

**Institute of Chartered Financial Analysts of India University,  
Himachal Pradesh**

Established under the provisions of the Institute of Chartered Financial Analysts of India University  
(Establishment and Regulation) Act-2011 (Act no.43 of 2011)



**HOSTEL FORM**

**Academic Session:**

**PERSONAL INFORMATION (to be filled in by the Applicant in Capital letters):**

<b>NAME OF APPLICANT</b>				Latest Passport Size Photograph of the Student to be affixed (Self Attested)
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth (DD/MM/YY):/ /	
Name of Dept.	Course:			
Mobile no:	e-mail id.			
<b>FATHER'S NAME</b>				
Mobile no:	e-mail id.			
<b>MOTHER'S NAME</b>				
Mobile no:	e-mail id.			
Address for Correspondence				
	City:	District:	State:	Pin Code:

**CONTACT INFORMATION OF THE LOCAL GUARDIAN (to be filled in Capital letters):**

Name				
Relationship				
Mobile:		e-mail id.		
<b>Address:</b>				
<b>NOTE:</b> The IUHP will contact the Local Guardian in case of any Emergency.				
	City:	District:	State:	Pin Code:

- NOTE:** 1) The Applicant is required to read all Norms/Rules/Regulations governing the stay of a student in the Hostel carefully as contained in this Form before seeking Admission to the Hostel  
2) The Applicant has to sign on all the pages of this Form.

## **IUHP HOSTEL RULES AND REGULATIONS**

### **IUHP PHILOSOPHY REGARDING HOSTELS:**

The IUHP believes in the philosophy that a Hostel is a Home away from Home. The IUHP Hostels endeavour to provide ambience that matches with the culture of learning. The Hostel Authorities aim to develop individuals who are independent, work in a team, live with discipline, are career centric, talk politely, live together with mutual respect for each other and ultimately pass out as good professionals and good human beings.

### **HOSTEL ADMINISTRATION AND DISCIPLINE COMMITTEE:**

All Policy decisions regarding the Administration and the running of the IUHP Hostels will be taken by the Hostel Authorities. The Hostel Authorities include anyone or all of the IUHP Authorities such as the Warden, Assistant Warden, Resident Warden, Registrar, Dean Students Welfare, Head of the Department, Academic Coordinator, Course/Programme Incharge, Mentor, a Committee of these persons/officials or any other such person/official as may be authorised by the IUHP to be a Hostel Authority. The immediate Hostel Authorities for taking the operational decisions with regard to the functioning of the IUHP Hostels will be the Warden/Assistant Warden/Resident Warden. The Hon'ble Vice-Chancellor IUHP will be the final Appellate Authority for taking any decision with regard to the smooth functioning of the Hostels.

### **APPLICATION FOR HOSTEL ADMISSION:**

Application for Admission to the Hostel is to be submitted to the Hostel Warden / Admin. Office on the prescribed form. The Hostel application should be accompanied by two self-addressed stamped envelopes and five latest self-attested Passport Size Photographs. The Applicant must write his/her name, name of the Dept./Course, Application No. and Mobile No. at the back of each photograph.

### **NORMS, RULES AND REGULATIONS TO BE FOLLOWED BY THE HOSTELER:**

- (i.) The allotment of the Hostel Accommodation is provisional and the retention of the Hostel is subject to the satisfactory Academic Performance and Discipline of a Students during his / her stay in the Hostel.
- (ii.) A Hosteller will be Academically appraised by the Hostel Authorities on a continuous basis. The 1<sup>st</sup> Appraisal of the Hosteller about the Academic Performance & Discipline will be made after one month of his / her Admission to the Hostel. If the Student is found wanting, he / she will be appraised of the same. The 2<sup>nd</sup> Appraisal will be made after two to three months and if the Student does not improve in spite of the warning, he / she may be asked to vacate the Hostel. No refund in such a case will be given.
- (iii.) Hostel Fee once deposited is **NON REFFUNDABLE**.
- (iv.) Allotment of a room to a Student in the Hostel is the sole discretion of the IUHP Authorities.

