



## **UNIVERSITY OF LUCKNOW HALLS RULES AND REGULATIONS (Revised 2022)**

1. There are seventeen Halls (10 for boys and 08 for girls) with around 2,500 seats. These seats are allotted to applicants by order of merit (rank/percentage) and represent the academic disciplines in the campus.
2. Each Hall is under the direct management of a Provost through Chief Provost and Dean Students' Welfare.

### **3. Allotment Procedure**

#### **3.1 Admission Committee**

All admissions (fresh/ reallotment) shall be made by the Dean Students' Welfare on the recommendation of the Hostel Admission Committee (with Chief Provost as Chairperson) as approved by the Vice Chancellor.

#### **3.2 Allotment Process**

- i. For the fresh/ reallotment process, students will have to apply through the Hostel Management System portal accessible via University's website.
- ii. At the time of online application students will have to upload necessary documents as required.
- iii. After submitting hostel fees by online mode, respective hostel provosts will allocate the room online.
- iv. The candidates will be intimated to report to the respective hostels to complete the additional formalities.

### **4. Hall Allotment Criteria**

- i. The allocation to hostels will be restricted to students admitted to courses taught in the University of Lucknow campus.
- ii. Allotment will be based strictly on the merit of the students admitted to a given course and the reservation criteria will be followed in the process.
- iii. Allotment will depend on demand and availability.
- iv. The number of seats allotted for different streams may vary.
- v. The allocation of the hostel will be fresh at the outset of each academic session.
- vi. Students securing marks less than 50% (in previous academic session) will not be given hostel in any case.
- vii. No allotment for Proficiency/ Diploma and Short term courses.
- viii. No allotment for the students having back paper.

- ix. The student will have to vacate the hostel within 3 days after his/her last examination of the academic session. If the student doesn't 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.
- x. International students seeking the admission will also have to submit the hostel admission form and attach the following:
  - (a) Copy of valid VISA and Passport
  - (b) Copy of the Offer Letter for admission in a course

## **5. Eligibility for Hall Allotment**

### **5.1 New admission**

- i. An applicant should be a full time bonafide student of the University of Lucknow admitted to a Department/Faculty of the University.
- ii. Applicants who are residents of Lucknow or whose parents are residing in Lucknow shall not be considered for admission to any hostel.
- iii. Applicant should not be employed anywhere on full-time, part-time, ad-hoc or temporary basis.
- iv. Applicant should not have availed University of Lucknow hostel facility for a course of same level earlier.
- v. Applicant should not have completed eight years of staying in any hostel(s) of the University of Lucknow, after passing intermediate.
- vi. Admission shall not be granted to an applicant against whom there is any criminal record or disciplinary action had been taken by department/ hostel of the Lucknow University.
- vii. Foreign students seeking the admission should have a valid student VISA, clearance from the Embassy.
- viii. An applicant while seeking admission and during the stay in the hostel must fulfill the criteria stated above, failing which he/she will have to vacate the hostel immediately.
- ix. 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 administration.
- x. Ph.D. Coursework students will be allotted rooms on the criteria given above for one year. Their continuation in the hostel shall be done if they complete coursework successfully and have been allocated supervisor from the University of Lucknow campus. The students under college supervisors will not be entertained for the allotment after one year.
- xi. The resident should inform about his/her health status at the time of admission. Any case of illness should be immediately reported to the Provost.
- xii. Students having any chronic and communicable disease are not allowed to stay in the hostel.
- xiii. In case of any wrong information regarding health issues will lead to cancellation of hostel seat.
- xiv. Ph.D students can stay for a maximum of 04 years in the hostel and he or she must not be

above the age of 28 years at the time of hostel allotment.

## **5.2 Re-allotment**

- i. The residents who are promoted to next year of the course are required to take readmission to the hostel as soon as the new academic year commences.
- ii. They will have to submit the recommendation letter from their previous Provost.
- iii. Research students are required to provide a certificate indicating their research progress from the supervisor duly forwarded by the Head of the department. The admission of the research students will be considered only for the bonafide university students.
- iv. Admissions will be renewed for one academic year only.
- v. Students whose results have not been declared will be admitted provisionally and her/ his admission will be automatically cancelled in case of back paper, failure and percentage less than 50 percent.
- vi. 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.
- vii. Ph.D students can stay for a maximum of 04 years in the hostel and he or she must not be above the age of 28 years at the time of hostel allotment or re-allotment.
- viii. Any international hostel inmate once leaving the hostel before completing the course will not be allowed again in the hostel.

