



# OM STERLING GLOBAL UNIVERSITY

(ESTABLISHED UNDER HARYANA PRIVATE UNIVERSITIES ACT - 2006 AS PER SECTION 2F OF UGC ACT - 1956)

Date: -.....

## APPLICATION FORM FOR HOSTEL FACILITY

Name of Student ..... Contact No. ....

Father's Name ..... Contact No. ....

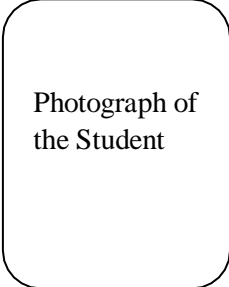
Mother's Name ..... Contact No. ....

Class ..... Year ..... Stream (if applicable) .....

Enrollment No. (if Available) ..... School of the University .....

Address : .....

Distt. .... State ..... Pin Code .....



Note:- Application Form complete in all form to be submitted at the Hostel counter for Room Allotment

### Important Instructions: -

- For applying the hostel facility, Original Medical Certificate (format to be obtained from University Website) is to be submitted by the candidate along with other essential documents.
- No column should be left blank. Write **N.A.** if not applicable.
- In case of online submission, the printout of this form and all related documents needed to be printed and submitted to the hostel warden on arrival to the university.

(Signature of the Student)

(Signature of the Parents)

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### For Office Use Only

Hostel Fee Receipt No. ....

Amount Deposited .....

Mode of Payment (Online/Counter) .....

Name of Hostel .....

Allotted Room No. ....

Hostel Floor .....

Type of Room .....

(Signature of Hostel Warden)

## **Hostel Rules and Regulations**

OSGU is committed to make the hostel-life of its students most memorable. It aims to make its students „Good Samaritans“ and potential leaders of tomorrow. In this context it has scrupulously formulated some rules and regulations. These rules contribute to the healthy environment of the premises while developing commitment and discipline among the students for orderly and peaceful living.

1. Any student indulging in undesirable activities in the University such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of rules enumerated in this manual will be liable to one or more of the following punishments-
  - a. He/she will be expelled from the hostel.
  - b. A record of his/her misconduct will be made in his personal file.
  - c. The cost of damage will be fully recovered from him/her together with penalty.
  - d. He/she will also be fined commensurate with the offence committed.
  - e. The privilege of appearing for campus interviews will be denied, when he/she reaches the final year.
  - f. No recommendations will be given to him/her for higher studies.
  - g. He/she will be rusticated from the University.
2. Consumption of alcohol or any other intoxicants or drugs is strictly prohibited.
3. Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel & its environment.
4. Cooking food in the hostel room is strictly prohibited.
5. Students are not allowed to keep any unauthorized items (weapons, fireworks, explosives, smuggled goods, etc) or property with them in the room.
6. Availing room service or taking food or mess utensils to the room attract a fine & disciplinary action by hostel administration.
7. Students should handle hostel equipments & furniture cautiously & not abuse them or tamper with it.
8. The hostel rooms are subject to inspection by the University/Hostel authorities to make sure that they are kept neat & tidy. Garbage & wastes have to be properly disposed into the garbage boxes available near the respective hostels.
9. Students are instructed to use water & electricity judiciously. If fan, tube light, tap etc., are found ON in their rooms in their absence, they will be levied fine by the warden.
10. Use of electrical appliances such as electric-heaters, electric-cookers, induction-heaters etc. is strictly prohibited.
11. The students should not carry unauthorized/illegal movies, songs or videos in their rooms.
12. Hostellers are not allowed to play any music or musical instruments in their rooms. However, otherwise the hosteller shall keep the sound level low to avoid disturbance to other hostellers.
13. Any relevant complaint/grievance from the neighbors / fellow hostellers will result in strict action.
14. Day scholars are not allowed to enter the hostel.
15. Parking of vehicles inside the hostel is strictly prohibited.
16. No functions/celebrations shall be organized at hostel premises without permission of the Chief Warden.
17. Students are not allowed to collect money from any student/employee as donation, or contribution to some event, without written approval by the University.
18. Students are required to take prior permission from the Chief Warden for his/her participation in games, programmes, competitions or welfare activities organized by OSGU or other universities.
19. All students are expected to be back in the hostel by the specified time (as per University norms) positively. If any student is skeptical about his timely return, he should take prior permission from the Chief Warden/Senior Warden with valid reasons.
20. All the visitors to the hostel including the parents/guardian/friends/relatives will have to make necessary entries in the Visitors Book available with the security guard at the hostel entrance. No unauthorized person shall be permitted to stay overnight in any part of the hostel.
21. Students are solely responsible for the safekeeping of their valuables and property. Students should use their own locks for the safety of their rooms.
22. Every case of illness, injury and/or accident must be reported immediately to the warden.
23. Any students suffering from a contagious disease will not be allowed to stay in the hostel. Decision of the Chief Warden/Senior Warden in this regard will be final & binding.