- (v.) Hostel facilities include Boarding and Lodging. The Rooms are provided with a Single Bed, one Mattress, one Table, one Chair and an Almirah.
- (vi.) Residents are not allowed to bring their personal furniture to their rooms unless they have obtained a prior written permission from the Warden / Authorities to do so.
- (vii.) Loitering in the Campus after the specified time is prohibited and may entail the vacation of the Hostel from the erring student.
- (viii.) The rooms shall be open for inspection by the Hostel Warden / IUHP Authorities at any time as may be deemed appropriate.
- (ix.) No Hosteller will indulge in any kind of foul language, quarrel, hurt any fellow Hosteller's sentiments on grounds of caste, creed, color, sex, region, religion, race or language, raise any slogan or say anything which is prejudicial to the interests of the Country, its unity, its flag, its symbols, values, its tradition of mutual respect, brotherhood, tolerance, its heritage and its rich cultural ethos.
- (x.) No Hosteller under any circumstances will abet or use any kind of physical force against the fellow Boarder and in such a case, he / she will straight away be expelled from the Hostel immediately without any refund and the matter will be reported to the police Authorities.
- (xi.) The use of electric appliances except for the Computer / Laptops are banned in the Hostel.
- (xii.) Students must obtain a "No Dues Certificate" from the Warden before leaving the Hostel at the end of the Session.
- (xiii.) Students are required to be in the University premises / Hostels before 06:00 PM in Winters and by 7:00 PM in Summers or a time as may be specified by the Hostel Authorities.
- (xiv.) Students are not permitted to keep any type of music system (Extra speakers/woofers) in their rooms under any circumstances in the interest of the good Academic atmosphere in the Hostel.
- (xv.) Parties of all nature are banned in the Hostel premises and specifically the 'Birth Day Parties' at night as the same affect the academic atmosphere in the Hostel.
- (xvi.) The Hosteller will abide by the Class timings and is expected to be in his/her classes during the University working hours. The Hosteller will ordinarily not be given entry in the Hostel during the class/working hours.
- (xvii.) If any Day Scholar is found to be present in the Hostel in connivance with any Hosteller, the Hosteller will be asked to vacate the Hostel.
- (xviii.) No Student shall become the local guardian of any other Student.
- (xix.) The Hosteller will have to abide by all the Norms/ Rules / Regulations / Dos' / Donts' as may be in force from time to time.

### **HOSTEL CHARGES:**

- (i.) The Hostel Fees are charged on Semester basis or on a six-month basis and will be deposited by a Hosteller in the Month of January and in the month of June every year.
- (ii.) The fee can be paid online or offline. The Students will have to enclose the proof of payment.

- (iii.) A Hosteller is expected to pay full Hostel fee. Partial fee payments and fees in instalments are not permitted.
- (iv.) Hostel fee once paid will not be refunded and will not be adjusted against any other fee.
- (v.) The Hostel fee is NON-REFUNDABLE in the event of the Hostel facility so withdrawn from the Student on grounds of misconduct / indiscipline and violation of Norms, Rules, Regulations, Dos' & Donts' of the IUHP.
- (vi.) Hostel and Mess charges can be revised at any time and a Hosteller will have to pay the same accordingly.
- (vii.) Once a Student takes admission in the Hostel and later on opts to leave the Hostel mid-session / mid- semester, his / her Hostel fee so deposited will not be refunded.