## **5. Grievance redressal related to admission to the hostel**

Complaints, if any, against the applicants short-listed for the allotment should be given in writing to the Dean Students' Welfare within three days of the display of the list. These complaints would be reviewed by the admission committee and action will be taken if deemed necessary.

## **6. Leave/ absence**

- i. Every resident must inform the Provost in writing about his/ her absence from the hostel if he/she stays out at night / leaves the city. He/ she should also give the contact details.
- ii. For PhD students, leave application should be signed by the Supervisor and Head of the department respectively.
- iii. In case any resident remain away from the hostel for more than two weeks 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.
- iv. The luggage of the resident concerned, 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.
- v. Leave form or night out form should be signed before 24 hours (working days) from the time of leaving hostel.
- vi. No international student can leave the station without prior permission of Director International Students Advisor and information to Provost of the respective hall.

## **7. Cancellation of Allotment**

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

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

## 8. Hostel Fees

### Hostel Fee for Indian National Students

S. No.	Name of Hostel	Room Rent (per occupant for one academic session)	Room Caution Money (in Rs.)	Other Charges (in Rs.)
1.	<p><b><u>Main Campus:</u></b></p> <ul style="list-style-type: none"> <li>• Chandra Shekhar Azad Hall</li> <li>• Kailash Hall</li> <li>• Tilak Hall</li> <li>• Golden Jubilee Hall,</li> <li>• Birbal Sahni Hall</li> <li>• Acharya Narendra Dev Hall</li> <li>• Habibullah Hall</li> <li>• LalBahadurShastri Hall</li> <li>• Mahmudabad Hall</li> <li>• R S Bisht Hall</li> <li>• Subhash Hall</li> <li>• Balrampur Hall</li> </ul> <p><b><u>Second Campus:</u></b></p> <ul style="list-style-type: none"> <li>• B R Ambedkar Hall</li> <li>• HJB Law Boys Hall</li> </ul>	<p>Double/Triple/Four Seater room - <b>Rs. 4800</b></p> <p>Single Seater room - <b>Rs.5400</b></p>	<b>1000</b>	<b>1250</b>
2.	<p><b><u>Main Campus :</u></b> NiveditaHall</p>	Double Seater room- <b>Rs. 15600</b>	<b>1000</b>	<b>1250</b>
3.	<p><b><u>Second Campus:</u></b> LavanyaHall</p>	Triple Seater room - <b>Rs. 24000</b>	<b>5000</b>	<b>1325</b>
4.	<p><b><u>Second Campus:</u></b> Kautilya Hall</p>	<p>Triple Seater room - <b>Rs. 15600</b></p> <p>Single Seater room - <b>Rs. 18000</b></p>	<b>1000</b>	<b>1250</b>

<b>Break-up of Other Charges of Rs. 1250/</b>	<b>Break-up of Other Charges of Rs. 1325/-</b>
Maintenance Charges -Rs. 500 Cultural Charges -Rs. 200/- Sports Fee -Rs. 75/- Magazine and News Paper Fee -Rs. 75/- Electrical Charges -Rs. 150/- Electronic Equipment Maintenance -Rs. 250/-	Maintenance Charges -Rs. 575 Cultural Charges - Rs. 200/- Sports Fee -Rs. 75/- Magazine and News Paper Fee -Rs. 75/- Electrical Charges -Rs. 150/- Electronic Equipment Maintenance -Rs. 250/-

**Cooler Charges (if applicable) –Rs. 5000/- (for six months)**

**UG/PG/Ph.D. students will have to pay the room rent for the entire academic session (eg. July 2022-June 2023) irrespective of the time of admission**

- i. Authorized guests will pay the guest charges @ Rs. 200 per day (exclusive of meals) in the “LU Hostel Management Account” jointly operated by the Dean Students’ Welfare and Chief Provost.
- ii. All guests are supposed to follow the rules laid down by university and hostel authorities.
- iii. Mess fee will be charged separately.

### **9. 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, be admitted on merits, after due consideration of the request, by the University.

<b>S.No</b>	<b>Condition</b>	<b>Refund of Fees</b>
1.	If a student is allotted a room and withdraws his/her hostel allotment within 10 days of depositing hostel fees.	Room rent, Mess fees, 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, 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 no. of days allotted, Caution money
5.	A refund will be made to the 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.

