

**RULES AND REGULATIONS FOR THE
HALLS OF UNIVERSITY OF LUCKNOW
(Revised 2020)**

1. There are seventeen Halls (10 for Boys including one for International Students and 07 for Girls) having approximately 2500 seats. These seats are allotted to the applicants in order of merit (rank/percentage) giving representation to as many academic disciplines as possible.
2. Each Hall is under the direct management of a Provost through Additional Chief Provosts (Boys and Girls), Chief Provost, and Dean Students' Welfare who are responsible to the Vice-Chancellor.

3. Hall Allotment Procedure:

(A) Allotment Committee:

- i. The allotment to the Halls will be done through an Allotment Committee consisting of Dean Students' Welfare as Chairperson, Chief Provost as its Convener, Additional Chief Provosts and Provosts of the Halls as members.
- ii. Applicants seeking allotment to the hostel will be shortlisted for counseling by an allotment Committee. The duly signed list of selected applicants will be uploaded on University of Lucknow website.

(B) Hall Allotment Criteria:

- i. The Allotment will be based strictly on the merit of the students admitted to a given course, and taking reservation into consideration. If the Allotment to a course is made through a written test/interview then the test merit will be followed for the hostel allotment also.
- ii. Priority will be given to mainstream courses over self finance courses.
- iii. Distribution of seats will be according to demand and availability.
- iv. Students securing marks less than 50% will not be given hostel in any case.
- v. No allotment for Proficiency/ Diploma and Short term courses.
- vi. No allotment for the students having back paper.
- vii. The number of seats allotted for different streams may vary.
- viii. The allotment of the hostel shall be fresh at the start of each academic session.
- ix. The Allotment to the hostel will be valid till last day of student's University examination.
- x. He/ she will have to vacate the hostel within 03 days after his/her last examination of the academic session. If the student does not vacate the room and puts his lock, his baggage/ belongings will be forfeited by the university's authorities and there will be no claim for that.

(C) Eligibility for Hall Allotments:

(a) New Allotments:

- i. An applicant should be a full time bona-fide student of the University of Lucknow admitted to a Department/Faculty/Institute of the University.
- ii. The students admitted to the first year of a UG/PG/PhD courses and desirous to avail hostel accommodation will have to opt for hostel at the time of Hostel Allotment counseling.

(b) Ph.D. Allotment

- i. The allotment of the research students will be considered only for the bonafide students pursuing research in department of the University.
- ii. Ph.D. students will get allotment in regular PhD hostels as per merit after allotment of supervisors. The seats will be allotted faculty-wise depending upon demand.

- iii. Ph.D. students have to pay the room rent for the entire academic session (eg. July 2020-June 2021) irrespective of the time of Allotment.
- iv. Ph.D. students will have to vacate hostel at the end of session and apply for fresh allotment for the next year.
- v. Re-allotment will be done provided they have paid their University fees.
- vi. Research students are required to provide a certificate indicating their research progress from the supervisor duly forwarded by the Head of the Department for reallotment of room.
- vii. Residents who take up full-time jobs, discontinue their research, or who have completed their Ph.D. programmes in the mid-session, shall inform the hostel office in writing one month in advance.
- viii. Research students required to stay in the hostel in connection with their research work may, on specific recommendation of their supervisors and Head of the Department, be allowed to stay in the hostel during summer vacation, but in that case they will be accommodated in a hostel specifically kept open for this purpose and not in the hostel in which they were originally allotted the seat.
- ix. PhD students can be away from the hostel for maximum one month (Dussehra, Diwali, Winter, Holi, Tours, Field work etc.) for which deduction of mess fees can be claimed. Deduction will be allowed for a continuous leave of minimum 07 days).
- x. PhD students can stay for a maximum of 04 years in the hostel. An extension of one year will be given to students with fellowship on the recommendation of Supervisor, Head of the respective Department.

(c) International Hostels

- i. Foreign students seeking the allotment in the hostels should have a valid student VISA, clearance from the Embassy and should have approval from the Vice Chancellor.
- ii. Individual cooking is allowed only for International students subject to availability of cooking facilities available in the hostel.

