



Hostel / Mess Facilities Rules

Gujarat Forensic Sciences University Hostels are established to provide residential facilities with homely atmosphere for the deserving students studying in the institutions managed by Gujarat Forensic Sciences University. The Management is very much particular in making this hostel a model and an ideal one in the country. As such the students of the hostel are strictly advised to adhere to the following rules and regulations. Admission in the hostel cannot be claimed by any student as a matter of right:

1. Students shall have to apply for hostel accommodation at the beginning of the academic year.
2. Every student before allotment of his seat in the hostel shall give an undertaking with respect to the acceptance of rules and regulations, along with duly filled Admission form.
3. All students are treated equally by GFSU and hence, all have equal rights. All are expected to maintain discipline and be courteous to each other in the hostel and the entire campus of GFSU.
4. Students shall treat everyone with human dignity and tolerance. Students must use civilized language. No student shall argue, shout or have conversations in such a manner as to insult others.
5. On arrival, a student will report to the Warden and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
6. At the time of vacating the room, Warden will check the list of inventories of Furniture, electrical etc., and if anything found damaged or missing, the charge will be deducted from caution money.
7. Every student must carry his/her identity card which should be produced when demanded.
8. The students who bring their own computer, printer, music system, etc., in their hostel rooms must give a list of all such items to the Hostel Warden to avoid inconvenience while taking away these items out of the campus.
9. Allotment of hostel seats will be for one academic year. In case they want to leave the hostel in the middle of the academic year, they shall not be entitled to any refund. No reduction will be made in the hostel charges for any absence or late coming.
10. Students shall not change their rooms in any circumstances except with the permission of the Warden for good reasons shown to his satisfaction. For effective utilization of the Hostel facilities, the students may be required to change their rooms at any time during the academic year, as per the decision of the Hostel / University authorities.
11. Students will not be permitted to stay in the hostel during the vacation in normal conditions. Special approval needs to be obtained in this regard for exceptional cases.
12. It is the responsibility of the students to do their best for maintaining discipline, peace and harmony in the hostel. The senior students are advised to set good examples to their juniors.

13. Any activity of the student observed to be prejudicial and detrimental to the smooth and peaceful functioning of the hostel will be viewed seriously by the management and disciplinary action will be taken against those found guilty.
14. Misuse of electricity, water and other facilities will be liable for penalty. Photographs, pictures, posters, nails etc. shall not be pasted or displayed on the walls of the room.
15. Students shall take care to keep silence in the hostel premises especially during the study hours.
16. Students shall go back to the rooms latest by 22-30 hrs.
17. No students shall enter the kitchen or give instructions to the cooks or other servants. Complaints regarding food, service etc if any, may be brought to the notice of the Warden.
18. **Smoking, chewing tobacco, consuming alcoholic drinks or any other intoxicating drugs etc. are strictly prohibited.**
19. Students, while going out, shall enter in the register the time of leaving, purpose and proposed time of return. While returning they shall also enter the time of return in the same register.
20. Students shall not conduct group meeting, circulate books, pamphlets and papers and organize parties or get-together inside the hostel premises without the prior permission of Warden.
21. Entry for beggars, vendors or any other unauthorized persons inside the hostel premises shall be strictly prohibited.
22. The hostel caution deposit money is refundable.
23. Ragging is strictly prohibited. If anyone found guilty, severe disciplinary action will be taken.
24. Students should maintain self discipline and self restraint in their conduct. All complaints and grievances, if any, must be resolved in a peaceful, proper and timely manner through the redressal mechanism available in the University.
25. No student shall associate himself/herself with any illegal or immoral activity inside or outside the Hostel, within the campus.
26. Photography using of cameras, mobiles or other electronic devices, for any reason and in any form, is prohibited within the Hostel unless specifically permitted by the Hostel authorities.
27. Every student is required to be within the premises of Hostel by 10-00 p.m. and inside their respective rooms by 10.30 p.m. Under exceptional circumstances and for genuine reasons made out in writing, the Warden may accord written permission for relaxation.
28. Students are permitted to go on weekends and other University holidays for staying with their parents or local guardian/ s: Provided a written permission is personally sought from the Warden.
29. No male person is permitted to enter the premises of the Hostel specially earmarked for the girls. Similarly, no female person is permitted to enter the premises of the Hostel specially earmarked for boys.
30. No student is permitted to entertain or accommodate an outsider in his/her room.
31. A student who is expelled/ rusticated from the University shall automatically stand expelled from the Hostel.

32. Playing music at high decibel volume or making noise in such a manner so as to disturb the peace of the Hostel is prohibited.
33. Students are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc clean and tidy at all times.
34. Cooking, making tea etc is not allowed in the hostel.
35. Extension or alteration of plumbing fixtures or furniture, fittings, walls or flooring is strictly prohibited.
36. No furniture or the items allowed to the room shall be shifted from one room to another.
37. Students are required to switch off the lights and fans; and turn off the taps and flush when not in use and before leaving the room.
38. The responsibility of the personal belongings of the students shall be solely on them (students). Students who possess mobile phones, tape recorders, laptop, jewellery, cash or any other valuables, shall keep them, at their own risk, and the University shall not be responsible for the loss/ theft or damage to them.
39. Security staff, electricians, contractors or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the officer concerned /warden. However, every effort will be made to respect the privacy and dignity of the students.
40. The hostel management reserves the right to make spot checks on the hostel and rooms without having to give prior notice to the students.
41. If student locks the room with private lock and leaves for vacation, the warden shall have the right to open the lock and take possession of the room.
42. If a student wishes to continue in the hostel for the next year, he/she has to confirm it by applying before leaving for vacation.
43. Use or possession of cooking appliances and other unauthorized electrical appliances/ gadgets (like, electric iron, immersion rod, room heater, electric cooler, etc) is prohibited.
44. **No single male student & female student should sit together at lonely place, and if found they will be immediately dismissed from the hostel.**