### **MESS RULES:**

- (i.) The mess dues for food etc. for a particular month will have to be deposited to the Mess Contractor latest by the 10<sup>th</sup> of every subsequent month against a receipt. Non-payment of the Mess dues by the prescribed date will attract fine / penalty.
- (ii.) There will be a Common Menu for all the Hostellers.
- (iii.) Only Vegetarian meals will be served in the Hostels.
- (iv.) Hostellers should take all their meals only in the Dining Hall / Hostel Mess. No room service is permitted.
- (v.) The meals include morning tea, breakfast, lunch, evening tea and dinner.
- (vi.) A Hosteller will be served meals only during the prescribed timings which will be displayed on the Notice Board of the Hostel from time to time.
- (vii.) A Hosteller should not carry their meals wholly or in part outside the Mess to their room nor should they carry any utensils or any other property of the Mess outside the Dining Hall. Such an act will attract fine / penalty / disciplinary action.
- (viii.) A Hosteller should be decently dressed before they go to take their meals in the Mess. They should not come to the Mess in casuals / night wear etc.
- (ix.) A Hosteller should not interfere with cooking nor should they interfere with the other services of the Hostel Mess and will not meddle with the Mess equipment etc. under any circumstances.
- (x.) A Sick resident may be allowed to eat his/her meals in his/her room only with the prior written permission of the Warden. He/she may obtain special sick diet in such a case such as porridge, cornflakes, toasts and milk etc, on the recommendation of the Medical Officer or with the permission of the Warden and further with a prior intimation to this effect to the Mess Contractor.
- (xi.) No guest of a Hosteller will take breakfast, lunch, tea or dinner in the Hostel Mess without the prior written permission of the Hostel Warden. If permitted, the Hosteller will also have to pay for the same in advance to the Mess Contractor.
- (xii.) A Hosteller should cooperate with the Mess employees and deal with them in a very polite and courteous manner and refrain from hurting their sentiments in any way.

- (xiii.) If a Hosteller wants to miss any meal i.e. breakfast, lunch, evening tea or dinner, he/she must inform the Mess contractor of the same in advance preferably in writing. In the absence of the same, the Hosteller will have to pay the prescribed charges.

**ENTRY IN / OUT OF THE HOSTEL:**

- (i.) A Hosteller shall not go outside his/her room after his/her roll call at night at the prescribed time till 8:00 AM of the next morning without the written permission of the Warden except for attending the IUHP official functions or for an authorized Academic work. Attendance may be taken during these hours and any student found missing during the roll call without a valid reason will be rusticated.
- (ii.) A Hosteller shall not leave the station without obtaining the prior written permission of the Hostel Authorities.
- (iii.) A Hosteller will not invite any unauthorized person into his/her room. A Hosteller may deal only with the authorized vendors, washer-men, cobblers etc. during the prescribed hours and pay them directly for the job got done from them.
- (iv.) A Hosteller will not enter/stay in the Hostel on the working days during the University working hours without a valid written permission from the IUHP Authorities.
- (v.) No Hosteller shall leave the Campus during the working hours without the written permission of the Authorities. The Out Pass will be issued for an acceptable valid reason by the Hostel Warden / DSW / HOD / Course Coordinator/any other authorized person and it is only thereafter that a Hosteller may leave the Campus.
- (vi.) For leave of absence from the Hostel during Night or for a longer period, an Application to this effect is to be submitted by the Hosteller to the Hostel Authorities well in Advance. It is only after getting the leave sanctioned, will a Hosteller proceed on leave. Proceeding on leave without permission or overstay beyond sanctioned leave will be considered as an act of indiscipline and will attract disciplinary action as may be deemed appropriate by the IUHP Authorities.
- (vii.) No Hosteller shall leave the University Campus without making necessary entries in the Register kept with the Security Guard in the Hostel. Entry is also required to be made in the Register kept with the Security Staff at the Main Gate.

**USE OF FACILITIES:**

- (i.) A Students who has opted for the Hostel Accommodation shall reside only in the allotted Hostel Room.
- (ii.) A Hosteller shall be responsible for the upkeep and maintenance of all furniture and electrical items, fixtures and other items in his/her room. He/she should not disfigure the IUHP Property or put paint on the walls, doors or windows or otherwise deface or damage the same.
- (iii.) Once allotted, the change of occupancy of the room without the prior written permission of the Hostel Authorities is not allowed.
- (iv.) A Hosteller will not use any heaters or any other power Appliance in his/her room.

