

**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY,
AMARKANTAK,
MADHAY PRADESH-484887**



Hostel Manual

TABLE OF CONTENTS

Sl No		
1.	Indira Gandhi National Tribal University- An overview	01
2.	University and Hostel Administration	02
3.	University Hostels	03
4.	Sanctity	04
5.	Admission	05
6.	Guest Residents	06
7.	Hostel Fees (Under University Discretion)	07
8.	General Discipline	07
9.	Sammakka-Sarkka Mega Mess Rules	11
10.	Acts of indiscipline and corresponding Disciplinary Action	13
11.	Prohibition of and Punishment for Ragging	15
12.	Medical Facility	16
13.	Appendix - 1 : Responsibilities of Hostel Authorities.	18
14.	Appendix - 2 : Hostel Admission Form	26
15.	Appendix - 3 : Leave Application Form	30

1. Indira Gandhi National Tribal University- An overview About the University

The Beginning:

The University came into existence through Indira Gandhi National Tribal University Act, 2007 and started functioning from July 2008. The Jurisdiction of the University extends to the whole Country and it is fully funded by the central government through University Grant Commission (UGC). The University caters to the tribal's long cherished dream of higher education.

Aims and Objectives:

- ✓ To provide a home away from home for students and to help new arrivals to become acclimatized and adjusted to the new environment.
- ✓ To offer the right atmosphere for study and interchange of thoughts and ideas.
- ✓ To foster among students representing different communities, creeds, languages and cultures of India the spirit of fellowship, understanding, service to the Nation and the sense of unity amidst diversity.
- ✓ To help students understand, appreciate and imbibe what is best in the tradition and culture of tribes.
- ✓ To attain academic excellence through well planned and organized schedule.
- ✓ To promote self development and leadership qualities.
- ✓ To foster the total personality of the student and work towards character building.

2. University and Hostel Administration

➤ University Administration

Prof. T. V. Kattimani

Vice-Chancellor

Dr A.R. Subramanian

Registrar

Sh. Antarjyami Jena

Finance Officer

Prof. Khem Singh Daheria

Dean Students Welfare

Prof. Alok Shrotriya

Director Academics

Prof. Shailendra Singh Bhadouria

Proctor

Dr. Ram Shringar Rao

Chief Warden

➤ **Hostel Administration**

S. No	Name	Designation	Mobile No	Email
Chief Warden				
1	Dr. Ram Shringar Rao	Associate Professor, Deptt of Computer Science	09968408090 09179882839	chiefwarden@igntu.ac.in rsrao08@yahoo.in, shringarjnu@gmail.com

Deputy Chief Warden				
1	Dr. Poonam Sharma	Associate Professor, Deptt of Zoology	9415587302 7470821151	poonam.sharma@igntu.ac.in pnm245@yahoo.com

Wardens: Rani Durgawati Girls' Hostel				
1	Dr. Sunita Minz	Assistant Professor Department of Pharmacy	9993626735	sunita.minz@igntu.ac.in sunita3481@gmail.com
2.	Dr. Shikha Banerjee	Assistant Professor Department of Education	9893224881	shikha.bamerjee@igntu.ac.in sbanerji14@gmail.com
3.	Dr. Megha Das	Assistant Professor Department of Education	9993699344	megha.das@igntu.ac.in megha_das1@yahoo.com
4.	Ms. M.J.A. Marie	Assistant Professor Department of Education	9787104827	maria.arokia@igntu.ac.in josephineraj07@gmail.com

Wardens: Govind Guru Boys' Hostel				
1	Dr. Prashant K. Singh	Assistant Professor Department of Tourism and Travel management	9179205737	pk Singh@igntu.ac.in pk Singh23@gmail.com
2.	Dr. Anil Kumar	Assistant Professor Department of Political Science and Human Rights	9179208021	anil.kumar@igntu.ac.in akumarjrf@gmail.com
3.	Mr. Charles Varghese	Assistant Professor Department of Sociology and Social Anthropology	9847502945	charles.vargese@igntu.ac.in comc.varghese@gmail.com
4.	Mr. Rajesh Kumar	Assistant Professor Department of Physics	9785150479	rajesh.kumar@igntu.ac.in rajesh198700@yahoo.in

Wardens: Sone Hostel				
1	Dr. Mohan Lal Chadhar	Assistant Professor Department of AIHC and Archaeology	9301599008	mohan.chadhar@igntu.ac.in igntu.drmohanlal@gmail.com

2.	Dr. M. Sanjoy Singh	Assistant Professor Department of Commerce	9402275131	msanjoy.singh@igntu.ac.in joysingh357@gmail.com
Wardens: Sammakka- Sarkka Mega Mess				
1	Mr. Pawan Singh	Assistant Professor Dept., of Computer Science	8719888756	pawan.singh@igntu.ac.in pawankabir@gmail.com
2.	Dr. Arun Kumar	Assistant Professor Dept., Education	9968025483	arun.kumar@igntu.ac.in arunkumar271277@gmail.com

3. University Hostels

Presently, there are three hostels in the Campus. Two boy's hostels named as Govind Guru Boys hostel and Sone hostel and one girls hostel named as Rani Durgawati Girls hostel.

Amenities

The students are provided with basic amenities like cot, table, chair, cupboard in their rooms. Hostel's common rooms have LED TV. There is adequate water supply as well as Solar geysers systems installed in the hostels towards conservation of nature and save electricity through conventional source. There is a common computer room for the inmates. The whole campus including hostel is Wi-Fi enabled. There is gym hall equipped with various machines in both boys and girls hostel. There is a separate open gym for girls. The hostel campus maintenance like cleaning/sweeping is out sourced. The security services are round the clock.

Rani Durgawati Girls Hostel

The hostel was named as Rani Durgavati Hostel because Rani Durgavati was a ruling tribal Queen of Gondwana from 1550 until 1564.



Incepted in 2016
No. of Floors -3
Triple Sharing Rooms-234
Total Occupancy-702
Dormitory-06

Govind Guru Boys Hostel

The boy's hostel was named as Govind Guru Boy's Hostel because Govind Guru was a Great Tribal Freedom Fighter. In the second half of 19th century Govind Guru (Banjara), besides leading Adivasi movements not only against English rule, but also against native kings and the Begari (forcing village

workers to work without wages) practices of jagirdaars, had spearheaded social reform movements. Apart from launching anti liquor and pro-female education movements, he also fought against prevalent social evils and violence. He was born in a Banjara family. He established Sanmap Sabhas among Bhil and Garasia tribes.



Incepted in 2016
No. of Floors -3
Triple Sharing Rooms-234
Total Occupancy-702
Dormitory-06

Sone Boys Research Hostel

It was named because Sone River is the second largest Ganges southern tributaries after Yamuna River. The Sone originates near Amarkantak in Madhya Pradesh, just east of the headwater of the Narmada River, and flows north-northwest through Madhya Pradesh state before turning sharply eastward where it encounters the southwest northeast-Kaimur Range. The Sone River is 784 Km long and one of the largest rivers of India.



