



## **UNIVERSITY OF PETROLEUM & ENERGY STUDIES**

### **WELCOME NOTE**

***Dear Students***

***It gives us immense pleasure to welcome you to UPES Halls of Residence. As residents of this hostel, we expect you to abide by the hostel rules and conduct yourself with dignity and sense of responsibility. Our endeavor will be to make your stay comfortable as far as possible and to enable you to pursue your academics with full commitment and devotion. We are sure that in due course of time, you will begin to consider your Hostel as a home away from home***

***A word of caution would be appropriate at this time. Any violation of code of conduct and deviations from the rules & regulation will call for strict disciplinary action liable for expulsion from the hostel.***

***Ignorance of hostel rules & regulation is not an excuse.***

***We wish you very happy tenure during your stay at UPES.***

***Director- Administration***

## **ABOUT THE HOSTEL**

1. The Halls of Residence on the campus are commonly known as “UPES Campus Hostel”. The UPES campuses are near villages Bidholi & Kandoli.
2. Campus Bidholi is 9 Km and Campus Kandoli is 6 Km away from Nanda Ki Chowki (located on road Dehradun-Chakrata). The campuses are well connected by road from Dehradun Railway Station (20 km), ISBT (25 km) & Jolly Grant Air Port (40 km) from the Bidholi campus.

## **HOSTEL FACILITIES**

3. UPES Campus hostels are equipped with following facilities:-
  - a) Rooms with adequate ventilation & individual storage spaces on triple sharing basis.
  - b) Separate Mess for boys and girls.
  - c) Dining Halls with adequate seating capacity.
  - d) Hygienic & balanced meals prepared by a renowned caterer.
  - e) Wi-Fi connectivity.
  - f) Solar and electrical heating system for hot water facility during winters (Oct to Mar).
  - g) Indoor & outdoor sports facilities.
  - h) Power backup.
  - i) Infirmary with a Doctor during University timings. Ambulance and a Nursing Assistant is available 24 x 7.
  - j) Laundry and Barber facilities on cash payment.
  - k) Water coolers with purifiers.
  - l) Wardens reside in the hostels.
  - m) Round the clock security.
  - n) Every Saturday/ Sunday bus facility from University to Dehradun city and back.

## ❖ POLICY OF ALLOTMENT

4. Hostel is allotted as per u/m policy;-

a) Hostel seat is allotted for One Academic Year only (From registration/ re-registration to final examination of that academic year).

b) Due to limited seats, following criteria is applicable for renewal of allotment:-

- (i) CGPA : 2.67 / 6.67 and above as applicable.
- (ii) No major discipline cases.
- (iii) Normally hostel is allotted for 50% of the course duration with relaxation to two year courses (for 5 year course it is 3 years.)
- (iv) Seniority of submission of application form.

© Rooms are allotted by the Hostel Management.

5. Vacant seats if any, can be allotted to students not meeting above criteria, but not to disciplinary cases.

## HOSTEL CAPTAIN & BLOCK PREFECTS

(6) The students of each block will choose the "Floor Prefect" and "Block Prefect" through a consensus (facilitated by the Hostel Management). All the chosen "Block Prefects" shall then by consensus choose amongst themselves the "Hostel Captain". The chosen "Hostel Captain" & the "Block Prefects" shall hold their respective positions for one academic year only. The "Hostel Captain" & the "Block Prefects" shall be chosen within 15 days of arrival of all the hostel students.

## ROLES, RESPONSIBILITIES & DUTIES

(7) **Floor Prefect.** Floor Prefect will report to Block Prefect with respect to any matter of indiscipline/ grievances (Food related/ repair and maintenance issues/ Floor related problems etc.)

(8) **Block Prefect.**

- (a) Shall give Attendance Report of all residents of block at 9 pm to Warden.
- (b) Shall report any damage/dislocation of fitments or disfiguring of hostel property to the warden in writing.
- (c) Shall personally report to the warden any undesirable activity being conducted in the rooms.
- (d) Shall report to the warden (in confidence) any conflict brewing amongst the residents/colleagues of the hostel.

(9) **Hostel Captain**

- (a) Coordinate with the Block prefects to ensure maintenance of discipline.
- (b) Shall be the nodal interface between the hostel residents & the hostel authorities.
- (c) Shall report to the hostel warden/staff on a daily basis.
- (d) Shall be the nodal point for all communications to the hostel residents.
- (e) Shall be responsible for lodging first hand information (of all natures) to the hostel authorities.

(10) **CODE OF CONDUCT**

- (a) Observance of good conduct and orderly behavior in the hostel.
- (b) No PDA (Public Display of Affection) in Campus Hostel and its vicinity as also on Campus.
- (c) Maintaining healthy traditions & congenial environment.

- (c) No entry in to Girls hostel by boys and vice versa.