(d) Re-Allotment:

- i. The residents who are promoted to next year of the course are required to take re-allotment to the hostel as soon as the new academic year commences.
- ii. For old students, duly filled in forms are to be submitted in their respective hostels. These forms will be available online in the University Website.
- iii. They will submit the application form with recommendation from their previous Provost.
- iv. Reallotment will not be granted if a student has been charged for misconduct or has faced any kind of disciplinary action in the university or outside.
- v. Students are eligible for hostel in the next year only if they secure 50% marks in their previous year. The allotment will be as per merit.
- vi. Students, whose results have not been declared, will be admitted rooms provisionally and her/his allotment will be automatically cancelled in case of back paper, failure and percentage less than 50 percent.

(e) Hostel is NOT allotted to:

- i. Any applicant enrolled in a Diploma/Vocational/ Proficiency Courses will not be considered for hostel allotment.
- ii. Applicants who are residents of Lucknow or whose parents are residing in Lucknow shall not be considered for allotment to any hostel.
- iii. Applicants who are employed anywhere on full-time, part-time, ad-hoc or temporary basis.
- iv. Applicants who have availed hostel facility for a course of the same level earlier at University of Lucknow.
- v. Applicant who have completed eight years after passing intermediate, (10 years for PhD Students).

- vi. Applicants against whom there is any criminal record or disciplinary action had been taken by department/hostel or Proctor Office at University of Lucknow.
- vii. An applicant while seeking Allotment and during the stay in the hostel must fulfill the criteria stated above, failing which he/she will have to vacate the hostel immediately.
- viii. Suppression of information or giving wrong information pertaining to any of these eligibility criteria would make the defaulting students liable for disciplinary action as may be deemed fit by the hostel/university administration.
- ix. Any student suffering from any chronic disease, which may create problem, will not be allotted room.
- x. Grievance redressal related to allotment to the hostel and complaints, if any, against the applicants short-listed for the allotment should be given in writing to the Provost within three days after the display of the list. These complaints would be reviewed by the allotment committee and action will be taken if deemed necessary.

(f) Cancellation of Allotment:

Allotment to the hostels will be cancelled if the resident is found to fall in any of the following categories:

- i. Irregular stay without prior permission
- ii. Indulge in ragging or any indecent activities with fresher's.
- iii. Keeping guests without information (illegal).
- iv. Anti-social activities in the hostels or university campus.
- v. Mischief causing damage to the hostel property.
- vi. If he/she ceases to be a regular student.
- vii. Or any such act of the resident which may warrant cancellation of his Allotment.

4. Hostel Fees:

Hostel fees is charged in two installments. First installment at time of allotment is for six months and 2nd installment is at end of 1st semester as per details given below.

(a) Hostel Fee for one year: For Regular Girls Hostels

	Double/Triple/Four Seater	Single Seater
Room Rent	Rs 4800/-	Rs 5400/-
Room Caution Money	Rs 1000/-	Rs 1000/-
*Mess Fees (For 6 months)	Rs 14,220/-	Rs 14,220/-
Mess Caution Money	Rs 2000/-	Rs 2000/-
Contingency fees (includes cultural, library, sports, contingent expenditures etc.)	Rs 1250/-	Rs 1250/-
Total	Rs 23,270/-	Rs 23,870/-

*The Second Installment of Mess fee for five months (Rs. 11,850/-) shall be taken at the end of first semester.

- i. The Room rent will be deposited in University Account.
- ii. The Mess fees, Maintenance fees and Caution money will be deposited in Hostel Provost Account
- iii. Caution money will be deposited only once in a course (UG/ PG) and will be refunded in the final year or while permanently vacating the hostel.

(b) Hostel Fee for one year: For Regular Boys Hostels

	Double/Triple/Four Seater	Single Seater
Room Rent	Rs 4800/-	Rs 5400/-
Room Caution Money	Rs 1000/-	Rs 1000/-
*Mess Fees (For 6 months)	Rs 19,440/-	Rs 19,440/-
Mess Caution Money	Rs 2000/-	Rs 2000/-
Contingency fees (includes cultural, library, sports, contingent expenditures etc.)	Rs 1250/-	Rs 1250/-
Total	Rs 28,490/-	Rs 29,090/-

*The Second Installment of Mess fee for five months (Rs. 16200/-) shall be taken at the end of first semester.

- The Room rent money will be deposited in University Account
- The Mess fees, Maintenance fees and Caution money will be deposited in Hostel Provost Account
- Caution money will be deposited only once in a course (UG/ PG) and will be refunded in the final year or while permanently vacating the hostel.