Incepted in 2013
No. of Floors - 2
Twin Sharing Rooms - 53
Total Occupancy-106

4. Sanctity

Hostel in an educational institute is a home for the students for generating a homogenous, peaceful ambience conducive to inspirational, educational environment. In order to achieve such environment all hostler should follow the hostel norms to ensure co-operative cordial and friendly atmosphere.

All students shall ensure that her/his behavior in hostel is such that it is in no way disturbs other student's peace, studies and rest.

5. *Admission*

Application for admission to these hostels shall be made in the prescribed form (**Appendix-2**) by the students after admission in any of the courses offered by the University. The hostel application form may be downloaded from the University website.

University reserves its right to deny admission in hostel to any student for any reason which need not be cited.

If any candidate fails to pay the prescribed fees within the stipulated time as notified, his/her admission shall be treated as cancelled.

5.1. *Eligibility for Admission*

The following categories are generally eligible for admission

- (i) Full time bonafide regular research scholars of Indira Gandhi National Tribal University (Ph.D. students).
- (ii) Full time bonafide regular postgraduate students of the University.
- (iii) Full time bonafide regular undergraduate students of University.

Note: Students in the above three categories should have passed the examination of the last course attended. The merit cum admission list prepared by the respective Department or by the respective Faculty will be followed by the Hostel Admission Committee in admitting students to the hostel.

Foreign students will be admitted in the following order of priority.

- (i) Postgraduate and research students with scholarship/fellowship.
- (ii) Under graduate / graduate students with Govt. of India scholarship.

The following categories are not eligible for admission

- (i) Students whose parents/husband are residing in IGNTU Campus (Residents whose parents/husband shift to IGNTU Campus after admission to the hostel, will vacate the hostel accommodation immediately)
- (ii) Research Associates, working women, ex-students and teachers who are on study leave.
- (iii) Students who have failed and are not re-admitted as regular students.
- (iv) Students enrolled in any part-time course or Distance Learning or external course of Diploma and Certificate.

5.2. *Reservation of seats*

The number of fresh admissions to hostel would depend on vacancies available after renewal of admission of the old residents. Seats for certain categories of students are reserved as per the applicable regulations from time to time.

Gen	- 50%
OBC	- 14%
Scheduled Castes	- 16%

Scheduled Tribes - 20%
Visually challenged and differently abled students - 3 %
(Concession/exemption of hostel fee for specified category would be given as per University / Government policy)

5.3. *Duration of Stay*

- 5.3.1 Duration of stay shall be counted from the date of registration for the course and will be up to the duration of the course.
- 5.3.2 The residents will have to take fresh admission in hostel after completion of one course, of admitted to another course.
- 5.3.3 The total duration of stay in the Hostel will be as follows:
 - Undergraduate - 3 years
 - Post graduate - 2 years
 - Ph.D. - 5 years

A resident will have to vacate the Hostel after completing / submitting:

Final annual regular examination
Ph.D. thesis
Statutory period prescribed for the course

6. **Guest Residents**

The Hostel accommodates students as guest residents for short periods who fulfilled academic requirements as laid down for regular admission, on individual basis, subject to availability of seats, on the *discretion of the Warden, Deputy Chief Warden and Chief Warden*. The guest residents will be allowed only after written permission of the Warden, Deputy Chief Warden and Chief Warden.

The charge from such a guest residents would be **Rs. 100/- per day and actual Mess Bill shall be charged from the guest residents**. Guest Charges are to be paid in advance.

In case of residents who are teachers/Research fellow/ temporary employee of the University residing in the hostel, they will have to pay the fee of **Rs. 200/-** per day. In case they require a station leave they must inform Care taker/Warden to this effect.

The following are eligible to stay as guests, subject to availability:

- 6.1. Ph.D. students seeking extension of stay up to 6 months, subject to recommended by his Supervisor/Guide. Their applications stating progress of research and time frame for completion of the work should be forwarded and recommended by the Supervisor and the Head of the Department and submitted at least 15 days before the completion of the statutory period.
- 6.2. IGNTU students enrolled for the Ph.D. seeking short term accommodation for viva-voce or for submission of thesis. Their application should be forwarded and recommended by their Supervisor and the Head of the Department.

- 6.3. Ex-students of the University appearing in any repeat a paper in the annual examinations. Their applications should be accompanied by the examination schedule, certificate from the Head of the Department that she/he is appearing in the examination and copy of the examination fee receipt.
- 6.4. Residents seeking short term stay beyond the permissible period i.e. 7 days, after the last annual examination submission of dissertation. Such an extension is permitted for unavoidable reasons beyond one's control. Request for such extension exceeding 7 days of stay should be forwarded by Head of the Department for non-research students before the last day of annual examination/ submission of dissertation. ***Such a student shall have to pay Rs. 10 per day as overstay surcharge in addition regular guest charges as well as Mess Charge.***
- 6.5. University students who could not get regular Hostel accommodation due to low merit but require short term accommodation for appearing in the annual examination may submit their applications along with examination schedule, examination fee receipt, and certificate from the Head of the Institution.
- 6.6. Teachers/students coming from other Universities/Institutions for attending University Conferences, consulting University Library etc. may apply through proper channel well in advance. **They will be charged Rs. 100/- per day and Mess Bill as per actual.**
- 6.7. The maximum period of stay for any guest student shall not exceed seven consecutive days and need to be renewed after every seven days. For visiting scholars/fellow/researchers/guest faculty/temporary employ etc. the period of stay shall be as per their recommendation letter.

7. Hostel Fees (Prescribed by the University)

The fees payable by each resident will be as prescribed and the fees prevailing during the academic session 2016-17 are as follows:

New Students	- Rs 3250/year
Old Students	- Rs 2750/year

Those Students whose HRA is being deducted from their fellowship, may be exempted from paying hostel fee except caution fee of Rs 500/- at the time of admission.

For physically handicapped students there will be a concession of 50% in the fees and SC and ST students will be exempted from hostel fee as per the prevailing norms of UGC.

8. General Discipline

8.1. Attendance

7:00 P.M.	Winter (October-March)
7:30 P.M.	Summer (April-September)

8.2. Leave Rules

- 8.2.1. All residents applying for leave will have to do so at least one day in advance, before attendance timing.
- 8.2.2. Station leave will be given only for the resident's home town, to visit parents/guardians.
- 8.2.3 All residents going for any kind of leave are required to make necessary entries in the leave register.
- 8.2.4 Leave will be given only during University holidays and summer and winter break.
- 8.2.5 Concerned care taker will make a call to student's parents from the concerned student's mobile number and inform them about the leave, train and train timings etc. The care taker shall ensure that the student leave application is forwarded by the HOD and signed by mess contractor, before producing it to the warden. Copy of leave form is attached herewith as **Appendix-3**.
- 8.2.6 When the University is in session, a student's leave application may be considered only under special or unforeseen circumstances. Even in such a case the **leave application will considered if it is forwarded by the concerned Head of the Department.**
- 8.2.7 On coming back from a leave the residents must necessarily submit the leave form duly signed by the Parent. The sign should match with that provided in the Admission form.