## **RULES & REGULATIONS**

(11) The following Rules/Regulations shall be applicable to all the residents of UPES Campus Hostels. All residents are expected to abide by these. Violation of any of these will attract penal actions as enumerated in the section which deals with penalties.

### **(12) ADMISSION**

- (a) Allotment in the hostel shall not be claimed as a right.

(b) Allotment for accommodation in the hostel will be considered only after the management has scrutinized the application and satisfied itself of the merit and eligibility of the student and that his/her stay in the hostel shall in no way be prejudicial to the interest of other residents in hostels in particular and the University in general.

© Allotment of accommodation in the hostel will be for **ONE ACADEMIC YEAR ONLY**, after which this allotment shall become invalid and the hostel residents shall immediately vacate their respective rooms. Subsequent allotment will be on the basis of a fresh application and shall be allotted as per the policy on allotment of hostel

(d) It is to be clearly understood that the student allotted a seat in the hostel do not have exclusive possession of the room or the accommodation allotted to him or any other special rights for re-allotment of hostel seats.

(e) Hostel allotment will be cancelled if the complete hostel fee is not paid in time.

(f) Security deposit of Rs 10,000/- shall either be adjusted in the academic fee at the time of re-registration for the next academic year or refunded by cheque in the name of the

student. The refund of Security Deposit for the final year students (who have permanently left the campus) shall be sent through post /adjusted in the academic year fee before the onset of the new academic year.

(g) Management reserves the right of allotment and mere submission of Application does not entitle the student of any right to avail hostel facility. Accommodation would be allotted on triple sharing basis. The applicant would abide by the decision of the management.

(13) **LODGING**

(a) Hostel rooms are fully furnished with basic amenities. At the time of occupation, the students shall submit a receipt of all items being handed over to them for usage.

(b) Hostel staff/University Officials can inspect the rooms any time.

(c) Once a room is allotted to the student, he/she shall not be allowed to change his/her room without prior written permission of the hostel authority. It is mandatory for Hostel students to sleep in their respective rooms only and no student shall be permitted to do any kind of makeshift arrangements even during exams.

(d) Room will be kept in orderly manner. Hostel Authorities will inspect rooms periodically.

(e) Personal belonging will always be kept under locks and keys. The hostel management takes no responsibility for the personal belongings of hostel residents. ***Any student keeping cash or valuables will be doing so at his/her own risk and in the event of any loss or damage, he/she shall have no claim whatsoever on the hostel/university management.***

(f) Hostel Administration reserves the right to deny entry to any visitor or parents in the hostel. The discretion of the Management in this regard shall be final.

(g) Residents are neither permitted to use private electrical appliance like heaters, electric iron, tea kettle etc nor would tamper with electrical fittings provided in rooms.

(h) It is mandatory for the students residing in the hostel to dine in the mess attached to the hostel. Indoor cooking including making of Tea/Coffee/Maggi in the rooms is strictly prohibited. Students caught with food and utensils in their room will be penalized and the appliances would be confiscated, however, the same would be returned back at the end of their Hostel stay.

(i) Hostel students shall not engage any servants or outsiders for their personal work.

(j) Moving the Hostel property (bed, chair, table, mattress etc) from or within the room is not allowed. Lay out of room will not be disturbed.

(k) Any type of marking on Hostel inventory/walls etc will be treated as an act of indiscipline. Suitable deductions are liable to be made from the security deposit for such damages, besides other disciplinary measures.

(l) Residents detected with any chronic/ communicable disease(s) shall be allowed to stay in the hostel on the advice of UPES medical doctors. He/she shall return back to the hostel only on submission of a medical fitness certificate.

(m) Hostel students are not allowed to bring day scholars in hostel premises (inside rooms, mess etc).

(n) Hostel Students are advised to keep their ID card in their possession at all times to prove their identity whenever required by the security at the gate.

(o) Lights, fans etc should be switched off while leaving the rooms.

(p) Hostel Students are not permitted to keep excessive cash and valuables with them in their rooms. Maximum permissible cash with students is Rs. 1000/- only. Oriental Bank of Commerce, ICICI Bank and Yes Bank ATMs are available in Campus.

(q) Cost of lock will be recovered in case of loss of key of almirah/ room.

(r) Hot Water Timings (Oct –Mar) are as under:-

	Morning	Evening
Monday-Friday	0630-1000 hrs	1730-1830 hrs
Saturday/Sunday	0800-1100 hrs	1730-1830 Hrs.

(s) Water is scarce in this area .do not waste water and use it judiciously. Washing of clothes is prohibited in hostel except for under garment due to paucity of water.