Mess Facilities Rule

1. The hostel mess provides wholesome and nutritious food to the students – breakfast, lunch, and dinner – in a neat and hygienic manner. The Dining Hall, kitchen, cooking utensils and serving utensils are properly cleaned regularly before and after use. The Warden personally inspects all arrangements daily. The food served will be strictly vegetarian.
2. It shall be compulsory for the students to avail the mess facilities.
3. The mess timings are as follows and the students should strictly adhere to these timings (subject to change in consultation with mess committee from time to time)
 - Breakfast: 8.00 a.m. to 09-00 hrs.
 - Lunch: 13.00 p.m. to 14.00 hrs.
 - Dinner: 20.00 p.m. to 21.00 hrs

4. The system of self service will be followed in the mess.
5. Any absence of a student from the mess exceeding 24 hours, advance intimation must be given by the student to the Hostel Manager / Caterer in the prescribed form so as to regulate the supply of provisions even though the student is not eligible for reduction in the charge.
6. Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
7. Students are not permitted to cook any food on their own in the mess or in their rooms.
8. Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms. If any student found violating the rule will be charged for a penalty.
9. No food will be served in the rooms of the hostel for any student unless a certificate is produced from the University Medical Officer to the effect that the students' condition requires the food to be served in their rooms.
10. No student shall waste food. Paying mess bill does not entitle a diner to waste food.
11. The student shall co-operate with the authorities in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. The students should not remove notices put up on the notice boards.
12. All students shall behave with the mess staff in the dining hall in a courteous manner.
13. After eating food, students shall leave the cup, plate, waste food etc. in the designated bins.
14. If any student is medically ill and requires a special diet (e.g. light/Oil-less food) he / she can request the Matron to arrange for the same at the mess.
15. Annual mess charges are to be deposited in advance at the time of admission. Students proceedings on leave, however, may be given rebate in mess charges with the following conditions.
 - a. It should be sanctioned leave with genuine reasons.
 - b. Period of leave should be for minimum three days in continuation.
 - c. Sanctioned leave form should be submitted to the hostel warden at least one day in advance.
 - d. Such rebates will be adjusted by the Warden at the end of the final term.
 - e. Rebate will be in proportion of 80:20 (i.e. refund will be 80%)
16. Since mess is compulsory for all students staying in the hostel, those who are going out of campus for any project work/official work in the morning and unable to take breakfast or lunch may request the mess contractor for packed food. No rebate will be given in such cases.

Dress Code:

1. Dress code shall not be viewed as infringement of one's liberty but it is aimed at serving a guideline to one's social behaviour. Students should realize that they are prospective Scientist and they should dress themselves in the most decent manner and should maintain their self respect and dignity.
2. No student shall dress himself/herself in such a way that the person facing him/her feels

embarrassed or ashamed to converse with him/her.

3. The dress should be decent and the students should take into account the cultural sensitivities of the local people.
4. All the students shall ensure that their dress does not carry/depict any improper/ obscene captions/ pictures/ messages.
5. In any matter concerning dress code, the decision of the Hostel/University authorities shall be final.

Medical Assistance:

1. A student requiring medical support may contact the Hostel authorities for necessary transport. Transport support to the nearest medical centre may be provided by University on the basis of availability, at appropriate charges.
2. If a student is sick continuously for three days, he/she should keep the Hostel authorities informed of his/her condition.
3. In the event of any student contracting any communicable disease, it shall be the duty of his/her parents/local guardian to take him/her immediately out of the Hostel until he/she recovers.
4. Sick diet may be provided to the students on request made to the Hostel authorities. If the sick diet is to be continued for a longer duration, advice of Doctor should be obtained. Sick diet shall be served in the room, only if the student is unable to move to the mess.
5. An advance notice of minimum three hours before the meal time commences shall be necessary to enable the Mess to cater to the need of sick diet.

Laundry:

This service has been outsourced to a private contractor and charges will be fixed by them.

Complaints/Suggestions:

1. Complaints relating to repairs may be made by students by registering the complaint in the register/ s kept with the Resident Wardens.
2. Students may offer their suggestion for improving the Hostel services to the Hostel authorities, from time to time and in writing only.

Punishment and Penalties:

A student shall be subjected to disciplinary action for the violation of the rules and decorum of the Hostel, wherever necessary.

In the event of any breach of the Code of conduct prescribed in the above Rules and Regulations, or on receipt of any report regarding any misconduct of the student at the University Hostel, any faculty member of the Disciplinary Committee or Resident Warden may initiate disciplinary action against the violator, in consultation with the Registrar. However, such action/ s shall be subject to the approval of the Registrar.

Rights reserved for University:

The University reserves the right to make alterations or additions to the Rules from time to time as it may deem appropriate. It shall be open to the Registrar to issue such general or special instructions as he may deem necessary, touching the conduct of the students or to evolve redressal of grievance mechanisms.

The Hostel Administration may notify special instructions from time to time. Any violation of these instructions is tantamount to violation of the University Hostel Rules and Regulations.

Admission to the Hostel amounts to voluntary acceptance of these rules and any amendments from time to time.

- Hostel Administration