जायेगी।
6. विश्वविद्यालय के प्रवेश परीक्षाओं की तिथियों के अनुसार महिला छात्रावास में प्रवेश की तिथियों में भी परिवर्तन सम्भव है।

### सम्पर्क सूत्र:

फोन न. 0512-2583153

*Ward*  
20.6.19  
Warden  
Saraswati Girls Hostel.

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वारशी सिंह  
कोऑर्डिनेटर  
महिला छात्रावास

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# GIRLS HOSTEL, CSJM UNIVERSITY

## ABOUT UNIVERSITY GIRLS HOSTEL

The Chhatrapati Shahuji Maharaj University, girls hostel established in 1999 with girls hostel no. -01 Ganga , later on 3 more hostels added to it – Triveni, Saraswati and Kaveri respectively, it is located within the university campus and is an integral part of the university. Hostel affairs are co-ordinated under the guidance and supervision of the warden co-ordinator and wardens. The warden co-ordinator is assisted by attendants and hostel students' committees.

Warden names	Hostel names
1. Warshi Singh ( warden co-ordinator)	Ganga hostel
2. Dr. Bhoomika Yadav	Triveni hostel
3. Dr. Kalpana agnihotri	Saraswati hostel
4. Arpana katiyar	Kaveri hostel

Due to the limited seats, hostel admission has always been a sought-after affair. The fact that admissions are only granted to the meritorious students provides an assurance about the quality. Girls' Hostel aims to provide a convenient and a comfortable stay for the outstation students. , it works to minimize the cost in terms of time so that the hostel residents can use the same for other significant purposes.

The objective is to make the university hostel facilities available at affordable price to those candidates who are coming from low income groups/ BPL cardholders and weaker section of the society so that the students are not denied the opportunity to continue their study due to distance and parents financial affordability and also to make higher education accessible to a large number of girls students. It provides a home away from home in an atmosphere both secure and pleasant .

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katiyar



## Infrastructure and Facilities

- Rooms

The Hostel has a total number of 257 furnished rooms . The rooms are allotted on sharing basis between two students .

Hostel	Total capacity	Rooms	Attached	Non attached	Mess	
Ganga	72	36	----	36	01	For lower income group/weaker section /BPL of any course.
Triveni	108	54	24	30	01	
Saraswati	218	109	24	85	01	
Kaveri	116	58	36	28	01	

- Mess

All the hostel has a separate mess where residents have to take their meals. It is managed by the mess committee of students under the supervision of the Warden and operated by mess contractor . Wholesome meals are served to the residents in the mess. The menu is decided by the mess committee . it is compulsory to take meals in dinning hall with proper attire . attendance record of each resident shall be maintained on mess Attendance Register. Junk food is not served in the mess as per the UGC guidelines. The mess is operated thrice a day – at breakfast, lunch and dinner and evening tea with snacks. The meal timing are as follows.

<b>Breakfast</b>	<b>07.30 am to 9.30 am</b>
<b>Lunch</b>	<b>01.00 pm to 03:00 pm</b>
<b>Tea</b>	<b>05.00 pm to 6.00 pm</b>
<b>Dinner</b>	<b>07.30 pm to 9.00 pm</b>

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- For the recreation of residents all the hostel has a common room. A wall mounted Television with disk is also in place.
- There is a park within the every hostel compound.
- In every hostel there is reading/ study room where students can study in peace .
- There is free 24 hours ambulance facility for the residents girls.
- Sanitary Napkin vending machine and incinerator installed in every hostel.
- Round the clock water and electricity supply.
- R.O drinking water.
- Visitors room
- Provide house keeping service for cleaning of room ,bathroom etc
- Green environment with greenlawn.
- There are Proctorial Board, Dean Student Welfare and Internal Complaint Cell inside the campus for the different issues of students.
- Library – resident girls are allow to avail the central library facility till 8.45pm (on presence of duly filled library slip provided by library staff)
- Badminton court is under construction - soon there will be badminton court in hostel no- 2,3,and 4.

### Events

Different activities are organized by hostel administration for the residents like – regular counseling sessions, yoga camp, self defence workshop, women s day celebration, Janmasthanmi celebration etc.

Farewell and fresher's are also been organized in hostel.

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## Admission to Girls Hostel

Admission Committee will consist, of Warden co-ordinator and wardens Applicants seeking admission to the Hostel will be short-listed as per merit by the Admission Committee the final list of applicants selected for admission out of the short-listed candidates will be displayed on the Notice Board of the Hostel office. The selected applicants will be invited to take admission by paying the admission fee by a specified date.