#### (14) **MESS AND DINING NORMS**

(a) A Mess Committee under the chosen membership of the Manager, Hostel Administration shall consist of:-

- (i) Manager Hostel -Chairman
- (ii) Hostel Warden -Member Secretary
- (iii) Representatives -Supervisor of the Caterer.  
-Mess Committee Members (MCM).One from each block.  
-One foreign student

(b) The student representative on the mess committee will be nominated by Hostel captain and shall hold their responsibility for one semester only.

(c) The student representative (MCM) can be re-chosen/re-nominated after completion of tenure.



- (d) Meals will not be served after the mess timings (displayed on Notice Board) unless approved by Hostel Manager.
- (e) Any major complaint regarding the quality of food/quantity of food or deviation from menu etc shall be registered by a hosteller in the Complaint Register (kept with warden) followed by one of the MCM's remark.
- (f) Menu will be prepared by the mess committee on fortnightly basis.
- (g) Meals will be strictly as per the selected menu.
- (h) Mess committee will ensure smooth running of the mess.
- (i) Quantity and quality of food will be regularly monitored by the MCM.
- (j) No food will be taken inside the room except on approval of the warden/Doctor when student is sick.
- (k) Food will be provided even after Mess timing, if Hostellers are engaged in University/Class Room works (with prior information to the warden).
- (l) No private parties will be organized in Hostel Mess.
- (m) Birthday celebrations will not be organized in Hostel Blocks. However, the same can be organized in Hostel Common Room/ Food Court and must finish by 2000 hrs. Permission for the same must be taken from the Warden. Beating of students is strictly prohibited and it is considered as a major offence.
- (n) Mess kitchen is out of bound for all hostellers except MCM.
- (o) Hostel Students will always be properly dressed while visiting the Mess.

(p) Misbehaving with catering manager/ waiters/ security guards/ assistant warden/ hostel attendants will be treated as an act of indiscipline.

## 15. OUTINGS

(a) No student will be allowed to leave the campus premises without leave/out pass given by the Manager Hostel or his nominee ie; Wardens. One single slip is meant for one student only.

(b) Leave may be granted to the students in emergency cases.

(c) Leave application will be completed by the student in duplicate. One application will be kept in hostel office and the second one will be carried by the student. Leave application on days other than weekends will only be considered after clearance from academic authorities and Mail from parents.

(d) Any over stay/ mishaps during leave /out pass must be intimated to Hostel Authorities by students/ parents.

(e) Night outs are allowed. Hostellers proceeding on Night Out Pass are advised not to return back at night as the campus main gates are locked till next day sunrise. Seek hostel manager permission if unavoidable. Students are not allowed to go out after 2030 hrs.

(f) Students on Day out pass/ leave must report back as under;-

(i) Girls. 1900hrs during winters (Oct to Mar)  
2000hrs during summers (Apr to Sep)

(ii) Boys. 1930 hrs during winters  
2030 during summers

(g) Absence from the hostel premises without proper approval is considered a major offence and attracts disciplinary action

- (h) Students desirous of availing the Bus facility for visiting Dehradun city on Saturday must intimate their willingness to Wardens a day prior by 1700 hrs.

### **16. CARS/TWO WHEELERS.**

- (a) Hostel students are NOT ALLOWED TO BRING THEIR TWO OR FOUR WHEELS during their stay in the Campus Hostel.
- (b) Students violating this rule will not be allowed to stay in hostel with immediate effect.

### **17. VISITORS**

- (a) Guardians/Parents/Visitors can meet their ward with the permission of the warden.
- (b) Parents may be allowed in guest room of hostel on payment of Rs 500/-per day subject to availability.
- (c) Visitors are prohibited to enter hostel rooms without prior approval of hostel authorities.
- (d) Parents/Guardians are welcome to visit the hostel and discuss problems related to their wards with Hostel Manager.
- (e) Girl's Hostel is **OUT OF BOUND** for Boys and **vice-versa**. Forced entry will be treated as a criminal act.
- (f) Male technical support staff & Hostel Management will be allowed in the Girl's Hostel for repair work/Inspection in presence of Hostel Warden/ Lady Guard/ Lady Housekeeper.

### **18.MEDICAL/FIRST AID**

- (a) Medical declaration will be submitted at the time of admission to the hostel.

(b) Infirmary is available in the campus which will provide first aid to the students.

(c) Doctor is available during university timings and nursing assistant is available at the infirmary 24 x 7.

(d) Hostel students will be provided services of Ambulance /Emergency vehicle to Hospital and back once only. subsequent use of ambulance/ emergency vehicle will be on payment.

(e) Expenditures on Medicines and Doctors fees for referred cases will be paid by the Students themselves/covered under medical Insurance.