8.3. Visiting hours:

4:00 P.M. to 6:00 P.M. Week Days
10:00 A.M. to 1:00 P.M. Sundays and all University Holidays

THE RESIDENTS ARE REQUESTED NOT TO TALK TO VISITORS AT THE HOSTEL GATE. VOILATORS WILL BE FINED RS. 500/-

8.4. General Rules

- 8.4.1. Resident of the hostel is supposed to obtain an Identity card from the Hostel office and keep it in his/her personal possession for verification on demand.
- 8.4.2. Every resident shall follow the Entry/Exit regulations of the hostel.
- 8.4.3. No resident shall be allowed to leave the hostel beyond permissible hours. If the resident wants to relax timings owing to special circumstances he /she has to submit the permission/consent of the parent/guardian to the Hostel Warden.
- 8.4.4. In case any furniture/fixtute issued/allotted to the student is found missing or damaged, the cost of the article or damages to articles as may be fixed/worked out by the warden, will be recovered from the student taking into account the original price of the article.
- 8.4.5. No notice can be put upon the notice boards of the hostel without endorsement from the Hostel administration. Sticking of any bills, posters or notice on any of the public spaces within the Hostel premises is prohibited.
- 8.4.6. Making hostel premises dirty by spitting or any other means shall be strictly avoided and if found guilty warden can impose fine on the person involved.

- 8.4.7. The hostel authorities shall have the right to enter into a resident's room at any time to make an inquiry/search if found necessary. The residents are expected to co-operate in this regard.
- 8.4.8. In case of any complaint the resident shall report the matter immediately to the Warden.
- 8.4.9. No resident shall indulge in any activity other than academic and co-curricular in the University permission.
- 8.4.10. For organizing any group event of cultural or religious significance, resident/residents concerned shall take prior permission of the Hostel authorities. Any meetings without prior permission shall amount to an act of indiscipline.
- 8.4.11. Ragging in all forms and at all times is strictly prohibited. If any resident is found guilty of ragging, he/she will be expelled from the hostel without giving any notice/intimations.
- 8.4.12. Residents are not permitted to shift from the room allotted without prior permission of Warden. No furniture should be shifted from one room to another.
- 8.4.13. Every resident is responsible for the care of the hostel property. Residents will be charged individually or collectively, as the case may be, for all any damage to the hostel property.
- 8.4.14. All residents shall vacate their rooms within seven days of completion of their annual examination/submission of dissertation. Foreign students can retain their room with prior approval, on guest basis for the extended period as may be regard with prior permission.
- 8.4.15. In case of academic excursions/field work the residents of the non-research category must get their leave application duly signed by Head of the Department and submit in the Hostel office well before proceeding on leave. The students will be allowed only after written permission of the Warden, Deputy Chief Warden and Chief Warden.
- 8.4.16. Research students desirous of taking leave from the hostel for more than 7 days, are required to get their leave applications forwarded and recommended by their research supervisor and countersigned by head of the department and submit the same in the hostel office for permission well before proceeding on leave.
- 8.4.17. No resident shall proceed on long leave (more than 30 days) without entering in the Exit/Entry register and without clearing any pending dues. In such case, the personal belongings luggage of the resident/guest resident would be confiscated by the hostel office.
- 8.4.18. Possession and consumption of alcoholic drinks, narcotics and or any of the form of drugs by the residents and their guests is strictly prohibited in the hostel premises. Residents and their guests are expected not to enter the hostel in an inebriated state. Any violators will be subject 15 disciplinary actions till rustication from the Course/program.

- 8.4.19. Since the electrical installation of hostel cannot carry any extra load, the use of the electrical appliances such as heater, stove, gas cylinder, immersion rod etc. in the hostel by the residents is strictly forbidden. The residents are warned against tampering with the electrical installations.
- 8.4.20. Residents will abide by all rules and instructions in the bulletin of information and regulations which may be notified on the notice board of the hostel from time to time. Ignorance of the same will not be an excuse. The residents are expected to co-operate with the hostel staff and participate in the smooth running of affairs of the hostel.
- 8.4.21. All residents should be back in their rooms latest by 10:00pm each night and should observe peaceful ambience in the hostel so that academic atmosphere is maintained in the hostel.
- 8.4.22. Residents are not allowed to engage any person for service of any kind, personal or otherwise, without the prior permission of the Warden. The Resident can not get an electrician/plumber or any other helper into their room without written permission from the Care taker/Warden
- 8.4.23. The residents who park their cycle / two wheeler/ four wheeler in the hostel premises are to keep them properly locked. Vehicle of the student must be registered in the hostel record along with Xerox copy of registration certificate of vehicle and driving license. Residents are required to park their vehicle properly in the parking space. In case of any vehicle without number plate and driving without, helmet and driving license is not allowed in the campus.
- 8.4.24. The residents are to keep their rooms locked whenever they go out. The hostel is not responsible for loss of valuables due to theft or fire. However any case of theft is to be reported immediately to the hostel authorities. Residents are requested not to leave their belongings in the open space verandas, garden, toilets etc. Unclaimed items shall be confiscated by the hostel officials.
- 8.4.25. Residents before leaving the hostel should pay all his dues and get a clearance certificate (No dues) from the hostel office.
- 8.4.26. Residents are required to pay all their dues at least seven days in advance before vacating the hostel. On the day of leaving the hostel the resident should hand over the room during office hours i.e. 10:00 A.M. to 5:00 P.M. for verification of inventory and obtain clearance / no dues.
- 8.4.27. Residents who discontinue their studies and research students completing their works in the middle of the session shall inform the hostel office in writing and vacate the hostel accommodation after clearing all the dues.
- 8.4.28. Residents should intimate to the office immediately, any change in addresses and telephone nos. of parents and his/her.
- 8.4.29. If required, students shall perform the assigned duties and roles in the Committees constituted by respective Wardens.
- 8.4.30. At the time of admission, every student shall be required to sign a Declaration that he/she submit himself/herself to the disciplinary jurisdiction of the Warden, Deputy chief warden and Chief warden, Hon'ble Vice-Chancellor of the University or any other committee constituted by Hon'ble Vice-Chancellor

to maintain discipline in the hostel and university premises under the Act, the Statutes, the Ordinance and Regulations of the University.

8.4.31. T.V. room will be open till 10:00pm. Residents are required to keep the volume of TV as low as possible so as not to disturb others in the academic activities.

8.4.32. Guest and outsiders are not allowed 15 days inside the hostel rooms.

9. Sammakka-Sarkka Mega Mess Rules

9.1. The Mess service is offered on contract basis under the general supervision of the Mess Warden. The hostel residents may take part in the running of their mess. Mess duties for the residents may be compulsory and will be decided by the concerned hostel Wardens.

9.2. Food will neither be served outside the Dining Hall nor taken outside from the Dining Hall without prior permission.

9.3. In case of sickness, a resident may have her/his meal in her/his room in her/his own utensils with the prior permission of the Care taker/ Mess Warden.

9.4. Residents found carrying or in possession of any *utensils outside* the mess area, would be liable to be fined Rs. 50/- per utensil. Residents are advised to avoid having utensils resembling those of the mess for their personal use. In case personal steel utensils resembling those of the hostel, are found being brought to the Mess these are liable to be confiscated.