(b). Hostel Fee for Self Financed Hostels:**Nivedita Hall (Management Girls): For one year**

Room Rent (Double Seater)	Rs 15600/-
Room Caution Money	Rs 1000/-
*Mess Fees (For 6 months)	Rs 14,220/-
Mess Caution Money	Rs 2000/-
Contingency fees (includes cultural, sports, contingent expenditures etc.)	Rs 1250/-
Total	Rs 34,070/-

*The Second Installment of Mess fee for five months (Rs.11,850/-) shall be taken in the end of first semester.

- The room rent will be deposited in account of Finance officer, University of Lucknow, Lucknow IOB A/c No. 187301000000300, IFSC CODE:IOBA0001873
- The Mess fees, Maintenance fees and Caution money will be deposited in favor of Provost, Management Girls Hostel, University of Lucknow, Lucknow. IOB A/c No. 187301000000295, IFSC CODE: IOBA0001873
- Caution money will be deposited only once in a course (UG/ PG) and will be refunded in the final year or while permanently vacating the hostel.

Kautilya Hall (Management Boys): For one year

	Triple Seater	Single Seater
Room Rent	Rs 15600/-	Rs 15600/-
Room Caution Money	Rs 1000/-	Rs 1000/-
*Mess Fees (For 6 months)	Rs 19,440/-	Rs 19,440/-
Mess Caution Money	Rs 2000/-	Rs 2000/-
Contingency fees (includes cultural, sports, contingent expenditures etc.)	Rs 1250/-	Rs 1250/-
Total	Rs 39290/-	Rs 41,690/-

* The Second Installment of Mess fee for five months (Rs. 16200/-) shall be taken in the end of first semester.

- i. The Room rent will be deposited in favor of Finance Officer, Management Boys Hostel IOB A/c No. 187301000001856, IFSC CODE: IOBA0001873
- ii. The Mess fees, Maintenance fees and Caution money will be deposited in favor of Provost, Management Boys Hostel. UCO A/c No. 20260110059975, IFSC CODE: UCBA0002026
- iii. Caution money will be deposited only once in a course (UG/ PG) and will be refunded in the final year or while permanently vacating the hostel.

Lavanya Hall (Engineering Girls Hostel): For one year

	Triple Seater
Room Rent	Rs 24000/-
Room Caution Money	Rs 5000/-
*Mess Fees (For 6 months)	Rs 14,220/-
Mess Caution Money	Rs 2000/-
Contingency fees (includes cultural, sports, contingent expenditures etc.)	Rs 1250/-
Total	RS 46,470/-

* The Second Installment of Mess fee for five months (Rs. 11,850/-) shall taken in the end of first semester.

- i. The Room rent will be deposited in University Account.
- ii. The Mess fees, Maintenance fees and Caution money will be deposited in favor of Provost, Lavanya Hall. UCO A/c No.20260110089613 IFSC CODE:UCBA0002026
- iii. Caution money will be deposited only once in a course (UG/PG) and will be refunded in the final year or while permanently vacating the hostel.

Balrampur International Hall (Boys): For one year

- i. Monthly payment of room rent and caution money in University Account
- ii. Mess is run by the residents as per their food habits.

	Single Seater
Room Caution Money	Rs 5000/-
Mess Caution Money	Rs 2000/-
Contingency fees (includes cultural, sports, contingent expenditures etc.)	Rs 1250/-
Total	Rs 8,2500/-

(c) Hostel Fee refund:

Generally, no refund of fee is permitted on account of withdrawal / absence from the University once a student is admitted to any program of the University. A refund claim however, may be admitted on merits, after due consideration of the request, by the Allotment Committee.

S.No.	Conditions for refund	Refund of Fees
1.	If a student is allotted a room and withdraws his/her hostel Allotment within 10 days of depositing hostel Allotment fees.	Room rent, Mess fees and Caution money.

2.	If a student is allotted a room and withdraws his/her Allotment after 10 days of depositing hostel Allotment fees.	Mess fees and Caution money.
3.	If a student occupies the allotted room and withdraws his/her Allotment before the last date of Allotment in the university.	Mess fees after deduction for the number of days allotted and Caution money.
4.	If a student occupies the allotted room and withdraws his/her Allotment after the last date of Allotment in the university.	Caution money.
5.	A refund will be made to students for a maximum of one month for availing the University vacations (Dussehra, Diwali, Christmas, Holi)	As per days admissible and per day charges applicable.