19. **GENERAL CONDUCT**

a) No notice will be displayed by Hostel residents in University/Hostel notice board without the permission of Manager, Hostel.

b) Tearing/Writing off on displayed notices will be treated as an act of indiscipline.

c) Student taking part directly/indirectly in any movement or agitation or strike in the University for any reasons whatsoever will be penalized/rusticated/expelled from the hostels.

d) Outsiders are not allowed to stay with students in their room.

e) Gambling, possession of Explosive/Weapons, consumption/stocking of Intoxicants, Liquor, Tobacco and Cigarette are strictly prohibited in the hostel premises.

f) Students should be smartly dressed when going out of hostel and shall always dress befitting to the occasion.

- g) Students leaving hostel for attending classes/visiting other campus will always be dressed in University uniform.
- h) The Hostel main gate will be locked from 21<sup>30</sup> hrs to next day 0500 hrs. No one would be allowed to enter or exit the Campus except with the permission of Warden.
- i) "Cleanliness is next to Godliness". Students besides attaching importance to personal hygiene should ensure cleanliness of their rooms and surroundings.
- j) Celebration of parties, playing with dry/wet colors, bursting crackers inside hostel rooms, galleries and University campus are not allowed and are considered as an act of indiscipline.
- k) Residents shall maintain silence in the hostel. Do not disturb your fellow students who are studying.
- l) Pets are not allowed in the hostel premises.
- m) Students are themselves responsible for safety of their belongings. Notwithstanding this, they should keep vigil and follow the principle of neighborhood watch to obviate theft and pilferage in adjoining rooms as well.
- n) Ignorance of hostel rules and regulation will not be an excuse for lack of compliance
- o) Ragging is a very serious offence which will lead to permanent expulsion from the University. Any student found indulging in ragging activities in any form including coercively seeking any type of personal introduction; commenting or abetting ragging shall be referred to the DSA for suitable disciplinary actions.
- p) Bringing cooked food from outside the campus is not allowed in the hostel due to hygienic concerns.

## **ACTS OF INDISCIPLINE**

### **20. Major offences:-**

- (a) Indulging in ragging.
- (b) Entry into the Blocks of opposite sex.
- (c) Taking part directly or indirectly in any movement or organization.
- (d) Possession & consumption of alcohol and drugs.
- (e) Possession of any kind of weapon or explosives.
- (f) Indulging in any form of threatening or intimidating behavior.
- (g) Habitual offender or instigator.
- (h) Indulging in gambling.
- (i) Involvement in quarrels amongst fellow hostellers.
- (j) Indulging in bullying or passing lewd remark on fellow hostellers.
- (k) Damaging hostel property/fixtures.
- (l) Showing disrespect to hostel authorities.
- (m) Entertaining non hostellers/guests in their rooms.
- (n) Misbehaving with mess staff, security guards, Laundrymen and house keepers.
- (o) Involvement in any kind of physical fight.
- (p) Leaving/ absenting from the campus without permission.

### **21. Minor Offences.**

- (a) Possession and smoking cigarette
- (b) Violation of lodging regulations.
- (c) Changing room layout.
- (d) Violation of mess dining regulations.
- (e) Being improperly dressed.
- (f) Unauthorized use of electronic/ electrical appliances.
- (g) Violation of roll call/ attendance regulations.
- (h) Playing loud music on speakers or any other instruments.
- (i) Defacing walls, doors mirror, almirah or writing on walls, lockers.
- (j) Using abusive language in hostel premises.
- (k) Organizing parties in hostel complex/rooms
- (l) Taking meals inside hostel rooms.

- (m) Creating nuisance in the hostel room/corridor.
- (n) Entering hostel kitchen/pantry.
- (o) Not reporting to hostel warden after coming back from leave/ out pass.
- (p) Bursting crackers inside hostel.
- (q) Any other act which may be considered as an act of misconduct. The rules of the hostel are subject to revision from time to time.

**Note:**

In addition to the above, all offences both major and minor mentioned in Student Bulletin for that academic year will apply. In case of variation or different interpretation the provision of Student Bulletin (as amended from time to time) will take precedence.

**22. DISCIPLINARY COMMITTEE.** Disciplinary Committee comprising of the following will be responsible for investigation of all minor discipline cases and recommend award of punishment: -

- |                    |                   |
|--------------------|-------------------|
| (a) Manager hostel | Presiding Officer |
| (b) 2 x Warden     | Member            |

**23. PENALTIES**

(a) Damage/ loss of property within the hostel premises will be made good from occupants after fixing the responsibility with cost of items and fixing charges.

(b) After three pink slips (major/ minor), the case will be taken up with Director-Student Affairs on the recommendation of Director-Administration for withdrawal of student from the Hostel.

(c) Depending upon its seriousness, major offences will, invariably, be dealt by Director-Student Affairs.

24. Any stay of hostellers beyond the academic calendar will be on approval of Director-Administration.

We wish you a happy stay in the UPES Hostel

***"let us pledge to conserve water and spare  
electricity for our future generations"***