



राष्ट्रीय आयुर्वेद संस्थान

मानद विश्वविद्यालय (डी-नोवो)
(आयुष मंत्रालय, भारत सरकार)

NATIONAL INSTITUTE OF AYURVEDA

Deemed to be University (De-novo)
(Ministry of AYUSH, Govt. of India)



No. F. 1 (4)BOM/REG/NIA/2021-22/225-39

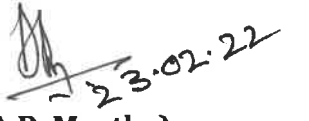
Dated : 23-02-2022

NOTIFICATION

The Hostel Rules & Regulations 2022 is hereby notified for information of all concerned.

Copy of Hostel Rules & Regulations 2022 is attached herewith.

This issues with the approval of Vice-Chancellor.


(Prof. A.R. Murthy)
Registrar

Copy for information and necessary action to:

1. Vice-Chancellor(I/C) for his kind information.
2. Pro-Vice-Chancellor(I/C) for kind information.
3. All Deans(UG, PG, Fellowship, Para-Medical and Interdisciplinary Programs).
4. All Heads of the Departments.
5. Controller of Examination.
6. DMS(Hospital), Chief Warden(Hostels).
7. Joint Registrar(Academic.).
8. Joint Director(Admn.) & Joint Registrar(Admn.).
9. In-Charge(IT) for uploading on NIA Website.
10. In-Charge(OPDs).
11. Administrative Officer & Finance Officer.
12. Accounts Officer/ Store Officer/ All Office Superintendents.
13. Establishment Section/Accounts Section/Confidential Section/Library/Estate/Store.

जोरावर सिंह गेट, आमेर रोड, जयपुर-302002

Jorawar Singh Gate, Amer Road, Jaipur-302002

Tel.fax : 0141-2635816, Website : www.nia.nic.in, E-mail : nia-rj@nic.in



NATIONAL INSTITUTE OF AYURVEDA

Deemed to be University (*De-novo*)
Ministry of Ayush, Govt. of India



HOSTEL RULES AND REGULATIONS 2022

Jorawar Singh Gate, Amber Road, Jaipur 302002
Website: nia.nic.in E-mail: nia-rj@nic.in
Phone: 0141-2635816

NATIONAL INSTITUTE OF AYURVEDA

Deemed to be University (*De-novo*)

RULES AND REGULATIONS OF HOSTEL

INDEX

Sl.No.	Particular	Page No.
1	Introduction	1
2	Admission	3
3	Termination	4
4	Attendance, Hostel Timings, Leave, Night out	4
5	Local Guardian	5
6	Identity Card	5
7	Hostel Fees	5
8	Mess Rules	6
9	General Rules	7
10	Strictly Prohibited Activities	10
11	Violation of Hostel Rules and Disciplinary Actions	10
12	Additional Rules for Girls Hostel	11
13	Guests and Visitors Rules	11
14	Ant Ragging Rules	12
15	Suggestion box/Register/Feedback/Complain	12
16	Vacation of the Rooms	13
17	Annexure I: The penalty, punishment and preventive action sheet against delinquent activities of students in campus and/or in Hostel	14
18	Annexure II: Hostel application form for new admission	15
19	Annexure III: Complaint format	16
20	Annexure IV: Hostel record form for Indian Students	17
21	Annexure V: Declaration by the student	19
22	Annexure VI: Hostel record form for Foreign Students	21



ABBREVIATIONS

NIA	National Institute of Ayurveda, Jaipur.
DU	Deemed to be university (de novo)
AYUSH	Ayurveda, Yoga, Unani, Siddha, Sowa Rigpa, Homeopathy
PhD (Ay)	Doctor of Philosophy in Ayurveda
MD/MS (Ay)	Doctor of Medicine/ Doctor of Surgery in Ayurveda
BAMS	Bachelor of Ayurveda Medicine and Surgery
VC	Vice-Chancellor
PG	Post Graduation
UG	Under Graduation
DANP	Diploma in AYUSH Nursing and Pharmacology
ID	Identity Card
SLR	Sheth Lakshmi Ram
HMC	Hostel Management Committee



DEFINITIONS

Student	Student of NIA DU of PhD (Ay), MD/MS (Ay), BAMS, Nursing, M.Sc.(Interdisciplinary)
Hostel:	All the hostel accommodations of National Institute of Ayurveda, Jaipur
Hostel Office:	Office situated within the hostel or in the NIA campus and deals with hostel works.
Warden:	An officer entrusted the duties and responsibilities of the hostel.
Chief Warden	In charge of all the hostels of NIA.
Local Guardian	A person lives locally appointed, recommended and approved by parents of the student and included in the NIA records.
Ragging	Ragging involves abuse, humiliation, or harassment of new entrants or junior students by the senior students
Gambling	Play games of chance for money, bet or in any other term.
Alcohol Drinks	Drink (such as whiskey or beer) containing ethanol.
Intoxicating Substances	Any substance, whether legal or illegal, that may have any an intoxicating or mind-altering effect when ingested, snorted, smoked or otherwise introduced into the body.
Firearms:	A rifle, pistol, other portable gun or such weapon.
Guests &Visitors	Any person/people who come to visit or meet to any hosteller or staff of the hostel.



