

**LNJN National Institute of Criminology & Forensic Science**

**STUDENT HOSTEL REGULATIONS**

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**1. Eligibility**

- a) Postgraduate student of LNJN NICFS
- b) Not employed anywhere on full-time or part-time basis.
- c) Should have passed all papers of the examination last taken.
- d) No pending disciplinary case initiated by LNJN NICFS/Police.
- e) Should have a Medclaim Policy of minimum Rs. 2 Lakhs in own name which should be valid for cashless treatment at Jaipur Golden Hospital, Rohini, Delhi, as LNJN NICFS does not have medical facility.

**2. Allotment Procedure:**

- 2.1 Eligible students must apply to the Hostel Warden in the prescribed proforma by the prescribed date announced by Hostel Committee for each academic year. The applications will be processed by the Hostel Committee. All the hostlers of 1<sup>st</sup> Year who secure minimum 55% marks in 1<sup>st</sup> Year exams will be allotted the hostel in 2<sup>nd</sup> Year. First Year Students will be allotted rooms on the basis of ranks secured in Entrance Test held for admission. In case of Tie in the last rank Hostel Committee will take a reasoned decision. The list of selected applicants will be displayed on the Notice Board. This list will also contain the names of wait-listed applicants in their order of eligibility.
- 2.2 Objections, if any, must be made in writing to head of Administration (IG or DIG) NICFS within three days of publication of the list who will decide within 5 days. The seat/s under dispute will not be filled till a final decision is taken.

- 2.3 Hostel will be allotted on academic year basis. Fresh application is needed for re-admission at the beginning of next academic year. Resident will be required to vacate the rooms within 7 days of the last examination date held at the end of the academic year.
- 2.4 Stay in the hostel during summer vacation will be at the sole discretion of Director, LNJNI NICFS and at special rent as may be decided from time to time. Such allotment will not be governed by these Rules.

**3.** No. of seats for Academic Session 2010-11 is as follows:

	1 <sup>st</sup> Year (3 seats Room)	2 <sup>nd</sup> Year (2 Seats Room)
Boys	$2(\text{Crim})+3(\text{FS})+1^* = 6$	$3(\text{FS})+3(\text{Crim}) = 6$
Girls	$3(\text{Crim})+5(\text{FS})+1^* = 9$	$10(\text{FS})+5(\text{Crim}) = 15$

**\* One seat each for First Year boys and girls will be allotted at the discretion of Director on the basis of co curricular achievement of applicant.**

First year student will be allotted Triple Seated Room and Second year student double seated room.

**4. Hostel Charges:**

- |       |  |  |
|-------|--|--|
| (i)   | Room rent per student:<br>per Calendar Month | Rs. 500/- (On double occupancy basis) and<br>Rs. 350/- (on triple occupancy basis)   |
|       |  | Rs. 20/- per day for broken period<br>limited to Rs. 500/- for any calendar<br>month |
| (ii)  | Mess Charges                                 | As per actuals. (At present Rs. 75/ day)   |
| (iii) | Caution Money (refundable)                   | Rs. 1500/-   |

- 5.** At the time of admission, the caution money, monthly room rent and monthly mess charges are to be paid in advance or else the allotment in the hostel will be cancelled and the next student in the waiting list for hostel accommodation will be offered the seat. In the subsequent months room rent is to be deposited with SBI, Rohini, Sector-7

Branch by the 10<sup>th</sup> of the month and receipt given to Caretaker within 3 days. Challan for depositing rent will be issued by Cashier. While vacating the Hostel, no-dues certificate has to be obtained from Cashier and Caretaker (Hostel) without which claim for caution money refund will not be entertained. Refund application must be made within 15 days of vacating the Hostel.

## **6. Rebate from messing:**

Dine out rebate can be allowed on day basis if intimated on previous day. Maximum rebate to be given in any month will be for five days except on medical grounds.