The Hostel admission is made for a period of one academic year and a fresh application is needed for re-admission at the beginning of each academic year. All residents students are to vacate the Hostel rooms within seven days of their last University/institute examination. Under special circumstances, a resident will be allowed to stay in the Hostel during summer vacation as a resident guest with due permission from the warden co-ordinator and in consultation with warden

A student, while seeking admission and during the stay in the Hostel, must fulfill the criteria stated. During the period of stay, if she fails to fulfill any of the above conditions, she will have to vacate the Hostel immediately.

## Admission Procedure

1. Candidate have to fill 2 forms - admission form and application form .
2. The Admission Form is available on the university website can be downloaded and the filled-in Admission Form is to be submitted to the hostel office.
3. After submitting admission form, collect application form from hostel office with the (payment of Rs.50/)fill the form and submitted to the hostel office with supported documents and fee within stipulated time to secure hostel seat.
4. Admission of the students is subjected to fulfilling all the eligibility criteria.

## For Students of First Year of UG and PG

### Criteria & Rules

1. Student admitted to any course in the Dept./institute is eligible for Hostel Accommodation.

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2. The candidates qualified for accommodation shall be required to fill a prescribed form with required documents within scheduled time period as per Notification.
3. The selected candidates shall be required to deposit the full fee within the scheduled time as per Notification.
4. Admission to the Hostel cannot be claimed as a matter of right.

### **For Students other than from the First Year of UG and PG**

#### Criteria & Rules

1. Student should have qualified to the second or third year of UG and second year of PG course and has deposited the fees in the Dept./institute.
2. Rooms will not be allotted to the students those having year back.
3. There should have been no serious disciplinary action against the student during the previous stay in the hostel.
4. Either of the parents of applicant must not be residing or having any job assignment in the Kanpur nagar
5. Each resident must have one Local Guardian in Kanpur.

#### **Documents Required**

Each candidate qualified for hostel accommodation shall be required to submit following documents.

1. Proof of present residence: Attested copy of Aadhar card or equivalent document.
2. Self-attested copies of the relevant documents:-
  - a) Marks Sheet of last qualifying exam.
  - b) 10<sup>th</sup> Certificate and Mark Sheet
  - c) College Admission Fee Slip.
3. Income certificate for taking admission in hostel No.-1

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4. Along with the admission form candidates shall be required to submit a undertaking signed by the parent and student both in the prescribed format given by hostel office.

### **Points to remember**

- All applications for admission in university girls hostel must be forwarded by the Dean of the Faculty/Head of the Department. The candidates must submit the Hostel application form duly filled to the Hostel office within 7 days after securing admission in their respective Faculty/Department/College.
- The dates are liable to change in case of changes in the admission schedule of the University.
- Candidates accepted for admission will be required to pay the requisite fees and submit three additional passport size photographs for identity card, record maintenance and leave card along with form. If any candidate fails to pay the fees within the stipulated time as notified, her admission will be treated as cancelled and her seat will be allotted to the next applicant in the merit list.
- All certificates are subjected to verification by a competent authority. the Hostel office will accept self-attested copies of documents provided by the applicant. However, in case of false attestation/falsified record, the student will be liable for disciplinary action as per University guidelines and will have to vacate the Hostel immediately.
- The decision of the Hostel Admission Committee will be final.

**Note: The first list of candidates to be admitted to the Hostel will be notified separately on the Hostel Notice Board.**

### **Non-Eligible Categories for admission**

- i. Working women (Full time/Part Time/Ad -hoc or Temporary) and ex-students.
- ii. Students who have failed and are not re-admitted as regular students.
- iii. Student whose parent/husband resides in Kanpur within 50 kms
- iv. Students against whom disciplinary action had been initiated by any Faculty/Department/College/Hostel of the University .

Note: Suppression of information or giving wrong information pertaining to any of the above mentioned eligibility criteria would make the defaulting student liable for disciplinary action including expulsion from the Hostel.

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## Cancellation of Admission by the Hostel

Admission of a student may be cancelled for any of the following reasons:

- i. Involvement in ragging.
- ii. Non-payment of dues for more than 30 consecutive days.
- iii. Keeping guests without valid permission.
- iv. Cessation of regular studentship.
- v. Violation of rules and indiscipline.
- vi. Suppression of facts and/or providing wrong information.
- vii. Making casteist, communal or racist remarks against other students.

Residents are not to plead ignorance of the rules and regulations and also any notified modification made from time to time.

## RULES AND REGULATIONS FOR GIRL'S HOSTEL

All the students who are staying in the hostel are required to follow the following rules and regulations of the hostel:

*entry-time*  
Summers : 7.30 pm from 1st March to 31st October.  
Winters : 6.30 pm from 1st November to Feb last.