9.5. The permitted guest of the residents may avail mess facility only after permission of Warden. The payment towards the mess charges will be deposited in advance by the Caterer.

9.6. Meal Timings (Subject to Change) in Mega Mess will be-

Breakfast – 7:30 am to 9:00 am (Proposed)

Lunch - 12:30 pm to 2:30 pm

Dinner - 7:30 pm to 9:30 pm

9.7. Mess is compulsory for all the hostlers. They shall not be allowed to have food from outside the Mega Mess or cooking food inside the hostel rooms.

9.8. Mess service provider may serve additional dishes on payment basis.

9.9 To become a member of the mess, one has to deposit caution money amounting one month's mess charge with Mess which will serve as security deposit and be refunded or adjusted at the end of academic session/ semester.

9.10. Guests or staff members may avail the mess facility on daily payment basis.

9.11. In general, it is for caterer's service provider to decide the monthly tariff, with due consultation of the University administration and students representatives. The tariff so decided will remain applicable for one year only, and shall be reviewed and revised at the beginning of each academic year subject to the prevailing price trend / cost of the input.

- 9.12. The caterers may regulate the services in the Mess either by issuing separate Identity Cards to the students or otherwise for availing the services in the Mess.
- 9.13. Students must have to deposit their Mess fee latest by the 10th of each month. After that date late fine may be charged by Mess as prescribed as follows or their membership will stand cancelled and barred from taking food in the mess.
- | | |
|-------------------------------------|------------|
| 11 th - 15 th | - Rs 50/- |
| 16 th - 20 th | - Rs 100/- |
| 21 st - 30 th | - Rs 200/- |

Note: Mess Fee may be deposited at one time for each semester or for at least three months at the time of admission/registration if required.

- 9.14. Students are not permitted to enter into the kitchen area. However, members of Mess Management Committee (MMC) with a co-opted student's representative may visit the kitchen area any time to check the quality and hygiene preparation of the food.
- 9.15. During rush hours, residents will maintain peace and follow the queue system.
- 9.16. Residents are requested to have their dinner within the prescribed time so that the Mess staff could get enough time for cleaning the Mess before closing.
- 9.17. In case of prolonged illness, the residents have to seek the permission of Warden and inform the Mess manager subsequently, in writing, before leaving the hostel.
- 9.18. Students need not pay mess fee during summer and winter breaks. Students may get mess rebate for Diwali, Dussehra, and Holi vacations etc. and approved educational leaves.
- 9.19. Students may get rebate on medical ground for maximum of three times for one week in a semester. For availing this facility, student will have to produce medical certificate certified by MO/CMO/CMS of a Govt. recognized hospital.
- 9.20. A resident may entertain his/her guest (non-resident) after buying a guest coupon, which will be available during dining hours in the hall. However, this will be subject to availability of food.
- 9.21. For any grievance, residents may contact Mess Warden/Mess Committee Members. They may submit the grievances in the Complaint Box that will be examined and addressed weekly by the Mess Warden/Mess Committee.
- 9.22. The Mess Committee/ Mess Warden and Proctorial Board shall deal with any issue relating to students misbehaving with the mess staff.
- 9.23. Wastage of food is strictly prohibited. Action will be taken against those found guilty in this regard.
- 9.24. In case student fail to remit mess fee or way outstanding dues. No dues certificate will not be issued by the warden/ Mess warden.

- 9.25. Residents have to maintain proper hygiene and dignified conduct in the mess premises as well as in the hostel.
- 9.26. The Mega Mess shall be thoroughly cleaned once every month. It will be the responsibility of the Mess service provider to ensure hygiene. The catering agency will be fined upto 1,000/- for each instance if found guilty.

10. Acts of Indiscipline and Corresponding Disciplinary Action

10.1. Ordinance Relating to Discipline

- 10.1.1. All powers relating to discipline and disciplinary action are vested with the Vice Chancellor.
- 10.1.2. The Vice-Chancellor may delegate any such powers as he/she deems proper to the Proctor and to such other persons as he/she may specify on his behalf.
- 10.1.3. Without prejudice to the power to enforce discipline under the Ordinance, the following shall amount to acts of gross indiscipline.
- (a) Physical assault or threat to use physical force, against any member of the teaching and non-teaching staff or any Department and against any student within the University
 - (b) Carrying of, use of, or threat of use of any weapons;
 - (c) Any violation of the provisions of the civil right protection Act, 1976.
 - (d) Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - (e) Any practice-whether verbal or otherwise-derogatory of women;
 - (f) Any attempt of bribing or corruption in any manner;
 - (g) Willful destruction of institutional property;
 - (h) Creating ill-will or intolerance on religious or communal grounds;
 - (i) Causing disruption in any manner of the academic functioning of the University system;
 - (j) Ragging
- 10.1.4. Without prejudice to the his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may deem appropriate, the Vice-Chancellor, may in the exercise of his/her powers aforesaid, order or direct.
- (a) that any student or students be expelled : or
 - (b) any student or students be, for a stated period, rusticated; or
 - (c) be not admitted to a course or courses of study for a stated period in a College, Department or Institute of the University; or
 - (d) Be fined with a sum of rupees that may be specified; or
 - (e) Be debarred from taking any University Examinations for one or more years; or

- (f) That the result of the student or students concerned in the Examination in which he/she or they have appeared be cancelled.

PROHIBITORY ACTS FOR MINOR OFFENCE	
Acts of Indiscipline	Disciplinary Action
<ol style="list-style-type: none"> 1. All kinds of shouting, hooting, violent knocking or any other act of movement or behaviour that is likely to cause disturbance or annoyance to others, not maintaining strict silence during study hours 2. Playing of audio and visual systems inside the room or in the Hostel premises causing annoyance to other boarders and neighbors of the Hostel 3. Boarder staying outside overnight and/or unauthorized absence from Hostel 4. Unauthorized staying in the Hostel during semester break 5. Unauthorized occupation of Hostel room other than the allotted room 6. Unauthorized hosting of guest in the Hostel 7. Any form of Public Display of Affection (PDA) inside or outside the University campus 8. Unauthorized collection of money. 9. Not keeping the rooms clean and tidy during the period of living and at the time of leaving. Keeping rubbish in places other than waste bins. Spitting in Hostel premises areas. 10. Displacing common room articles, dining hall utensils, furniture and other articles of the Hostel from their designated places without prior written permission of the Hostel Warden. 11. Use incense sticks, candles, lamps for worship or for any other reasons in Hostel 12. Switching on lights and fans when the respective boarders is/are not in the room 13. Keeping two wheeler/four wheeler without registration certificate, helmet and driving license. 14. Any other act of indiscipline of the kind and quantum not mentioned above. 	<p>Action will be taken in following order either singularly or in combination</p> <ol style="list-style-type: none"> 1. Notice/ Warning in written form 2. Monetary fine upto Rs 1000/- as per gravity of indiscipline 3. Suspension for a period of 15 days <p>Note: If any of such offences are committed repeatedly by an individual student/boarder, it shall be considered as major offence.</p>
PROHIBITORY ACTS FOR MAJOR OFFENCE	
Acts of Indiscipline	Disciplinary Action
<ol style="list-style-type: none"> 1. Maltreating or physical assault, abusing and/or using foul language to residents/authorities of the hostel. 	<p>Action will be taken in following order either singularly or in combination</p>

