

LNJN National Institute of Criminology & Forensic Science
STUDENT HOSTEL REGULATIONS
(W. e. f. Academic Year 2013-14)

1. Eligibility

- a) Postgraduate student of LNJN NICFS
- b) Not employed anywhere on full-time or part-time basis.
- c) No pending disciplinary case initiated by LNJN NICFS/Police.
- d) Should be willing for a Mediclaim Policy of minimum Rs. 2 Lakhs valid for their cashless treatment at Jaipur Golden Hospital, Rohini, and Delhi (as LNJN NICFS does not have medical facility).

2. Allotment Policy:

- 2.1 First Year Students will be allotted rooms on the basis of ranks secured in Entrance Test held for admission. In case of a tie in the last rank Hostel Committee will take a reasoned decision.
- 2.2 All the hostlers of 1st Year will be allotted the hostel in the 2nd Year, if applied. But they will have to vacate hostel, if they fail to clear all papers of final examination of 1st year.
- 2.3 Eligible students must submit their application in prescribed proforma to teaching section within 3 working days of commencement of new Academic Session. A printout/copy of STUDENT HOSTEL REGULATION is also to be submitted duly signed by student and either parent on each page.
- 2.4 The list of selected applicants will be displayed on the Notice Board within 2 days of last date of application. This list will also contain the names of 10 wait-listed applicants (4 boys and 6 girls) in order of priority in respective categories.
- 2.5 Objections, if any, must be made in writing to Head of Administration (DIG) in NICFS within three days of publication of the list who will decide within 5 days. The seat/s under dispute will not be filled till a final decision is taken.
- 2.6 Hostel will be allotted on academic year basis (i.e. August to May next year). Fresh application is needed for re-admission at the beginning of next academic year. Resident will be required to vacate the rooms by 31st May or within 7 days of the last University examination date whichever is later.
- 2.7 Hostel will be allotted on double occupancy basis.

2.8 Possession of room will be given only on submission of (a) Receipt for payment of fees (b) Mediclaim Policy and hostel accommodation during summer vacation, if allowed, will be at the sole discretion of Director, LNJNI NICFS and at Special rent as may be decided from time to time. Such allotment will not be governed by these Rules.

3. No. of seats w.e.f. Academic Session 2013-14 is as follows:

	1 st Year	2 nd Year
Boys	2(Crim.)+3(FS) = 5	2(Crim.)+3(FS) = 5
Girls	4(Crim.)+6(FS) = 10	4(Crim.)+6(FS) = 10

4. Hostel Charges:

4.1 Every hosteller has to pay room rent of Rs. 12,000 for each academic year which is payable in 2 equal installments of Rs. 6,000 each. The first installment is payable before taking possession of room and the second installment is payable by 10th January.

4.2 In addition the first year students have to pay Hostel Caution Money (refundable) of Rs. 2,000/- before taking possession. This will be refunded after vacating room providing there are no dues.

4.3 Mode of payment: All payments are to be made by Bank Draft/Pay Order in favour of 'DDO NICFS'.

4.4 Separate BD/POs are required by Hostel rent and Caution Money. The student must write his/her name, Course Name and mobile no. on back of PO/DD.

4.5 The BD/PO is to be deposit in Academic Section of NICFS and provisional receipt collected. Final receipt will be given after 10 days after clearance of BP/PO. The students are advised to keep original receipt carefully as it will be required for refund.

4.6 While vacating the Hostel, 'no-dues certificate' has to be obtained from Hostel Warden without which claim for Hostel Caution Money refund will not be entertained. Refund application alongwith original receipt of deposit must be made within 15 days of vacating the Hostel.

5. **Messing:** The Institute is running a mess through a licensee. Mess charges are Rs. 80/- per day and can be revised after giving 15 days notice. Monthly mess charges are to be paid directly to Vendor.

6. Rebate from messing:

Dine out rebate can be allowed on day basis if intimated on previous day. Maximum rebate to be given in any calendar month will be five days except cases of illness supported by Doctors Certificate or absence out of Delhi for an activity approved by Director of the Institute.

7. Dining hall and Guests:

7.1 Mess food must be consumed within designated area only. In case of sickness, the resident may have his / her meal in the hostel room with prior permission of the Hostel Warden.