## **7. Dining hall and Guests:**

- 7.1 Mess food must be consumed within designated area only. In case of sickness, the resident may have his / her meal in the hostel room with prior permission of the hostel warden.
- 7.2 Guest can be brought along to the dining hall for meals, but with the prior permission of hostel warden. Boarder will have to pay for food charges for any food consumed by Guest.
- 7.3 Taking mess utensil outside the dining hall is not permitted.
- 7.4 Meal Timings:

Meals in the hostel will be served during the following hours:

	From	To
Morning Tea	6.30 AM	7.30 AM
Break Fast	8.00 AM	9.00 AM
Lunch	1.30 PM	2.30 PM
Evening Tea	6.00 PM	7.00 PM
Dinner	8.00 PM	9.30 PM

## **8. Visitor Timings:**

Visitors are allowed only in the common room near the hostel reception between 1800 hour and 2100 hour. Visitors have to sign in the visitors' register and countersigned by the resident. No visitor will be allowed on the day of Holi.

## **9. Attendance Timings:**

Residents must return to Hostel by 2200 hours.

## **10. Rules of residence:**

- 10.1 No resident is allowed to shift from one room to another without written permission of the Director. Similarly, no furniture is to be shifted from one room to another.
- 10.2 Residents are responsible for safety of hostel property. Any loss due to negligence or willful damage will invite individual or collective penalty. Disciplinary action will be initiated against such residents.
- 10.3 Residents must hand-over complete charge of their room to the Caretaker (Hostel) before vacating the Hostel; a clearance certificate has to be obtained;
- 10.4 Residents are not allowed to handover hostel keys to any person other than the hostel authorities.
- 10.5 Residents are expected to be properly attired befitting the Institute when they leave hostel block.
- 10.6 In case any resident remains away for more than 7 days without permission it will be presumed that the resident has left. His/her seat will then be allotted to another students from the waiting list.
- 10.7 Uses of electrical gadgets like heaters, Electric Iron etc. are not allowed inside the hostel rooms. No fittings / furnishing will be damaged or tampered with.
- 10.8 Cooking in any form or even tea preparation inside the room is strictly prohibited;

- 10.9 Playing of loud music, shouting cheering or even speaking in high pitched voice in the room or hostel premises is strictly forbidden so as not to disturb other residents, especially in –service trainee officers;
- 10.10 Washed garments should be hung for drying only on the cloth stand provided for this purpose and should not be kept outside the room.
- 10.11 Residents should strictly refrain themselves from indulging in any form of ragging, sexual harassment and vulgar activities. Such complaints will be seriously looked into jointly by the hostel committee and also the sexual harassment committee. Guilty boarders will not only be expelled from the hostel but may also face expulsion from the Institute apart from facing legal action by the law enforcement agencies;
- 10.12 The Hostel room is for use by allottee only. Others are not to be brought in side room.

### **11. Procedure for forcible eviction:**

An eviction committee will be constituted by the IG/DIG. All luggages of evicted student/s will be sealed and kept in store for which demurrage charge of Rs. 50/- per day will be collected.

### **12. Conditions for expulsion and Temporary Vacation:**

The Hostel Committee will taken decision for expulsion or temporary vacation in the following cases:

- a. Involvement in any undesirable activity;
- b. Needs family care or has become homesick
- c. Infections disease which requires quarantine;
- d. Violation of any of the Rules of Residence.

I agree

(Signature of Boarder)

Application for Hostel allotment  
(To be submitted through Incharge Academic Section)

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1	Course name	
2	Name	
3	(a) Percentage of marks secured in 1 <sup>st</sup> year (for 2 <sup>nd</sup> year student)  (b) Rank in Entrance Test for 1 <sup>st</sup> Year student	
4	Parents name, address and contact Nos.	
5	Name/address and contact No. of Local Guardian to be contacted in case of emergency	
6	Date of application	

Signature of applicant