<ol style="list-style-type: none"> 2. Any meeting not related to Hostel affairs held in Hostel/Campus premises without permission. 3. Possessing or keeping fire arms, weapons etc. in the Hostel 4. Possessing and/or consuming alcohol, poison, drugs and intoxicants of any kind in the hostel premises. 5. Damaging, misusing and stealing of Hostel property or property of other individual. This also includes writing and/or spitting on the walls, glass doors or on any other structure of the campus. 6. Ragging in any form inside and outside the University campus 7. Unauthorized staying in the Hostel after completion of the course 8. Cooking inside the room, taking crockery or food outside the dining hall 7. The use of electric heaters, electric stove and other similar electrical appliances in the room 8. Any form of gambling in hostel premises. 11. Any other act of indiscipline of the kind and quantum not mentioned above. 	<ol style="list-style-type: none"> 1. Rustication from Hostel for a period upto one month. 2. Rustication from Hostel for a period upto one month with fine in ration of gravity of offence. 3. Rustication for current semester. 4. Expulsion from Hostel for the course. 5. Expulsion from Hostel forever.
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11. Prohibition of and Punishment for Ragging

- 11.1. Ragging in any form is strictly prohibited, in or outside the premises of University as well as on public transport.
- 11.2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
- 11.3. 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 student freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which;
 - (a) Involve physical assault or threat or use of physical force;
 - (b) Violate the status, dignity and honour of women students;
 - (c) Violate the status, dignity and honour of students belonging to the scheduled castes and tribes.
 - (d) Expose students to ridicule and contempt.
 - (e) Verbal abuse and aggression, indecent gesture and obscene behavior.
- 11.4. The Head of the Department, Hostel Authorities shall take immediate action on any information of the occurrence of ragging.

- 11.5. Notwithstanding anything in Sub-clause (4) above, the Warden/ Deputy Chief Warden/ Chief warden may also enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
- 11.6. The Proctor shall also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the incident.
- 11.7. If the Head of the Department or the Warden/ Deputy Chief Warden/ Chief warden is satisfied that for some reasons, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.
- 11.8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final. On the receipt of Report under clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in clause 3(a), (b) and (c), the Vice-Chancellor shall direct or order expulsion of a student permanently or for a specific period.
- 11.9. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled for a stated period, for one or more years or that the result of the examination of student or students concerned in which they appeared be cancelled.
- 11.10. In case the students who have obtained their degree from IGNTU are found guilty under this Ordinance, appropriate action will be taken against them for withdrawal of degree or diploma conferred by the University.

12. Medical Facility

In case a resident falls ill with contagious / infectious disease, he/she will have to shift to his local guardian / parent's house / hospital immediately. Resident will be allowed to rejoin the hostel only upon complete recovery. Fitness to rejoin the hostel is to be obtained from a certified Doctor while reporting back. All such students must observe the prescribed period of quarantine before returning to the hostel.

In case a resident falls ill too often in a semester and thus creates problem for the other residents and hostel authorities, then the/she may be asked to go home for a complete checkup before reporting to hostel.

The University Health Care Unit provides basic consultancy facility to all residents of the hostels. The specialization wise details are given as under:

Name	Mobile No	Time	Days
Dr. Anand Mahajan MBBS	9425123888	10:00 pm - 5:00 pm	Monday to Friday
Dr. Sarwati BAMS	9752339988	10:00 pm - 5:00 pm	Monday to Friday
Mrs Savita Sahu Nurse	9407047226	10:00 pm - 5:00 pm	Monday to Friday

Mr. Atul Pandey Dresser	9179549561	10:00 pm - 5:00 pm	Monday to Friday
Mr. Varun Singh Ambulance Driver	9424353551	10:00 pm - 5:00 pm	Monday to Friday

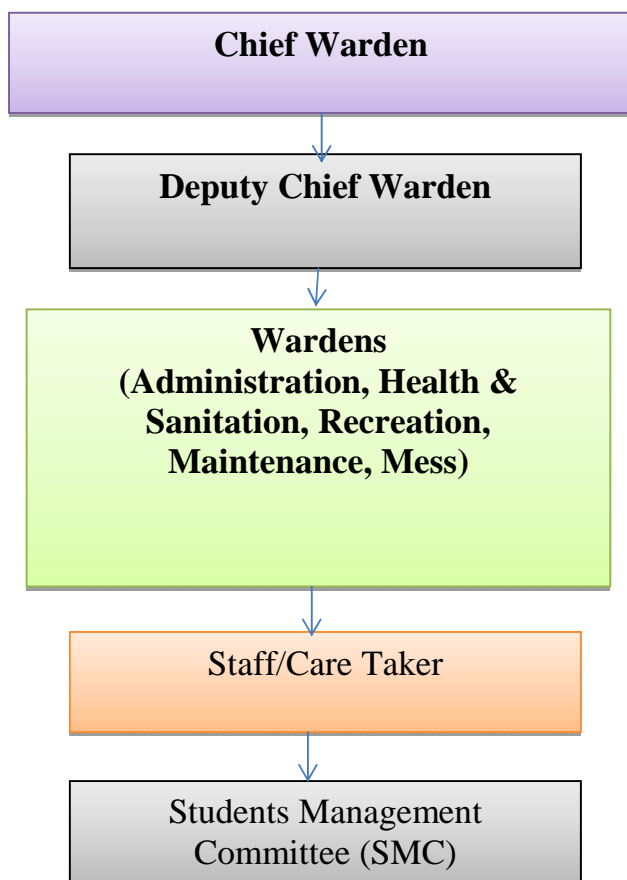
In case of emergency, Doctors will be available in the clinic

ANY PROVISION(s) NOT MENTIONED HEREIN ABOVE, THE WARDEN CONCERNED / DEPUTY CHIEF WARDEN AND CHIEF WARDEN WILL BE THE FINAL AUTHORITY IN ALL MATTERS AND THE DECISION OF CHIEF WARDEN IS BINDING ON ALL AND FINAL.

Responsibilities of Hostel Authorities:

Hostels function under the administrative control of the Chief Warden and Deputy Chief Warden. There are four Wardens for Govind Guru Boys' Hostel, four Wardens for Rani Durgawati Girls' Hostel and two Wardens for Sone Research Boys' Hostel. All the Wardens act under the supervision and directions of the Chief Warden and Deputy Chief Warden. The policy framework/decisions regarding hostels are decided by the Chief Warden/Deputy Chief Warden in consultation with the Higher Authorities. Hostel Policies are implemented by the Chief Warden, Deputy Chief Warden and Wardens. The decisions of Chief Warden and Deputy Chief Warden in their respective jurisdictions are final. The Wardens functioning under the supervision of Chief Warden/Deputy Chief Warden will be individually and collectively responsible for the smooth functioning of the hostels.