- (v.) A Hosteller will maintain decorum and dignity and will not create any kind of nuisance or disturbance which may disturb a fellow Hosteller in any way.
- (vi.) Room lights / Fans must be switched off when the Hosteller leaves the room or at a time when he/she is not present in the room. Violation of the same will attract fine.
- (vii.) A Hosteller should inform the Warden in writing on the prescribed form and also enter in the Register kept with the Hostel Guard when he/she suffers from any kind of illness or injury. Charges for the stay at the hospital, consultation charges of the Doctor, medicines, taxi / vehicle fare etc. will have to be borne by the concerned Hosteller and his/her parents.
- (viii.) A Hosteller should not visit or stay in any other room than the one allotted to him/her after the roll call and without the prior written permission of the Warden.
- (ix.) A Hosteller will not organize any party, assembly or activity of any kind anywhere in the Hostel Premises without the prior written permission of the Warden.
- (x.) A Hosteller will not remove any furniture / materials from the recreation/common room or any other room or place from the common areas.
- (xi.) A Hosteller will have to obey all the directions of the Hostel Authorities and follow them in letter and spirit and in all matters concerning the Hostel / Mess.
- (xii.) No power-backup will be provided in the Hostel during the working hours of the University.

#### **GUESTS / VISITORS:**

- (i.) Guests will be received in the reception lounge only. A Hosteller is not allowed to take his/her Guests / Visitors to his/her room. If under any special circumstances, a Hosteller wants to take his / her Guest / Visitor to his / her room, he / she must take a prior written permission to do so from the Warden.
- (ii.) No Visitor or Parent is allowed to enter the IUHP Hostel rooms/premises without the prior permission of the Warden.

#### **IMPLEMENTATION OF ORDERS OF VACATING THE HOSTEL:**

A Hosteller may be asked to mandatorily vacate the Hostel under the following circumstances:

- (i.) His / Her stay in the Hostel is not found congenial and is not as per the Hostel Norms.
- (ii.) A criminal case is registered or an FIR has been lodged / an enquiry is in progress against him / her and for indulging in activities that are prejudicial to a decent behavior.
- (iii.) He / she is a habitual defaulter in the clearance of the Hostel / Mess dues/other dues.
- (iv.) He / she has been irregular in attending the classes and has failed to show good performance in studies or has failed to appear in the various Examinations / MSTs/Class Tests etc. as conducted by his/her Department/IUHP.
- (v.) He / she has failed to vacate his / her room immediately after his / her Examinations are over.

- (vi.) He / she is found guilty of misbehavior with any Hostel Employee(s) / Warden / Faculty Member / Asst. Warden / Staff / Fellow Boarder / any Employee of the IUHP and has failed to improve upon his / her conduct in spite of the verbal / written warnings by the Hostel Authorities.
- (vii.) He / she is found stealing any Hostel property like electric bulbs, tube-lights, curtains, utensils etc.
- (viii.) He / she tries to cause any damage or has caused any damage to the Hostel property.
- (ix.) He / she is illegally found in possession of any article belonging to the Hostel / University which he / she has taken or is trying to take outside of the University without a prior written permission of the Hostel Authorities.
- (x.) He / she is found sharing his / her room with any outsider or any day scholar without the written prior permission of the Hostel Authorities.
- (xi.) Cancellation of admission in the University would mean an automatic cancellation/vacation of the Hostel Accommodation by the Hosteller.
- (xii.) Smoking is strictly prohibited in and around the Campus as per the declared policy of the IUHP.
- (xiii.) The use of any kind of intoxicants are strictly prohibited in the Hostel as well as in the University premises and in the living areas and Rooms.
- (xiv.) A Hosteller can be asked to get his / her medical examination on the suspicion of consumption of any intoxicant material at the discretion of the IUHP Authorities.
- (xv.) He / she is found involved directly or indirectly in any act of Ragging individually or jointly with any other person as Ragging is strictly prohibited as per the orders of the Hon'ble Supreme Court of India and the various Regulatory Authorities like the UGC etc.

#### **DAMAGES AND BREAKING CHARGES:**

- (i.) A Hosteller will be responsible for the maintenance of his/her room and the furniture provided to him/her. Any breakage or damage or theft of furniture etc. should immediately be reported to the Hostel Authorities in writing for a suitable action. If the Hosteller is found guilty of any damage to his / her room and its furnishings, the cost of repair along with the fine will be borne and recovered from the concerned Hostel Boarder.
- (ii.) A Hosteller will also be responsible individually and jointly for the maintenance and upkeep of the common facilities provided to him/her in the Hostel and in the Mess. Any breakage / damage or theft of the articles in the common facilities must be reported by the Hosteller to the Hostel Authorities immediately in writing. The cost of repair / replacement along with a suitable fine will be imposed upon all the Hostellers to be shared by them jointly in case the Hosteller/s fail to identify the specific individual / group of Hostellers responsible for the breakage / damage.
- (iii.) The Hostel shall remain closed during vacation as and when declared by the IUHP. The Hosteller is required to vacate the Hostel and remove his/her belongings from the Hostel room during vacation. However, the inmates can be asked to vacate the Hostel rooms at any time otherwise as well, if the circumstances so demand.