24. No student shall occupy or interchange any room without prior permission by the hostel warden.
25. All matters relating to differences among students & complaints against theft or molestation shall be brought to the notice of the hostel warden.
26. Apart from the sessionals tenure, students will be allowed to stay in the hostel only for one day before commencement of the session and one day after completion of the session.
27. No notice shall be put anywhere in the University premises by any student arbitrarily unless such permission has been granted by the warden of respective hostels.
28. The hosteller shall retain the hostel accommodation for the semester/full academic session, and if due to some reason, he/she discontinues in the mid-session, he will have to pay the hostel charges for the full semester/session.
29. Students who want to leave the hostel in the upcoming semester will have to apply before the final university examination of odd semester or even semester whichever is applicable.
30. In case of any requirement by the University, student may be asked to vacate the hostel for some specific period.
31. During out campus visit, the following process may be followed by every student.
  - Every student will takes permission and gate pass from their respective hostel wardens and will shows it to the security guard of University main gate. At return journey the same may be show to the security guard of main gate then submit it to the office of hostel warden, failing which he/she will not be allowed to enter in the University campus.
  - Boy students should enter the time, visiting place and the purpose of visit at University main gate only.
  - Girl students should enter the time, visiting place and the purpose of visit at their respective hostel gateand University main gate (compulsory).
  - During the University academic hours every student will take first permission and gate pass from their respective Dean/chairperson/HOD of their concern department first and after that their respective hostel warden.
32. During the home visit students will take gate pass from their respective hostel warden and will shows it to the security guard of University main gate. At return journey, students will show the same gate pass duly signed by the parents/guardians to the security guard of university main gate and submit it to the hostel warden, failing which he/she will not be allowed to enter in the University campus.
33. The University/Hostel authorities will conduct surprise inspections periodically & if any student is found guilty of violating the above rules, strict disciplinary action(s) will be taken against him/her.
34. All hostellers shall abide by the rules & regulations of University Hostels and University Campus which will be announced by the University Authorities time to time.
35. The University authorities has all rights to inspect the students room/hostel at any time.
36. The stay in the hostel is regulated based on the proceeding of the semester. Once the semester exam is over or instruction for vacating the room/hostel is placed, I will be vacating the room/hostel.

**RAGGING IS STRICTLY PROHIBITED**

As per the Order of Supreme Court and as per Act of Govt. of AP w.r.t ragging, ragging is a cognizable criminal offence and is strictly prohibited. If any incident of ragging comes to the notice of the College, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the College would expel him from the College.

**I read all the above mentioned rules and regulations carefully and I will abide by all the rules and regulations during my stay in the hostel.**

**Signature of the Student**

**Signature of the Parents**

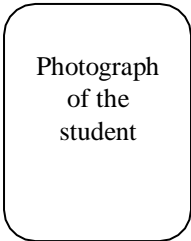
**For Office Use Only**

The entire document for taking hostel facility of this student is complete and he/she is aware about the rules & Regulation of University/Hostel.