1. Ragging is Strictly Prohibited: Ragging in any form i.e. making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student whether by words, spoken or written or by an act which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly to do is strictly forbidden. If anyone is found guilty of directly/indirectly involved or abetting in ragging she will be punished/rusticated/expelled/suspended from the institute and also liable to prosecution in terms of the Supreme Court of India decision on Writ Petition No. (C) 656/1998. Ragging is now a crime. No one can feign ignorance of the law. Under the prohibition of ragging Act 1997 those who indulge in ragging can be punished. Jail for ragging is for period from six months to 10 years & fine up to Rs. 50,000/-.

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2. Hostel rooms are equipped with furniture and fittings of appliances. Student occupying the room will sign for the receipt of items in Inventory Register. She will be responsible to hand over the items in their original serviceable condition to hostel authorities while leaving the rooms on close of the academic session.
3. Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from her/group. Repeated acts of causing to the hostel property will result in expulsion from the hostel.
4. The hostellers themselves are personally responsible to safeguard their belongings. They are advised not to keep large amounts of cash or valuables like gold ring, costly wristwatch etc., in their rooms. They should also take care of their Purse, Calculators, Cell Phones, Lap tops, Computers and Books. In case of theft or loss of any item the hostel authorities will not be responsible for such loss. The hostellers are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks.
5. The hostellers are neither allowed to keep private electrical equipment nor would tamper with electrical fittings provided in rooms. Unauthorized possession will lead to confiscation of the goods.
6. It is mandatory for students residing in the Hostel to join the mess attached to the hostel. Hostellers are required to dine in the dining hall. No hosteller is permitted to take food in the room except for those reported sick with prior permission of hostel warden. Indoor cooking including making of tea/coffee/noodles in the rooms is strictly prohibited. The hostellers shall not waste food, electricity & water. Wastage of food is a national loss.
7. Smoking, Gambling in any form such as Playing Cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will be asked to vacate the hostel .
8. Students are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should take the permission and communicate the information to the Warden in writing.
9. Use of any electrical appliances except table-lamp and mobile-charger, is prohibited.
10. All students will report for the Roll Call every day as per prescribed timings (9.30 pm). No resident is allowed to leave the hostel after the roll call.
11. No student shall remain absent from the hostel during night between 7.00 pm to 5.00 am unless she has obtained night out pass from the hostel warden. Night out

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permission to hostellers will be given on the request and has prior approval of the parents and hostel warden.

12. Students requiring to attend wedding, other social functions and going outstation will require to submit written request for the same from parents of the student

13. Students having any Chronic/Communicable disease are not allowed to stay in hostel. Hostellers falling sick or feel symptoms of sickness should report to hostel warden for evacuation to hospital. 24 hours Ambulance-Service is available in the campus.

14. Parents/Guardians/Visitors can meet their ward in hostel with the permission of the hostel warden before 7.00 pm in visitors room only. No Parent/Guardian/Visitor is allowed to stay in their room. Male visitors are not allowed to visit students in their living rooms.

15. Discussion on politics and religion is completely forbidden in the hostel & mess.

16. No notice will be displayed by hostel inmates in the institute/hostel notice board without the Counter signature of hostel warden.

17. Taking part directly/indirectly in any movement or agitation or strike of students in the institute for any reason whatsoever will attract punishment, rustication or expulsion, which in the opinion of the management/director is subversive to the discipline of the hostel.

18. The Institute/Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action will be taken against her. The hostel rooms are subject to inspection by the Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the room.

19. The hostellers are not permitted to stay out of the hostel beyond 7.00 pm in summer and 6.00 pm in winters.

20. Day scholars are not allowed to enter the hostel. Lights and fans to be switched off when no one is in the room.

21. Hostel security guards posted at the two gate of the Hostel have the right to ask for the identity proof of visitors, guests and residents of the Hostel. Security guards have moreover the right to search bags and belongings being taken in or out of the Hostel by residents, staff, guests and all other visitors, or to refuse entry to visitors and guests. Any intimidation of the guards shall be treated as a serious offence.

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## PROVISION FOR LEAVE

Residents may avail of the following types of leave:

Home Leave - Vacations / Breaks / Illness / Unexpected

1. Each student will be issued a leave card for sanction of all kinds of leave. A sum of Rs.100/- will be charged for the loss of the leave card
2. Residents are required to sign in the appropriate register (LG leave/Home leave) before proceeding on any kind of leave and on their return. Any resident found leaving or entering the hostel without signing the register is payable for disciplinary action.
3. All types of leave sought for the weekdays have to be applied for at least 24 hours in advance, leave for weekends (Saturday & Sunday) must be applied on Friday (Hostel office timings) in leave card. Residents can proceed on leave only after ensuring that leave is duly sanctioned by the Warden. Prior letter of request is to be submitted with attendant. Prior letter of Local Guardian / Parent in case of Late Night Leave/Home leave / leave for Special purposes / University vacations.
4. Every leave applied for and sanctioned has to be entered in the leave card signed by Parent/ LG and counter signed by the Warden.
5. Resident students found forging signatures of parents/L.G. or warden fellow students will be expelled from the hostel.

