



HOSTEL RULES & INSTRUCTIONS

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

(A Central University Established under The Central Universities Act., 2009 No25 of 2009) /Website: www.ggu.ac.in

University Students Hostel Procedure for Hostel Admission

1. All students seeking admission in the hostel are required to submit duly filled hostel admission form with all the required enclosures to office of the respective hostels.
2. For readmission of previous year students, the students can submit their hostel admission forms duly recommended by the respective Heads of Departments, personally and directly in the respective hostel office with all required documents, photographs at the commencement of the new academic session.
3. The new students should submit their form to respective hostels where he/she is allotted after getting the seal and signature from his/her respective Head of the Departments along with other required documents and photographs.
4. Hostel Admission forms is available in the University website (www.new.ggu.ac.in) and office of the hostels.
5. Admission in the hostel will be done strictly in accordance with the hostel admission policy of the University. The list of the applicants (new) found suitable for hostel admission will be declared by the respective head of departments and same will be displayed on the Notice Board of the department. Recommended applicants should appear before the respective hostel Warden (Admission In-charge) for the admission formalities with their parents and local guardians as given date and time.
6. As per the recommendation of the concern head of the departments the seat in the hostel will be allotted by the respective hostel administration after depositing the applicable hostel and mess fee on same day of the allotment of the rooms. If any applicant fails to deposit the above-mentioned fees on the day of hostel room allotment, his/her admission will be cancelled automatically.
7. The students who are taking admission in the hostels are required to submit a medical certificate issued by the Registered MBBS doctor (Private/Government) at the time of admission. Further, the students are required to submit their past medical history (if any). In case of hiding any serious/communicable/infectious disease, his/her admission will be cancelled immediately.
8. Hostel Identity card will be issued to the residents of the hostel by respective hostel administration after the admission in the hostel. Hostel Residents must keep their Hostel Identity Card along with them, they must show their hostel identity card to the authorized persons of the university, if it will be asked to show.
9. Hostel residents are required to follow the rules and regulations prescribed for them. The copy of the rules and regulation are available on the website of the university as well as same will also be circulated by the respective hostel administration.
10. Failure to observe discipline or violation of any rule may make a student liable to disciplinary action, which may result in expulsion from the Hostel.
11. The hostel administration reserves the right to refuse admission to any applicant without assigning any reason.

NOTE: - HOSTEL SEATS ARE LIMITED

OLD/NEW STUDENT

Special Provision for Old Students

The old students would be given temporary admission at the time of commencement of the academic session in the hostel for one week. **The list of eligible students for admission in the hostel will be displayed on the notice board of the Hostel.** The students are advised to confirm their name through email/phone to warden/matron before their arrival. They have to complete admission related formalities within one week of temporary admission including submission of completed form, fees deposit, physical appearance of parents/guardians etc.

ADMISSION POLICY

1. Priority will be given to those who were admitted during previous academic session and are yet to complete their courses on the condition that:
 - a. **Student has to maintain satisfactory conduct and should not be found guilty of any in- disciplinary activities in hostel during his/her previous session stay.**
 - b. **Students who have denied accommodation or expelled from hostel or fined earlier by hostel/university authorities on disciplinary ground, will not be allowed to take the admission in the hostel.**
2. Next priority will be given to those candidates admitted to a full-time program in order of merit and are coming from outside Bilaspur.
3. The Seats will be allotted School wise every year. The number of seats allotted to each school will further be divided into the teaching departments under the school.

4. Reservation will be given as per Central Government Rules.
5. The Dean/Heads of the School/Department will recommend the students for the Hostel Admissions as mentioned above.