NATIONAL INSTITUTE OF AYURVEDA

Deemed to be University (*De-novo*)

RULES AND REGULATIONS OF HOSTEL

1. INTRODUCTION

National Institute of Ayurveda is an apex autonomous Institute under the Ministry of AYUSH, Government of India for promoting the growth and development of Ayurveda as a model Institute for evolving high standards of Teaching, Training, Research, and also to invoke scientific outlook to the knowledge of Ayurvedic System of Healthcare.

After its establishment in 1976, the Institute has grown tremendously in the field of Teaching, Training, Research, Patient Care etc., as a result of which it has now 14 Specialties for Post-Graduate Education as well as Regular Fellowship Program leading to Ph.D. Apart from this there is also Under Graduate course (BAMS), Diploma Course in AYUSH Nursing & Pharmacy and various other certificate courses.

Along with the education and development of scholars, Institute is well versed with essential infrastructures to provide safe and secure environment to students and scholars. For the conveniences to maintain the healthy environment and discipline in the hostel, various committee are formed. The rules and regulations are applied and monitored by the authorities time to time.

NIA DU has following hostels with respective capacities.

1. SLR Hostel for Boys	74 Seats
2. Agnivesh Boys Hostel	88 Seats
3. Nagarjun Hostel for Boys	91 Seats
4. Mistry Khana Hostel for Boys	15 Seats
5. Amrita Hostel for Girls	105 Seats
6. Vaidehi Hostel for Girls	72 Seats
7. Jawahar Nagar Flats for Girls & Boys	Subject to availability

University Hostel Management: The hostel will be managed by following committees-

- Hostel management and discipline committee
- Students committee
- Hostel mess committee

Hostel Management and Discipline Committee: It will have following constitution:

1. Chief warden
2. Wardens of respective hostels
3. Clerk/Care taker

Warden will be appointed by the VC of the university for the period of 3 years and can be appointed for 1 more term.

Responsibilities of Hostel Management and Discipline Committee

- Each hostel will be managed by caretaker/Clerk who will be available in the hostel in normal working hours. He /she may be asked by warden to report in the hostel at any time in special situations.



- The committee will be responsible for the day-to-day operations and administration of all hostels. Responsibilities, roles and the powers of each of these authorities will be notified to the hostellers, as applicable.
- The students can approach any of the above officers for help, guidance and grievance redressal.
- Representations to higher officers must be forwarded through proper channel.
- A meeting of the Hostel Management Committee will be convened at least every 90-120 days.
- Decisions regarding controversial issues which require reference to the Institute policies, rules and regulations shall be minute but kept pending until the warden obtains the necessary clarifications. In special cases, the matter may be referred to vice chancellor of the Institute for appropriate action through proper channel.
- Promote cleanliness in Hostel rooms, guest house, dining hall and kitchen and promoting cleanliness in area.
- Report the major electrical, mechanical maintenance issues to higher authorities.

Students Committee: Every year a student's committee will be formed through the nomination by hostel management committee/warden of respective hostel. One student from each batch of Ph.D., P.G., U.G. and DANP will be considered for that.

Responsibilities of Students Committee

- To solve the disciplinary problems of students. In a major case, it may be forwarded to the VC/Chief warden/Warden.
- To monitor and promote students discipline in the hostel and dining hall.
- To monitor and strictly follow all rules and regulations of the hostel
- Disciplinary action against the absentees.
- To supervise students at night and attending the emergencies.
- Counseling of students.
- To serve as member of the discipline committee.
- To checking name list of the sick register each morning. Visiting these students in the hostel and deciding whether internal or hospital treatment is necessary.
- To record and report any damage or loss of the furniture, window glass, curtain etc.
- To display a brief report of the tasks completed and his future plans every month.
- To look into complaints of the residents with regards to amenities concerned with the accommodation.
- To suggests any improvement in hostel facility.
- To promote cleanliness in Hostel rooms, guest house, dining hall and kitchen and hostel campus.
- To report the major electrical, mechanical maintenance issues to hostel care taker/warden.

Mess Management Committee and Mess Managers: Mess management committee and mess managers will be appointed for one year through nomination by warden and chief



warden/concerned authority. Mess management committee will be constituted by the P.G. and U.G. students. It will be essential to all the hostlers to bear the responsibility of mess manager at least once in complete program.

Responsibilities of Mess Management Committee

- The committee will decide the menu, check food quality from time to time, maintain a record of such inspections and give feedback for improvement of food quality and other aspects of mess and dining.
- Preparation of the menu in consultation with students from time to time. Days for special meals will be fixed and notified to the student.
- To supervise and coordinate the mess managers and mess workers.
- To maintain the quality of food.
- To maintain/supervise the attendance register of mess servants.
- Maintain the kitchen and mess premises in clean and hygienic condition.
- To make available the sick diet/fasting diet to students on request.
- To report to the care taker/warden the names of the students who are violating the mess rules and defaulters in clearing the mess dues.