## Discipline and code of conduct

1. Staying away from hostel without prior intimation or approval, valid reason or authorization is a serious breach of Hostel Discipline. Resident who stay away for a month or more without permission will be liable to lose the Hostel seat and may not be considered for admission in the hostel even in the following year(s).
2. Students are expected to appreciate the time and money spent in the maintenance of the lawns and garden. Misuse of the lawns such as causing damage to plants and trees and littering will invite disciplinary action
3. Residents must maintain proper decorum in the hostel. They should behave properly with the staff and their fellow residents. Residents are expected to dress in an appropriate manner while visiting the dining hall, visitors' room and other common spaces in the hostel or college.

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4. Severe disciplinary action will be taken against students who break rules or abet other students in breaking the rules in undermining the discipline of the hostel.
5. Defacing walls, doors, corridors and cupboards by writing, painting or pasting posters, notes etc. with glue/ tape / nails etc. is not allowed. Any violation, whatever the extent, will lead severe disciplinary action
6. No resident can engage any person for service of any kind.
7. The permission of the Director /HOD/ warden and parents must be obtained for taking part in any cultural / sports events outside college, resident students are not to take any type of work or course without specific prior permission of the warden.
8. Residents going out of the hostel but within the campus like classes and library after the specified hostel times have to make proper entries in register, after seeking permission from the Warden. The entries should be made with proper details and resident must have to present the library slip.
9. Coaching is allowed within the permissible hostel timing with submission of affidavit, parents consent letter and photocopy of admission receipt and ID card of coaching.
10. All students must carry hostel ID card.
11. Outsider female relative and friends are strictly not allowed to stay in the Girls' Hostel.
12. Modification or addition of rules may be made and communicated as and when necessary.

### Contact Details

Hostel office – 0512-2583153

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*Warden*



## Fee Structure

### For Hostel No. 1 (for lower income group)

(all rooms are non attached in hostel no.-1)

	Amount (in Rupees)
Accommodation (annually)	12,000/-
Mess (annually)	20688/-
Caution Money (one time) (Refundable)	1500/-
Form	50/-

### For Hostel NO. - 2, 3 and 4

	Attached Rooms	Non-Attached Rooms
Accommodation (annually)	20,000/-	18,000/-
Mess (annually)	20688/-	20,688/-
Caution Money (one time ) (Refundable)	1500/-	1500/-
Form	50/-	50/-

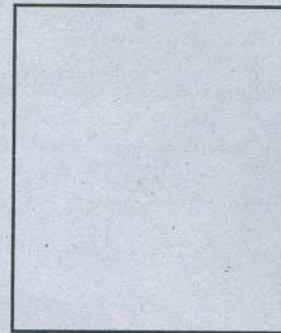
\* Mess Fee as per contract

*March 2019*  
*20.6.19*

# CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY KANPUR

## ADMISSION FORM

Office: Girls Hostel



1. Name of Applicant : .....
- Date of Birth : .....
2. Name of the Course : .....
- Faculty/Department : .....
- Date of Admission : .....
3. Father's Name : .....
- Occupation/Designation : .....
- Address:(office) : .....
- Telephone : (Office) : .....
- Residential Address & Telephone : .....
4. Annual Family Income : i) .....
- (Approx) : ii) .....
5. Name of Local Guardians : .....
- (if any) : .....
- Residential Address & Telephone No. : .....
- Residential Address & Telephone No. : .....

(Applicant will be permitted to go to the residence of above mentioned local guardians only)

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6. If Applicant has been the resident of any other hostel (name of hostel and Telephone No.)
7. If Applicant has been the resident of girls hostel, C.S.J.M University, Kanpur
8. If yes, Name of the hostel & room no.

9. Details of last passing Examination :

Name of Examination	University Board	Subject	Score	No of Attempts

10. Medical History (if any) :

**Declaration**

I ..... declare that I have gone through all the rules and regulations the hostels and I promise that I have strictly follow them. If I am found guilty of Violation of hostels rules, I shall accept any action taken against me. Information Provided by me. is correct.

Guardian's Signature \_\_\_\_\_ Applicant Signature \_\_\_\_\_

Forwarding

Date: .....

Head of Department/Dean  
Office Seal

*Handwritten signature and date: 20.6.19*



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**(Office Use Only)**

1. Date of Admission in hostel: : .....

Receipt No. : .....

Amount Deposited: : .....

2. Date of leaving the Hostel: : .....

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Room No. .... of old/New Hostel has been allotted to

Ms./Mrs .....

Date : .....

Hostel/Warden

Seal

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*20.6.19*

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