**Hostel Warden**

**Chief Hostel Warden**

# Undertaking by the Parents/Guardians



## Details of Student

School Name ..... Course.....Enrollment No..... Room No .....

Name of the Student..... Contact Number .....

Father Name..... Contact Number .....

Mother Name..... Contact Number.....

Student E-Mail I.D.....Parents E-Mail I.D.: .....

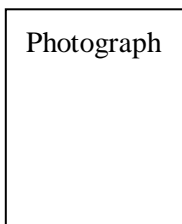
Gender..... Nationality..... Marital Status..... Blood Group .....

## **UNDERTAKING TO BE SIGNED BY THE PARENTS / GUARDIANS**

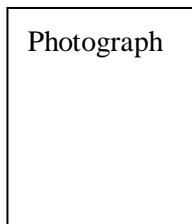
I, \_\_\_\_\_ parents/guardians of \_\_\_\_\_ do hereby solemnly affirm and undertake that:

1. My son/daughter/ ward has submitted the hostel facility application form for Hostel stay with my express permission and I shall hold myself responsible for his/her good conduct and behaviour as a student of the Om Sterling Global University, Jugan (Hisar). I will be responsible for all of his/her movement; outside the Hostel and University and shall not hold university responsible for his/her such movements.
2. I shall hold myself responsible for payment of all his/her fee and other charges during his/her stay in the hostel and pending dues, penalty, etc.
3. I shall, myself, be responsible for any sort of liability arising and any civil or criminal case lying against my son/daughter/ward during the course of study.
4. I certify that my Son/Daughter is physically fit/unfit (if unfit please specify) .....  
..... If at any stage it is found that he/she is not able to continue his/her study due to serious disease/illness, the Management may take appropriate decision (including cancellation of admission) against my son/daughter as per norms of University.
5. I endorse the undertaking given by my son/daughter /ward.
6. The 'In' and 'Out' movement from the hostel and university will be governed through the 'Gate Pass' and I shall hold myself responsible for his/her movement.

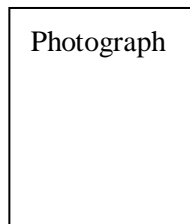
Kindly permit the following candidates including me to meet my son/daughter during the specified hostel visiting hours.



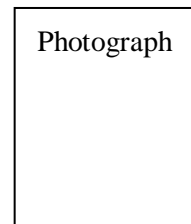
Father  
Name.....



Mother  
Name .....



Relation .....  
Name.....



Relation .....  
Name.....

Place .....

**Signature of Parents/Guardians**

# Format for Medical Certificate

(To be signed by the Registered Doctor)

**This certificate has to submitted at the time of admission in the University**

Name of the Candidate..... Father's Name.....

Age..... Sex..... Weight & Height .....

## **History of illness**

Surgery       Asthma       Piles       BP       Diabetes

Other serious contagious illness (Please specify).....

.....

Any personal attention required, please specify.....

..... Is

the candidate physically handicapped /disabled:                      Yes/No

Any other findings .....

.....

It is certified that the candidate is physically fit/unfit/temporary disqualified to pursue the study and stay in the hostel with other students.

**Signature of the Doctor (with stamp)**

**Signature of the student**

**Signature of the Parents**

**OM STERLING GLOBAL UNIVERSITY, HISAR**  
**GENERAL HOSTEL INSTRUCTIONS**

1. Hostel Main Gate Opening and Closing Timings:

Hostel Gate Managing	TIMINGS	
	All Months (Except Dec, Jan. & Feb.)	Dec., Jan. & Feb.
OPENING	5:30 AM	6:00 AM
CLOSING	8:00 PM	7:30 PM

- **Hostel main gate closing timings will be treated as the reporting time for all the hostellers.**