(d) Penalty:

- i. In case of non-payment of mess fee by the due date, a fine will be levied @ Rs. 50/-per day and if it is not paid within 15 days the applicant will lose his/ her seat.
- ii. Students should sign regularly in the attendance register in the night. A fine of Rs 50/- per day will be charged if the student does not sign the attendance register, even if they are present in the hostel room.
- iii. Defacing walls, doors, corridors and cupboards by writing, painting or pasting posters, notes etc. with glue/ tape/ nails etc. is not allowed. A fine of Rs. 500/- will be levied in such cases.
- iv. The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room.
- v. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the hostel administration shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item and a fine of Rs. 1000/- for each item.
- vi. The hostel administration may decide the penalty for such cases of indiscipline that are not mentioned herein.
- vii. Penalty for violation of hostel rules will be decided by the hostel authorities considering the severity of the offense / violation of rules / act of indiscipline. Fine/ penalty amount may be deducted from the hostel deposit. If cumulative fine exceeds Rs.1500/- per academic year, he / she will not be considered in merit for the next hostel Allotment.

5. Health:

- i. It is the responsibility of the student to take care of her/his health and take all necessary safety precautions. For any kind of health issue or infection the hostel authority will not be responsible.
- ii. The resident should inform about his/her health status at the time of allotment. A Declaration from parents has to be submitted regarding his/her physical and mental health. Any case of illness should be immediately reported to the Provost.
- iii. In case of need for hospitalization, student should inform his/her parents/guardian. The Local Guardian will take the responsibility of the student. All expenditure incurred for treatment will be borne by the student.
- iv. Students having any chronic and communicable disease are not allowed to stay in the hostel.
- v. In case of any wrong information regarding health issues will lead to cancellation of hostel seat.
- vi. **IN THE PRESENT PANDEMIC COVID 19 CONDITION ALL STUDENT SHOULD MAINTAIN SOCIAL DISTANCING, WEAR MASK, WASH THEIR HANDS WITH SOAP AT REGULAR INTERVAL and/or SANITIZE THEIR HANDS.**

6. **Rules for leave/ absence:**

- i. Every resident must inform the Provost in writing about his/ her absence from the hostels if he/she stays outside.
- ii. In case any resident remain away from the hostel for more than seven days without informing the hostel authorities, it will be presumed that he/ she has left the hostel, and hostel authorities reserve the right to take possession of the room.
- iii. The luggage of the resident concern, if any, will be deposited in the store room of the hostel. If the luggage is not claimed within three months, the hostel authorities may dispose it off in any manner considered suitable.
- iv. Leave form or night out form should be signed before 24 hours (working days) from the time of leaving hostel.

7. **Rules for Guests in the hostel**

After seeking the permission from the hostel administration the following types of guest will be allowed to stay with the resident student-

- i. A guest sharing room with a bona-fide resident as his or her host will be considered as an authorized guest.
- ii. A female resident will be allowed for female guest and male resident will be allowed male guest.
- iii. Number of guest should not exceed one at a time.
- iv. The maximum period to stay in hostel should not exceed 7 days.
 - v. Authorized guest will pay the guest charges as per the hostel rules.
 - vi. Behavior of the guest will be the sole responsibility of the residents.
- vii. A student against whom any disciplinary action has been taken by the hostel or University, will not be allowed to stay in the hostel as a resident or guest resident.
- viii. All guests are supposed to follow the rules laid down by university and hostel authorities.
- ix. For the residents requiring short term stay beyond 03 days after last examination which is already permitted, an extension request which should be forwarded and recommended by the Head of Department should be submitted at least 15 days before the last day of examination. The charges for one day are Rs 220/- including mess charge.

8. **Prohibition of and Punishment for Ragging:**

- i. Ragging in any form is strictly prohibited, within the premises of Department and hostel and any part of the University system as well on public transport.
- ii. **The students may report about ragging to the University anti-ragging helpline numbers (Toll Free No. : 1800 - 180 - 5522) or may write to the Proctor at proctor@lkouniv.ac.in or to UGC helpline mail at helpline@antiragging.in.**
- iii. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
- iv. Ragging for the purpose of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students and includes individual or collective acts or practices which:
 - a. Involve physical assault or threat or use of physical force;
 - b. Violate the status, dignity and honor of women students;
 - c. Violate the status, dignity and honor of students belonging to the Scheduled Castes and Tribes;
 - d. Expose students to ridicule and contempt and affect their self-esteem;
 - e. Entail verbal abuse and aggression, indecent gestures and obscene behavior.