### **10. Penalty**

- i. Students should sign regularly in the attendance register at night. Defacing walls, doors, corridors and cupboards by writing, painting or pasting posters, notes etc. with glue/ tape/ nails etc. is not allowed.
- ii. 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.
- iii. 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.
- iv. The hostel administration may take the disciplinary action for such cases of indiscipline that are not mentioned herein.
  - v. Disciplinary action will be taken by Hostel authorities against the students who violate the rule.. 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 caution money.

### **11. Health**

- i. It is the responsibility of the student to take care of his/her 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 admission. 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.

### **12. Rules for Guests in the hostel**

- i. Any student/guest residing in a room with a bonafide resident of a hostel will be considered as an unauthorized occupant. The University administration will take strict action against both the unauthorized occupant and the host student.\
- ii. A Guest who is parent/sibling of the bonafide student can be allowed to stay in the hostel for maximum two nights only after prior approval of the Dean Students' Welfare.
- iii. The authorized guests will be allowed to stay in the guest room designated in the respective hostel.
- iv. A female guest will be allowed for stay in girls' hostel and male guests will be allowed in boys hostel.
- v. Number of guest should not exceed one at a time.
- vi. The maximum period to stay in hostel should not exceed 2 nights.
- vii. Behavior of the guest will be the sole responsibility of the residents.
- viii. All guests are supposed to follow the rules laid down by university and hostel authorities.

### **13. 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](mailto:proctor@lkouniv.ac.in) or to UGC helpline mail at [helpline@antiragging.in](mailto: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:
    - ✓ Involve physical assault or threat or use of physical force;
    - ✓ Violate the status, dignity and honour of women students;
    - ✓ Violate the status, dignity & honour of students belonging to the Scheduled Castes & Tribes;
    - ✓ Expose students to ridicule and contempt and affect their self-esteem;
    - ✓ Entail verbal abuse and aggression, indecent gestures and obscene behaviour.
  - 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.

#### **14. General Rules for Hall Residents**

- i. If a resident ceases to be a regular student of the University his/her right to continue as a resident automatically forfeited.
- ii. The students who have appeared in their examination of the respective courses must vacate the hostel within 3 days of the last examination.
- iii. The residents should return all items including room keys to the Provost that were provided at the time of allotment.
- iv. Any damage to hostel property and/or nonpayment of mess amount will be deducted from respective caution fee and balance amount will be duly refunded.
- v. 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.
- vi. No ward bearer, security guard or any other Hostel/Mess employee can be asked to do personal work by a resident.
- vii. 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.
- viii. The hostel residents are instructed not to entertain unauthorized guest(s) otherwise his/her admission to the hostel will be cancelled with immediate effect.
- ix. They are not allowed to keep a car and in case of two wheeler they will have to take prior permission from provost and submit its papers if they want to keep it in hostel premise.
- x. A student should pay all his/ her dues and obtain a No-Objection Certificate from the hostel office before vacating the hostel.
- xi. Residents must look up the Hostel Notice Board regularly for notifications.
- xii. 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).

- xiii. The Provost or any authorized member of the hostel can inspect the room of any student in the hostel at any time.
- xiv. 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.
- xv. Any student found forging parents/authorized guardians' signature, will be expelled from the hostel.
- xvi. Every student should stay in the room allotted to him/her. Mutual exchange of rooms after final allotment is not allowed. However, only the Provost 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.
- xvii. Any Kind of Cash transaction related to hostel charges is strictly prohibited.
- xviii. 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.
- xix. Lights must be switched off when not in use. The use of electric heater, electric rod, and other similar appliances are prohibited.
- xx. **Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any 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.**
- xxi. Every student residing in the hostel must join the mess attached to that hostel. They are not allowed to cook anything in their rooms.
- xxii. Only authorized male visitors are allowed to enter the Girls' Hostel with the permission of respective hostel Provost.
- xxiii. 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.
- xxiv. **No student should keep any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel.**
- xxv. **Students must not take law into their own hands, but must report all disputes to the hall Provost.**
- xxvi. **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.**
- xxvii. Male students are strictly forbidden from entering the Girls' Hostel and female students from entering Boy's Hostel.
- xxviii. 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.

- xxix. 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. Disciplinary action will be taken by Hostel authorities against the students who violate the rule.
- xxx. In case of need for hospitalization, student should inform his/her parents/guardian. Parents / guardian are required to communicate to the concerned Hostel Provost in this regard.
- xxxi. Individual cooking is allowed only for International students subject to availability of cooking facilities available in the hostel.