7.2 Guest can be brought along to the dining hall for meals, but with the prior permission of hostel warden. Boarder will have to pay for food charges for any food consumed by Guest.

7.3 Taking mess utensil outside the dining hall is not permitted.

7.4 Meal Timings:

Meals in the hostel will be served during the following hours:

	From	To
Morning Tea	6.30 AM	7.30 AM
Break Fast	8.00 AM	9.00 AM
Lunch	1.30 PM	2.30 PM
Evening Tea	5.00 PM	6.00 PM
Dinner	8.00 PM	9.30 PM

8. Visitor Timings:

Visitors are allowed only in the common room near the hostel reception between 1800 hour and 2100 hour. Visitors have to sign in the visitors' register (kept at Reception) and countersigned by the resident. No visitor will be allowed on the day of Holi.

9. Attendance Timings:

Residents must return to Hostel by 2200 hours.

10. Rules of residence:

10.1 No resident is allowed to shift from one room to another without written permission of the Director. Similarly, no furniture is to be shifted from one room to another.

10.2 Residents are responsible for safety of hostel property. Any loss due to negligence or willful damage will invite individual or collective penalty. Disciplinary action will be initiated against such residents.

- 10.3 Residents must hand-over complete charge of their room to the Caretaker (Hostel) before vacating the Hostel; a clearance certificate has to be obtained;
- 10.4 Residents are not allowed to handover hostel keys to any person other than the hostel authorities.
- 10.5 Residents are expected to be properly attired befitting the Institute when they leave hostel block.
- 10.6 In case any resident remains away for more than 7 days without permission it will be presumed that the resident has left. His/her allotment will stand cancelled without notice and seat may be allotted to another students from the waiting list.
- 10.7 Uses of electrical gadgets like heaters, Electric Iron etc. are not allowed inside the hostel rooms. Cooking in any form or even tea preparation inside the room is strictly prohibited; No fittings / furnishing should be damaged or tampered with.
- 10.8 Playing of loud music, shouting cheering or even speaking in high pitched voice in the room or hostel premises is strictly forbidden so as not to disturb other residents.
- 10.9 Washed garments for drying should be hung only on the cloth stand provided for this purpose and elsewhere.
- 10.10 Residents should strictly refrain themselves from indulging in any form of ragging, sexual harassment and vulgar activities. Such complaints will be seriously looked into jointly by the hostel committee and also the sexual harassment committee. Guilty boarders will not only be expelled from the hostel but may also face expulsion from the Institute apart from facing legal action by the law enforcement agencies.
- 10.11 The Hostel room is strictly for use by allottee only. Others are not to be brought in side room.
- 10.12 Pets are not allowed nor our students should to feed the stray animals entering into the Campus.
- 10.13 Application for night out pass must be given on prescribed form 2 days in advance.

11. Procedure for forcible eviction:

An eviction committee will be constituted by the IG/DIG. All luggages of evicted student/s will be sealed and kept in store for which demurrage charge of Rs.50/- per day will be collected.

12. Conditions for expulsion and Temporary Vacation:

The Hostel Allotment Committee will taken decision for expulsion or temporary vacation in the following cases:

- a. Involvement in any undesirable activity;
- b. Needs family care or has become homesick
- c. Infectious disease which requires quarantine;
- d. Violation of any of the Rules of Residence.

13. Allotment of Hostel midway during a semester under exceptional circumstances will not confer right to allotment in the next semester.

Countersigned

I agree

(Signature of Father/Mother)

(Signature of Student)

Application for Hostel allotment

(To be submitted to Academic Section in hard copy alongwith a copy of Hostel Regulation signed on each page)

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1	Course name	
2	Student Name	
3	(a) Percentage of marks secured in 1 st year (for 2 nd year student) (b) Rank in Entrance Test for 1 st Year student	
4	Parents name, address and contact Nos./Email ID	
5	Name/address and contact No. of Local Guardian to be contacted in case of emergency	
6	Date of application	

We have read Student Hostel Regulations and agree to comply with same. It is understood that breach of rule may result in expulsion from Hostel

Signature of Father / Mother
(with full name)

Signature of applicant