The Hierarchical Chart Explains the Organizational Structure:



Powers and Functions of Chief Warden:

- (i) Chief Warden is the authority and executive in all matters relating to resident students' welfare, their discipline and messing as well as the administration and security of the hostel.
- (ii) Chief Warden will maintain the coordination with Deputy Chief Warden/ Wardens of various hostels for smooth running of day to day affairs of hostel and students' mess.
- (iii) He/she will supervise the hostels in matters relating to the hostels' overall functioning. He/she can implement the decisions taken by the University authorities.
- (iv) He/she may be Chairman of Central Hostel Purchase Committee and to ensure the timely purchase of quality items at reasonable cost for all the hostels.
- (v) He/she will periodically visit the hostels and be in contact with the Deputy Chief Warden, Wardens, staff and students.
- (vi) He/she will encourage sports and cultural and other activities at the Hostel level so as to promote inter-hostel cooperation.
- (vii) He/she can permit stay of any guest for more than 15 days according to hostel norms.
- (viii) He/she can impose fines (up to the limit set in List of Rates) or waive fines and take other disciplinary actions, including the ordering of eviction of a resident from the hostel for reasons to be recorded in writing.
- (ix) The Chief Warden in consultation with the Deputy Chief Warden will make distribution of work between Wardens in a hostel every year in January.
- (x) He/she will sanction/recommend leave to Wardens in the Hostel as per rules.
- (xi) He/she can frame policy as directed by the higher authority on the running of the hostels, allotment of hostels to students, messes and other facilities within the hostel.
- (xii) The Chief Warden's prior approval is required for a warden to take leave from hostel.
- (xiii) He/she can plan for up gradation of Facilities in the hostels.
- (xiv) He/she shall ensure that no ragging takes place in the hostels and maintain a ragging free Hostel.
- (xv) Any other responsibility assigned by the Competent Authority.

Powers and Functions of Deputy Chief Warden:

- (i) He/she will supervise the allotment of rooms to the students as per the university guidelines.
- (ii) To assist the Deputy Chief Warden, each hostel has appropriate full time staff as well as two or three more wardens to look after general administration,

mess, common room, health and recreational facilities, and maintenance and sanitation.

- (iii) Warden under the supervision of Deputy Chief Warden will nominate the students for the hostel purchase committee, mess committee, hostel maintenance committee, Common Room Committee, Cleanliness Committee and other such committees.
- (iv) Regular visit to hostel for better interaction with the students.
- (v) Deputy Chief Warden will supervise all matters concerning the functioning of the hostel.
- (vi) He/she can check the various registers and ledgers maintained by the caretaker and mess supervisor from time to time.
- (vii) Deputy Chief Warden will chair the meetings of the Wardens Committee in the hostel, which will be held as regularly as may be necessary, but at least once a month.
- (viii) In absence of Chief Warden, Deputy Chief Warden look after the charge of Chief Warden
- (ix) He/she ensure to maintain overall ambiance of the hostel premises.
- (x) Deputy Chief Warden will deal with the acts of indiscipline of the students.
- (xi) He/she will Report the cases of serious indiscipline/ragging to the Proctorial board for further action at the university level.

Powers and Functions of Wardens:

- (i) Each warden shall be responsible for his/her portfolio and such responsibilities as assigned to them by the Chief Warden/Deputy Chief Warden from time to time. Under the collective responsibility principle, they are responsible together for the overall smooth functioning of the hostel and to meet any contingency.
- (ii) Each Warden will be responsible for the assigned resident students.
- (iii) Each Warden shall ensure that the residents in his or her charge observe the hostel rules properly and maintain discipline and decorum and shall promptly report to the Senior Warden all cases of misbehavior, indiscipline, and sickness of the residents in his or her charge.
- (iv) The Wardens can impose fines (upto the limit set in List of Rates) upon resident-students.
- (v) The Wardens should be available in the hostel office everyday at specified hours (to be notified in the hostel office) to attend to official business and to residents' problems.
- (vi) The Wardens will be responsible for the proper upkeep and maintenance of such properties of the concerned hostel as are under his or her charge.
- (vii) Wardens ensure that they are on 24 hours duty for the hostels and will give their maximum time to smooth functioning of the hostels.

Warden (Administration)

- (i) He/ She will allot hostel rooms and guest rooms and supervise them. (This function will not be delegated to any staff in the hostel)
- (ii) Will check the resident students register and the guest room register.
- (iii) Can permit stay of a resident-student's guest upto a period of 7 days.
- (iv) Will take disciplinary action for keeping any unauthorized guest.
- (v) Will order double-locking of rooms of resident students and their re-opening, when required.
- (vi) Will take action for the eviction of defaulting resident students in consultation with the Senior Warden/Mess Warden for mess bill defaulters.
- (vii) Will be responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Officer of the University.
- (viii) Will periodically verify the furniture and fittings of the hostel with the assistance of the Caretaker, and take action for their repairs/replacement or for obtaining additional furniture.
- (ix) Will call a meeting of all the wardens to take any decision together if necessary.
- (xii) Can impose fines (upto the limit set in List of Rates) or waive fines.
- (xiii) Can transfer a resident from one wing of the hostel to another.
- (xiv) Can permit the stay of a resident's guest for more than 7 days but upto 15 days according to hostel rules.
- (xv) Will regulate expenditure out of the authorized hostel budget and for timely adjustment of temporary advances.
- (xvi) Will be responsible for the maintenance of impress accounts and for the custody of impress money.
- (xvii) Can sanction payment of security deposit to suppliers for goods to be supplied or services rendered.
- (xviii) Can sanction refund of all kinds of security money.
- (xix) Will secure the timely completion of and will examine the bank reconciliation statement of ail accounts pertaining to the hostel.
- (xx) Can recommend overtime in accordance with rules.
- (xxi) Can sanction or recommend leave of hostel staff.

Warden (Health & Sanitation):

- (i) He/ She will be responsible for general matters relating to health with the advice of the Medical Officer (MO)
- (ii) She/he will be responsible for all matters relating to hygiene, sanitation and cleanliness of the hostel.
- (iii) The Warden shall keep close contact with the residents and shall pay attention to their general life in the hostel.

- (iv) Will supervise the work of the sanitation staff, keep a control over their attendance and maintain the Attendance Register.
- (v) Can grant Casual Leave to the sanitation staff.
- (vi) Shall ensure proper checking by Office In charge and shall verify the wage bills pertaining to the, sanitary and other staff provided by the private manpower service provider.

Warden (Recreation):

- (i) Will look after the common room/facilities including the sports and cultural programmes in the hostel and will regulate disbursements out of the hostel's recreation grant.
- (ii) Will check the bills prepared by the Caretaker for the purchase of Newspapers and Magazines.
- (iii) Will arrange disposal of old Newspapers and Magazines and ensure that the sale proceeds are deposited in the appropriate head of account.
- (iv) Will ensure maintenance of discipline and decorum in the common room.
- (v) Can permit the common room to stay open beyond the prescribed hour on a special occasion.
- (vi) Will see the decoration and plantation work inside and outside the hostels
- (vii) Will pursue, at appropriate level, all complaints relating to common room items like television.
- (viii) Will ensure to organize the sports, cultural, Co-curricular activities and other competitive programmes in the hostel.