2. Strict silence should be maintained between at all time. All hostellers should reside in their respective rooms as per the allotment.
  3. Modest dresses should be worn while roaming within the campus.
  4. University strictly prohibits smoking, alcohol consumption, gambling, narcotics, any lethal weapons, electrical & electronic devices etc. Anyone found indulging in such things will be rusticated from the University.
  5. Other than the hostel residents, no one is entertained in the hostel premises. Strict action will be taken against the transgressor according to the university norms.
  6. While leaving the rooms, electrical appliances like fans, lights etc., should be switched off. Water should be judiciously used and not wasted.
  7. Students are not allowed to stay in the hostel during the university academic hours unless the stay is unavoidable due to illness or any other valid reason. In such inevitable cases they should take the permission of the Warden and communicate with the Chief Warden in writing.
  8. Visitors (only family members) timings
    - ❖ Working days - 5 PM to 7 PM
    - ❖ Holidays - 10AM to 7 PM
  9. The maximum no. of gate passes per student in a month would be sanctioned as follows:
    - ❖ Out campus visit (For Day Time) 04
    - ❖ Out campus visit (overnight) 02
  10. Absentees/Latecomers (without prior permission from the Warden) will be suitably fined. Students coming late or being absent will be expelled from the Hostel. Such students shall not be readmitted under any circumstances.
- Wrong entry, improper/lack of entry in exit register, pseudo signing, or signing on behalf of another person, tampering with the entries, proxy attendance and misrepresentation of all sorts are punishable. Any quarrel/dispute among room-mates should be immediately reported to the Warden for appropriate action.**
11. Violation of any of these rules would result in punitive action and serious violations would be reported to the “Students Disciplinary Committee”. The decision of the committee would however be final.
  12. The ‘In’ & ‘Out’ movement from the hostel/university will be governed through valid ‘Gate Pass’ and the university will not responsible for any mis-happening.

Signature of the Student

Signature of the parents

## **MESS RULES & REGULATIONS**

1. Hostel is meant for both boarding and lodging. No one is permitted to use it for only one purpose (boarding or lodging). Once a student is admitted to the Hostel, he/she is deemed to become a member of the Hostel Mess until he/she officially vacates the Hostel.
2. The **Mess Timings** are as follows and the students should strictly follow these timings.

<b>MEALS</b>	<b>TIMINGS</b>
<b>BREAKFAST</b>	<b>7:30 A.M. – 8:50 A.M.</b>
<b>LUNCH</b>	<b>Acc. to ACADEMIC TIME TABLE</b>
<b>DINNER</b>	<b>7:30 P.M. – 9:00 P.M.</b>

**Note:** # *Dining rooms will be locked after the scheduled timings.*

*# No food will be reserved for the late comers.*

3. Food will not be served in rooms and the in-mates are not supposed to take food from the dining hall to their rooms.
4. After consuming food, diners shall leave the cup, plate, waste food etc. in the designated bins.
5. Wasting food is a social crime. For the first offence of wasting food by a boarder, warning will be issued to him/her. If the concerned boarder is found repeating the offence, strict disciplinary action shall be taken against him/her including penalty. Paying mess bill does not entitle a diner to waste food.
6. The Food-Menu will be prepared by the Mess Committee and it will be displayed on the Notice Board. The students will abide by the menu.
7. Day Scholars cannot be entertained as guests in the mess on a regular basis.
8. Hostellers are not allowed to take the mess utensils out of the dining hall.
9. Shouting and sitting on the mess table is strictly prohibited, if anyone is found doing so he/she shall be fined depending on the severity of offence.
10. Students must follow modesty in dress code.
11. Individual cooking and messing inside or outside the rooms is not permitted under any circumstance.
12. Students should not bring any pet animals into the mess hall or encourage such practice.
13. Students are expected to behave decently with the mess staff.
14. If any complaint with the mess staff should be report to the warden.<sup>3</sup>
15. Students must speak politely and respectfully with the staff.

Signature of the Student

Signature of the parents