- v. The Head of the Department or an Institution, the authorities of University Hostel shall take immediate action on any information of the occurrence.
- vi. Notwithstanding anything in the clause above, the Proctor may also *suo motto* inquire into incidence of ragging and make a report to the Vice-Chancellor regarding the identity of those who have engaged in ragging and the nature of the incident.
- vii. The Proctor may also submit an initial report establishing the identity of the perpetrators ragging and the nature of the ragging incident.

General Rules For Hall Residents

- If a resident ceases to be a regular student of the University he/she automatically forfeits his/her right to continue as a resident.
- The students who have appeared in their examination of the respective courses must vacate the hostel within 3 days of the last examination.
- The residents should return to the Provost all items including room keys that were provided at the time of allotment.
- They are not allowed to engage any person for service of any kind, personal or otherwise including any alteration, without the prior permission of the Provost.
- No ward bearer, security guard or any other Hostel/Mess employee can be asked to do personal work by a resident.
- They are advised to bring their own lock at the time of taking possession of room. They are not allowed to give their room keys to any unauthorized person.
- The hostel residents are instructed not to entertain unauthorized guest(s) otherwise his/her allotment to the hostel will be cancelled with immediate effect.
- They are not allowed to keep a car and in case of two wheeler they will have to submit its papers if they want to keep it in hostel premise.
- A student should pay all his/ her dues and obtain a No-Objection certificate from the hostel office before vacating the hostel.
- If for any reason and at any time the Vice Chancellor feels convinced of the necessity of getting the hostels vacated he/she may direct the residents to vacate the hostels and they shall have to comply with the orders in this regard.
- Residents must look up the Hostel Notice Board regularly for notifications.
- Each resident of the hostel shall be responsible for the cleanliness and good order of the room allotted to him/ her as well as the hostel premises (corridors, toilets, garden etc).
- The Provost or any authorized member of the hostel can inspect the room of any student in the hostel at any time.
- Students must always carry their Identity Cards with themselves. Hostel residents are supposed to present the same to the hostel or University authority whenever asked for.
- In case the I-card is lost, a duplicate copy will be issued on payment of Rs 100/-.
- Any student found forging parents/authorized guardians' signature, will be expelled from the hostel.
- Every student should stay in the room allotted to him/her. Mutual exchange of rooms after final allotment is not allowed. However, only the Allotment Committee may allow as a special case on valid and reasonable ground. Violation of this rule will be considered an act of gross misconduct and entail appropriate disciplinary action including expulsion from Hostel and imposition of heavy fine.
- Students, in their own interest, are advised not to keep excess cash or any valuables in their hostel rooms. They are cautioned to be very careful about safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Hostel shall not be responsible for the loss of such items due to theft or otherwise. However, in the case of theft, the matter should be immediately reported to the concerned authority.
- Lights must be switched off when not in use. The use of electric heater, electric rod, and other similar appliances are prohibited.

- **Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any such kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the hostel.**
- Every student residing in the hostel (except international students) must join the mess attached to that hostel or central mess, as the case may be. They are not allowed to cook anything in their rooms.
- Only authorized male visitors are allowed to enter the Girls' Hostel with the permission of respective hostel Provost.
- For any kind of celebration prior written permission shall be taken from authority and it shall be held in a common area. No outside guest or interference of any kind will be allowed. Also no loud music or noise is allowed.
- **No student should keep any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel.**
- **Students must not take law into their own hands, but must report all disputes to the hall Provost In-charge/Provost.**
- **All kinds of shouting, fighting, gambling, stealing, violent, knocking, maltreating or abusing are strictly prohibited. In such cases offender will be handed over to Police immediately.**
- Male students are strictly forbidden from entering the Girls' Hostel and female students from entering Boy's Hostel.
- Students are prohibited from giving shelter to any other student/outsider in the rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action.
- Resident students are not permitted to invite any outside person to address any meeting in the hostel without written permission of the Dean Students' Welfare.
- Dress Code: The students should be decently dressed when they are out of rooms. The decision, as to what constitutes a decent dress remains vested with the Hostel authority.
- No residents shall be allowed to remain outside the hostel after 8:00 PM in Girl's hostel and 10:00 PM in Boy's hostel. There will be a late entry fine of Rs. 100/-.
- In girls hostels, in case of emergency (health issues), special diet will be provided for 1-2 days only.
- Girls traveling from outstation places should reach their hostels preferably during daytime latest by 8 pm.
- Girls without Local Guardians shall not be allotted rooms.
- Allotment will be cancelled after one warning if a girl is found guilty of going out in the name of LGs place and found elsewhere.