Warden (Maintenance):

- (i) Will be responsible for proper pursuance of complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc.
- (ii) Can sanction repairs to furniture in emergent cases.
- (iii) Shall ensure implementation of the Minimum Wage Act and other contractual obligations by the private manpower service provider towards the working staff under contract.
- (iv) Shall ensure proper checking of hostel buildings and its surroundings.
- (v) Shall verify the wage bills pertaining to the working staff provided by the private manpower service provider.
- (vi) Will ensure to overall maintenance of the hostel without fail.

Warden (Mess):

- (i) With the assistance of the Mess Committee, he/she will supervise the functioning of the Mess and the working of the Mess Managers/Supervisors, Cooks and Helpers under his/her charge.

- (ii) Will keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.
- (iii) Will conduct regular inspection of the kitchen room and the dining hall, especially when the residents take their meals.
- (iv) Will enforce discipline and decorum in the dining hall.
- (v) Will supervise the system of purchases of mess stores, provision etc.
- (vi) Will ensure the correctness of receipts and issues of mess stores, crockery etc. and of the stock balance and will attest all entries in the relevant stock register. Will check the valuation of the closing stock.
- (vii) Will ensure that stores are kept in good and efficient condition.
- (viii) Will check and certify the bills received from suppliers with reference to the stock register.
- (ix) Will investigate cases of shortage/excess of stores.
- (x) Will be responsible for drawl of temporary advance when necessary and for keeping watch over its adjustment.
- (xi) Will examine the monthly income and expenditure statement of the Mess.
- (xii) Can sanction mess rebate and lunch rebate in accordance with Mess rebate rules.
- (xiii) Will stop mess facilities in respect of residents defaulting payment of mess bills and recommend action to the Deputy Chief Warden for eviction.
- (xiv) Will stop mess facilities in respect of those who have vacated the hostel or have been evicted.
- (xv) Will supervise the deployment of Cooks and Helpers on daily wage and overtime when necessary as per rules.
- (xvi) Can recommend proposal to the Dean/VC through the Chief Warden/Deputy Chief Warden regarding overtime to mess staff when absolutely essential.
- (xvii) Will make recommendations to the Deputy Chief Warden about refund of mess security to students.
- (xviii) Will arrange disposal of empties, crockery etc. and ensure depositing of sale proceeds in the appropriate head of account.
- (xix) Can grant casual leave to Mess Managers, Cooks and Helpers and recommend regular leave to the Deputy Chief warden/Dean of Students as per delegation of powers.
- (xx) Can approve extra duty allowance to Mess Managers.
- (xxi) Will ensure the required number of mess staff in every shift provided by the private manpower supplier and shall ensure implementation of the Minimum Wage Act and the contractual obligations by the contractor towards the mess staff.

Note: In case, any of the Wardens need to go for any leave / vacation, she/he will ensure proper handing over the charge to other Warden during that period for the smooth functioning of the hostels. Also they will submit the leave

form mentioning the remaining EL/CL/HPL/SPL/SL etc. to the competent authorities for further processing.

Powers and Functions of Caretaker:

Caretaker will be responsible for:

- (i) Preparing and maintaining the master list of hostel inmates indicating the student's name, programme of study, Faculty/Department along with latest photographs, local and permanent address/tel. No. etc.
- (ii) Assisting the Wardens in allotment of rooms.
- (iii) Maintaining individual resident's files along with student's activities data on Individual Personal Files of inmates.
- (iv) Collecting and depositing guest room charges and issuing receipts to the Guests.
- (v) Supervising the guest room(s), wherever provided, and undertaking physical verification, by an appointed officer, of furniture/equipment, etc annually and to submit reports to the Finance Officer and to take action on losses/surplus stores.
- (vi) Maintain room inventories in respect of each room.
- (vii) Verifying hostel furniture, fittings, etc., periodically and also when a resident vacates room including on transfer within or outside the hostel and issuing a clearance /No dues certificate with reference to the items issued to the student and to charge damages if furniture/fittings are missing or broken, as per direction of Warden (Maintenance) keeping in view the depreciation value.
- (viii) Identifying room vacancy on due dates and to bring it to the notice of Warden.
- (ix) Maintaining stock registers of furniture/ non-consumable/consumable stores history sheet register, as may be necessary.
- (x) Reporting and pursuing complaints relating to civil/electrical works, repairs/ replacements of furniture, fittings, refrigerator, water cooler, water purifiers etc. and preparing a list of outstanding complaints with a view to ensuring that hostel life is smooth and neat and clean.
- (xi) The caretaker has to inspect his hostel at least once a week thoroughly and record any defects etc. in the Caretaker's Register, which will be inspected by the Warden every week.
- (xii) He/she is required to report immediately in writing to Chief Warden/Deputy Chief Warden of installation/ use of unauthorized equipment's/appliances by residents e.g. air-conditioners, room coolers, refrigerators, gas cylinder/hotplate and cooking arrangement etc.
- (xiii) Once a week he has to come to work at 8a.m. to locate leakages in water pipes, blockage of drainage, etc. He/she shall immediately report in writing

to the Warden presence of unauthorized guests/ persons, if found living in hostel rooms/premises.

- (xiv) Indenting and stocking of electric bulbs and tubes and maintaining their stock register.
- (xv) Double locking residents' rooms and their reopening as and when ordered by the competent authority.
- (xvi) Assisting the Warden in eviction proceedings and preparing list of personal belongings of evicted students and keeping them in stock.
- (xvii) Preparing bills for newspapers and magazines and maintaining bill register.
- (xviii) Assisting Warden concerned in disposal of old newspapers, magazines, crockery, waste food, etc. and to prepare information in the prescribed proforma for Survey Board.
- (xix) Safe custody of receipt books lying in his possession and obtaining fresh receipt books when necessary.
- (xx) Receipt and dispatch of all office correspondence.
- (xxi) The Caretaker will be responsible for the keys of hostel rooms when lying vacant or double locked.

Students Management Committee:

- (i) A multi-tier administration system exists in hostel to address the various issues related to the administration, discipline, health and other related issues of students in the hostel. The Committee comprises the floor representatives who are students and are nominated by the respective Wardens who are faculty members in consultation with Chief Warden/Deputy Chief Warden.
- (ii) Identification of issues in hostel are two way traffic in which the students as well as hostel staff once identified the issues, it is brought to the notice of the concerned hostel staff/ maintenance staff to resolve the issue.
- (iii) All hostel related files are kept in the Office of Warden (Administration) of respective hostels. These files are regularly maintained and the information is circulated to all concerned.

Appendix - 2

इन्दिरा गाँधी राष्ट्रीय जनजातीय विष्वविद्यालय, अमरकण्टक (म.प्र.)
INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK, MP
संसद के अधिनियम द्वारा स्थापित केन्द्रीय विष्वविद्यालय
A Central University Established by an Act of Parliament

आवेदन क्रमांक

Form no.