OLD/NEW STUDENT

General Rules of Hostel

1. Boy's hostel residents should be back to respective hostels latest by 9:30 PM. Residents, if found outside the hostel premise after the stipulated time, strict disciplinary action will be taken against him as per UGC/university rules and regulations.
2. Girls' hostel residents should be back to respective hostels latest by 6:15 PM in winter and 6:30 PM in summer. Residents, if found outside the hostel premise after the stipulated time, strict disciplinary action will be taken against him as per UGC/university rules and regulations.
3. No Hostel inmates will be allowed to leave the Hostel/University Campus without the prior permission of the head of the department and hostel administration.
4. Disciplinary action will be taken to the hostel inmates for their misbehaviors/misconduct to any Warden/Matrons/Office staffs/Co inmates and may result in expulsion/denial from the readmission of hostel in the coming/next academic session.
5. Parents/Local Guardians are needed for the Medical Check-Up of the student by doctor other than University Doctor.
6. All **Medical Expenses** will be borne by the student/parents/local guardians.
7. No student will be allowed to leave the hostel after the hostel reporting time.
8. In case of illness, the parents will be informed and they are required to report at hostel within 24 hours, failure to which the hostel authority will not bear any responsibility of the concerned student. In any case, if their parents don't attend their son/daughter without assigning cogent reasons; the hostel/University authorities may cancel their admission in the hostel.
9. Parents/ Local guardians can visit on dates prescribed by hostel authorities except in emergency situation.
10. Every student residing in the hostel must dine in the hostel mess only and none of the residents are allowed to take the mess utensils to their rooms. Individual/group cooking in the room is strictly prohibited. If found, suitable disciplinary action will be taken including expulsion from the hostel.
11. For damage to hostel property, the students will be fined, so as to recover the cost of damaged property, by the University. The fine shall be recovered from the students and if not possible, then from the caution money. In case individual responsibility cannot be fixed, then collective fine may be imposed by the University accordingly. For fixing the responsibility and determination of fine, a committee shall be constituted consisting of Chief Warden, Dean of Students' Welfare and Proctor. The action will be taken after the recommendation of the committee and subsequent approval of the competent authority.
12. The University shall not be responsible for any loss or damage of the personal belongings of the residents. They have to use their own locks in their rooms and take care of their personal belongings.
13. Students have to vacate the hostel along with their belongings within 48 hours from the date of last examination of the academic session or immediately at the closure of the hostel as the case may be.
14. Hostel inmates have to submit three month advance mess fee decided by the university at the time of admission in the hostel. After this period, the inmates should again deposit the advance for next three month on/before the last week/day of the third month. If she/he fails to deposit the mess fee with the stipulated time, he/she may be expelled from the hostel/ or mess.
15. If the hostellers do not deposit the mess fee in due time, the hostel administration will issue a Show Cause notice to the concerned student. In case, the student does not submit his/her reply in due course of time and does not show his/her willingness to deposit the requisite fee, the appropriate action including expulsion of the hostellers from the hostel on the recommendation of the Chief Warden be taken by the competent authority.

16. The amount of mess cut to the students shall be refunded through NEFT/Cheque/RTGS to respective bank account of the resident time to time as per rules. The student should get a minimum mess cut of 03 consecutive days to a maximum of 07 days in a month. The relaxations in mess cut will be given to the students going for official/educational purpose from the Department/University administration or for the medical ground or for any natural calamities/accidents. For getting mess cut, prior approval from the respective Head of the Department and the warden must be taken by the student on the prescribed form. The 'Hostel Caution Money' is refundable and will be refunded after adjusting all dues, if any.
17. The use of motor vehicles such as car, motor cycle, scooters, mopeds, etc. by hostel residents is strictly prohibited in side the hostel premises. Only bicycle is allowed in each hostel.
18. The residents shall switch off lights, fans and other electrical gadgets of their rooms while going out.
19. The admission into allotted hostel is valid up to commencement of summer vacation/end of the academic program which is earlier.

OLD/NEW STUDENT

Details of Fees Payable at the Time of Admission (For one Academic Session)

Applicants are advised to come with their Bank debit/credit Card/ online mode with requisite amount in Bank Account at the time of admission so that they can deposit the fees immediately through online payment or through swipe machine or through Bank Challan or through any other mode as determined by university from time to time. In addition, bank charges, as per rule, shall be paid by the student. Cash transaction in no case will be allowed. One copy of the receipt should be submitted to hostel office to receive the hostel admission card.