- (iv.) The allotment of the Hostel accommodation is only for one Academic Session. After the completion of the Academic Session, the Hosteller will have to vacate the Hostel within three days positively.
- (v.) On matters not mentioned and covered in the above Norms/Rules/Regulations, the decision of the Hostel Authorities will be final and binding on the Hostellers.
- (vi.) The IUHP may deny Hostel Accommodation to any or all of the Students at any time in its wisdom in the overall interest of the University.

**LODGING OF FIR:**

FIR may be lodged by the Hostel/IUHP Authorities against a Hostel Boarder under the following circumstances:

- (i.) Keeping of weapons in one's personal possession or in the room.
- (ii.) Keeping in possession a stolen article.
- (iii.) For any criminal offence committed in the Hostel / University Campus.
- (iv.) Any other such reason as may be deemed appropriate by the Hostel/IUHP Authorities.



**DECLARATION BY THE HOSTELLER (To be furnished mandatorily by a Hosteller on an Affidavit of Rs. 10/- duly Notarized containing the following points):**

- (i.) I have carefully read and understood all the Norms/Rules/Regulations as are supposed to be followed by me as a Hosteller during my stay in the Hostel as contained in the Hostel Form. I will follow all these Norms faithfully and will also abide and follow any subsequent changes / additions, if any, in the IUHP Hostel Norms/Rules / Regulations which may be laid down by the Hostel/IUHP Authorities from time to time.
- (ii.) I understand that a suitable action will be taken against me if I do not abide by the Hostel Norms/Rules/Regulations of the IUHP. If I am made to leave the Hostel on grounds of any FIR/misconduct / indiscipline / violation of any Hostel Norm, I understand that I will not be entitled for any refund towards any Hostel Fee paid by me.
- (iii.) I hereby undertake that if I stay outside the Hostel on a particular day or days without the written permission of the Warden / Hostel Authorities, I shall be doing so at my own peril, risk and responsibility and that the University will not be responsible in any way/manner for any mishappening during this period. I fully understand that such an act is an offence.
- (iv.) I undertake that if I am found involved in any act of Ragging anywhere in the Hostel or in the University premises, I will be expelled from the Hostel and the University forthwith in accordance with the orders of the Hon'ble Supreme Court of India and the various Regulatory Authorities such as the UGC etc.
- (v.) I undertake that I have not furnished any wrong information in this Hostel form and that I shall be solely responsible for any consequences that may arise thereof on account of furnishing any false or misleading information. I agree to accept any punishment including the cancellation of my Admission and my Rustication from the University or any other punishment or penalty as awarded against me by the IUHP. I fully understand that furnishing any wrong/ inaccurate and misleading information is an offence under Law. I also understand that concealment/misrepresentation of facts in the Hostel Form too is an offence under Law which may attract a punitive/penal action.

I hereby, solemnly declare and affirms that all the information furnished above is true and correct to the best of my knowledge and belief and that nothing has been concealed thereof.

**Name of the Applicant** \_\_\_\_\_ **Name of the Parent** \_\_\_\_\_

**Signatures of the Applicant** \_\_\_\_\_ **Signatures of the Parent** \_\_\_\_\_

**Name of Course / Program** \_\_\_\_\_ **Address** \_\_\_\_\_

**Mobile no.** \_\_\_\_\_ **Mobile no.** \_\_\_\_\_

**Dated:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date of Admission in the Hostel: \_\_\_\_\_ Room Number Allotted: \_\_\_\_\_

Signatures of the Asst. Warden \_\_\_\_\_ Signatures of the Hostel Warden \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

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**Approved / Not Approved**

Signatures of the Registrar with Stamp: \_\_\_\_\_

Dated: \_\_\_\_\_