छात्रावास प्रवेश आवेदन

Hostel Admission Form

व्यक्तिगत जानकारी

Personal Information:

1.1.	विद्यार्थी का नाम	Student's Name	Photo
1.2.	कक्षा सेमेस्टर	Class Semester	
1.3.	विद्यार्थी का सम्पर्क न.	Student's Contact No.	Mother's photo
1.4.	पिता का नाम	Father's Name	
1.5.	पिता का मोबाइल न.	Father's Mob. No	
1.6.	माता का नाम	Mother's Name	
1.7.	जन्म तारीख	Date of Birth	
1.8.	रक्त समूह	Blood Group.....	
1.9.	नागरिकता	Citizenship.....	
1.10.	वर्ग : Category:		
	सामान्य	अनु. जाति.	
	Gen	SC	
	अनु. जनजाति	अन्य पिछड़ा वर्ग	
	ST	OBC	
1.11.	लिंग Sex:		
	महिला	पुरुष	अन्य
	Male.....	Female	Other.....
1.12.	स्थायी पता Permanent Address		
		
		
		
		
	तहसील	Tehsil	
	जिला	District	
	राज्य	State	
	पिन	Pin	

Guardian's
photo

1.13. स्थानीय अभिभावक का पता
Address of Local Guardian

.....
.....
.....
तहसील Tehsil
जिला District
राज्य State
पिन Pin
मोबाइल नं. Mobile No.

1.14. स्थानीय अभिभावक से सम्बन्ध
Relation with local guardian.....

1.15. स्थानीय अभिभावक का व्यवसाय
Profession of Local Guardian.....

1.16. अभिभावक के कार्यालय का पता: Guardian's Office Address:
.....
.....
.....
.....
.....

1.17. शारीरिक रूप से विकलांग: Physically Challenged:
वी.एच. एच.एच. ओ.एच.
V.H. H.H. O.H.

1.18. समीपतम रेलवे स्टेशन
Nearest Railway Station.....

1.19. विश्वविद्यालय परिसर से दूरी (कि.मी.)
Distance from IGNTU (Kms)

2. वैशिक्षणिक योग्यता:
Educational Qualification:

Class कक्षा	College/University महाविद्यालय / विश्वविद्यालय	Board/University बोर्ड / विश्वविद्यालय	Year वर्ष	Marks अंक	Grade ग्रेड
High school हाई स्कूल					
Intermediate हायर सेकण्डरी					
Graduation स्नातक					
Post- Graduation स्नातकोत्तर					
Other अन्य					

3. अन्य सूचनायें: **Other Information:**

3.1. क्या आप पूर्व छात्रावासी हैं? हाँ / नहीं
Are you ex-hosteller? Yes/No
यदि हाँ, तो छात्रावास का नाम एवं कमरा नं.
If yes, Name of the Hostel and Room No.....

- 3.2. क्या आपके खिलाफ कभी अनुशासनात्मक कार्यवाही की गई है? हाँ/नहीं
 Have you ever faced any disciplinary action against you? Yes/No.....
 यदि हाँ तो विवरण दें

 If yes, give details.....

- 3.3. क्या आप वंशानुगत या दीर्घकालीन बीमारी से पीड़ित हैं? हाँ/नहीं
 Are you suffering from any genetic/prolonged disease? Yes/No
 यदि हाँ तो उसका विवरण दें

 If yes, give details

Declaration of Student

I son/daughter of
 declare that I will abide by hostel's
 rule. If not, the University is authorized to take disciplinary action against me.

Place :

Date :

Student's Signature

घोषणा

मैं पिता/पुत्री
 घोषणा करता हूँ कि छात्रावास के नियमों के अनुसार व्यवहार करूँगा। यदि ऐसा न होने पर
 विष्णुविद्यालय मेरे खिलाफ अनुशासनात्मक कार्यवाही करने के लिये स्वतन्त्र होगा।

स्थान :

दिनांक :

विद्यार्थी के हस्ताक्षर

Declaration of Father/Guardian

I declare that the above
 given information are true to my knowledge and belief and my son/daughter will abide by all the
 hostel rules.

Place-

Date-

Signature of father/guardian

पिता या स्थानीय अभिभावक द्वारा घोषणा

मैं घोषणा करता हूँ कि उपर्युक्त सूचनार्ये मेरे ज्ञान एवं
 विष्वास के अनुसार सही है, और मेरा पुत्र/पुत्री छात्रावास के नियमों के अनुसार व्यवहार करेंगे।

स्थान :

दिनांक :

पिता या अभिभावक के हस्ताक्षर

कार्यालय के उपयोग के लिये
For Office Use Only

1. छात्रावास का नाम
Name of the Hostel
2. प्रवेश दिया गया या नहीं हाँ/नहीं
Admission given or not. Yes/No.
3. यदि हाँ, कमरा न.
If yes, room number.....
4. यदि नहीं तो कारण
If not, the reason.....

स्थान :

Place :

दिनांक :

Date :

वार्डन के हस्ताक्षर

Signature of the Warden

नोट : कृपया निम्नलिखित दस्तावेजों को संलग्न करें:

Note: Please attach the following documents-

1. तीन नये पासपोर्ट साइज के फोटोग्राफ
Three new passport size photographs.
2. पोस्टल स्टेम्प के साथ स्वयं का पता लिखा दो लिफाफे
Self-addressed two envelopes with postal stamps
3. हायर सेकण्डरी/स्नातक/स्नातकोत्तर की अंक सूची की स्वप्रमाणित छायाप्रति
Self-attested xerox of mark sheet of intermediate/graduation/post-graduation
4. निवास प्रमाण-पत्र की स्वप्रमाणित छायाप्रति
Self-attested Xerox of domicile certificate
5. जाति के प्रमाण-पत्र की स्वप्रमाणित छायाप्रति
Self-attested Xerox of caste certificate

Appendix - 3

इन्दिरा गाँधी राष्ट्रीय जनजातीय विष्वविद्यालय, अमरकण्टक (म.प्र.)
INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK, MP
संसद के अधिनियम द्वारा स्थापित केन्द्रीय विष्वविद्यालय
A Central University Established by an Act of Parliament

HOSTEL LEAVE APPLICATION

Note: Fill in capital letters in neat handwriting

1. Student Name _____
2. Floor _____ Room No. _____ Student Mobile No. _____
3. Course _____ Year _____
Semester _____ Section _____
4. Student Father Name _____
5. Reason for Leave _____
6. Duration of Leave _____
7. Address of stay when on Leave _____
8. Permanent Address _____
9. Parents Mobile No. _____
10. Mess Fee Submitted on not _____
11. Train/Bus Name and Train Timings _____

Concerned care taker will make a call to student's parents from student mobile number and inform them about the leave, train and train timings etc. the care taker shall ensure that the student leave application is forwarded by the HoD and signed by mess contractor, before producing it to the warden.

Name & Signature of Student
Date : _____

Name & Signature with seal
HoD/Course Coordinator

Signature
Mess Manager

Signature of Caretaker

Name & Signature of
Hostel Warden with Seal