(a) For students in Swami Vivekanand Boys Hostel & Rajmohini Devi Girls Hostel admitted in academic session 2023-24:

S N	Description	Amount (Rs.)
1	Hostel Fee applicable for All Students	6750/-
2	Hostel Caution Money (Refundable) for only newly admitted students	2000/-
3	Advance Mess Fee for three months	Applicable and decided by university

Personal Cooler Charges for All Hostels: Rs. 100/- per month (Applicable to those only who will keep coolers in their rooms. Students can pay this fee in advance)

(b) For students in Saheed Veer Narayan Singh Boy's Hostel, Dr. B.R. Ambedkar Boy's Hostel, Minimata Girl's Hostel, and Bilasa Devi Gilr's Hostel admitted in academic session 2023-24:

SN	Description	Amount
1	Hostel Fee for All Students	10000/-
2	Hostel Caution Money (Refundable) for newly admitted students	2000/-
3	Advance Mess Fee for three months	Applicable and decided by university
4	Hostel Fee For D-Type under Minimata Girl's Hostel	12000/- + 2000/- (Caution Money)

(c) For Research Scholars in Women Research Hostel, I & II

Room Details		Annual Amount	Total Amount (Rs)
3-Seater	1500/ Bed	18000/- year + 2000 Caution Money*	20,000 /-
2- Seater	2000/ Bed	24000/- year + 2000 Caution Money*	26000/-

*Caution Money is refundable

Phone Numbers of Chief Warden, Administrative Wardens, Wardens

Chief Warden

Prof. Pradeep Shukla

09425227219

For Rajmohini Devi Girls Hostel

1.	Prof. Renu Bhatt	(Admn. Warden)	09406143129
2.	Dr. Seema Pandey	(Admn. Warden)	08839166780
3.	Dr. Shalini Menon	(Warden)	07587234714
4.	Mrs. Sonal Banchor	(Warden)	07974927762
5.	Dr. Manorama	(Warden)	07587401982
6.	Mrs. Praveena Rajput	(Warden)	09770106216
7.	Dr. Gunjan Patil	(Warden)	08103512024
8.	Dr. Namita Sharma	(Warden)	07489663870
9.	Dr. Anamika Tiwari	(Warden)	9893109045

Email Address: girlshostelggv@gmail.com, girlshostel.ggv@rediffmail.com

For Minimata Girls Hostel

1.	Prof. Charu Arora,	(Admn. Warden)	07587709551
2.	Dr. Rajeshwari Garg	(Warden)	09424913263
3.	Dr. Anuradha N Joshi	(Warden)	09425495553
4.	Dr. Niraj Kumari,	(Warden)	09348002247
5.	Dr. Shrabanti Mandal	(Warden)	07006435642

Email Address: minimatagirlshostel@gmail.com

For Bilasa Devi Girls Hostel

1.	Prof. Monika Bhadouria	(Admn. Warden)	08319990721
2.	Dr. Babita Majhi	(Warden)	09098715203
3.	Mrs. Shweta Singh	(Warden)	09111999698
4.	Dr. Princy Matlani	(Warden)	09630483831
5.	Dr. Shraddha Singh	(Warden)	93405-00205

Email Address: bilasadevigh2022@gmail.com,

For Women Research Hostel I & II

1.	Prof. Renu Bhatt	(Admn. Warden)	09406143129
2.	Mrs. Shweta Singh	(Warden)	09111999698

For Swami Vivekanand Boys Hostel

1.	Prof. Harit Jha	(Admn. Warden)	6263627667
2.	Dr. Jai Singh	(Admn. Warden)	9424459805
3.	Dr. Manish Kumar Gupta	(Warden)	9479037747
4.	Dr. Ashutosh Singh	(Warden)	9407 691925
5.	Dr. Agnivesh Pandey	(Warden)	9691285190
6.	Dr. Nitin Sahu	(Warden)	09685157293
7.	Dr. Sanjay Bharti	(Residential Warden)	09301808566

Email Address: svbhostelggv@gmail.com, svbhostelggv@rediffmail.com

For Saheed Veer Narayan Singh Boys Hostel

1.	Prof. Sanjit Sardar	(Admn. Warden)	09407928407
2.	Dr. Ganesh P Shukla,	(Warden)	08889254445
3.	Dr. Buddheswar P Singrole,	(Warden)	09827400548
4.	Dr. Sudhir Kumar Pandey	(Warden)	7587194630

Email Address: nbhha.ggv@gmail.com

For Dr. B.R. Ambedkar Boys Hostel

1.	Prof. P P Murthy	(Admn. Warden)	09424168937
2.	Dr. B.B. Chaturvedi	(Warden)	94790-37787
3.	Dr. Nipun Mishra,	(Warden)	09893367625
4.	Dr. Brijendra Pratap Singh	(Warden)	94153-85888

Email Address: newboyshostelggvb@gmail.com