Working through these responsible committees, the students themselves lay down appropriate norms of behavior to suit different situations and social occasions in the Hostel. All the students of the Committee will be responsible for any kind of mishap, indiscipline and any other matter which will result in the breach of Hostel rules and regulation and penalty will be levied accordingly.

Hostel facilities: It includes-

- Medical facilities
- Gym, Yoga and sports facilities
- TV room and common room
- Free Wi-Fi
- RO drinking water
- Dining hall and mess
- Guest room

2. ADMISSION

- Room allotment will be done by the hostel admission committee. Committee will be comprised of chief warden, warden of the respective hostel and care taker/clerk.
- Students will be admitted in the hostel on the basis of merit of NEET (National Eligibility Entrance Test) and Central reservation.
- Hostel admission application forms will be issued at the office or can be downloaded from the website of NIA DU.
- Following enclosures are essential along with hostel admission form:
 - (i) Residence proof
 - (ii) College ID
 - (iii) Aadhar card
 - (iv) Mark sheet of previous exam passed
 - (v) Driving license (If possess vehicle)
 - (vi) Registration Certificate of vehicle (If possess vehicle)
 - (vii) Contact details of Parents and guardians (Mandatory)



- The application form completed in all respects should be submitted in the Warden office of the respective hostel.
- Admission to the Hostel will be canceled if incomplete or false information is furnished.
- Admission will be valid for complete program.
- Late application will not be considered for hostel allotment.
- At the time of admission to the hostel, a **declaration** agreeing to abide by the Hostel Policy, Rules and Code of Conduct for Hostellers as may be notified from time to time shall be signed by the student and countersigned by his/her Parent/Legal Guardian/Local Guardian.
- Following students will not be eligible for hostel facility:
 - Who were found indulged in any type of indiscipline and were punished for that.
 - Who belong to Jaipur city and whose house is within 15 km from NIA (DU).
 - Who were found indulged in criminal and illegal activities.
 - Who were debarred from the hostel earlier.
 - Who suffer from any infectious or communicable disease.
 - Who were found indulged in ragging.
 - Who has failed in more than 2 subjects/ 2 successive attempts in previous examination.

3. TERMINATION

Following students will be debarred / expelled from the hostel and will not be considered for hostel re-admission further:

- Who had given wrong information to the hostel office which is essential for the hostel administration.
- Who has not paid dues of any type.
- Who is not abide by the hostel rules and did not pay dues of any type.
- Who found indulged in any type of indiscipline activities inside and outside of the hostel premises.
- Who found indulged in misbehavior to hostel inmates/staff/security/authority.
- Who shared his/her room with other students without prior permission of warden.
- Who are involved in utilizing /possessing, alcohol/narcotics and other intoxicating materials.
- Who are involved in utilizing /possessing any type of weapon.
- Who has failed in more than 2 subjects/ 2 successive attempts in previous examination.
- Whose academic attendance is less then essential attendance for appearance in examinations without justified reasons.
- Who is expelled from the institute for any reason.

4. ATTENDANCE, HOSTEL TIMINGS, LEAVE, NIGHT OUT

- An attendance register will be available at the security guard room of the respective hostel. Every hosteller must enter in this register after 10 pm.
- The student shall return to the hostel before 10:00 pm after which gates will be closed



- The student is not allowed to go out of the hostel. Going out of the hostel without any genuine reason after 10.00 pm will lead to a disciplinary action.
- If the student is coming late with prior information to warden he/she will be allowed to do so maximum 5 times a month. After that he/she will be subjected to fine/penalty. If the student repeats this again he/she will be expelled from the hostel. The same shall be informed to his/her parents/local guardian.
- In special circumstances, with the written prior permission of the warden, students may be permitted.
- If the student is coming late without prior information to warden he/she will be considered as a defaulter and disciplinary action will be taken.
- No student is allowed to leave the hostel premises without prior permission of the hostel warden. He/she has to apply in the hostel office in a prescribed format one day in advance of his/her date of departure for taking the permission to leave the hostel.
- Students must ensure their entries in home movement register before leaving and after coming from home.
- In one month only 5 night stays are allowed outside the hostel premises. (Except holidays)
- Students should mention name of visiting place and address and name of person visiting/local Guardian with mobile number in hostel office, whenever going for night out or absence from hostel.

5. LOCAL GUARDIAN

- The student has to register details of local guardian duly authenticated by parents.
- A copy of hostel rules will be signed by the local guardian. If the student is not having local guardian he/she will be required to get a fax/e-mail from guardian/parent for night outs.

6. IDENTITY CARD

- A special identity card for every hostler will be issued. It is mandatory to keep this identity card while entering in and moving outside from the hostel premises, so that in case of an emergency/accident the administration can be contacted and informed.
- Student must not share his/her College ID or special hostel ID to any other person/student.
- Any loss or damage of the ID card should be reported to the concerned authority immediately.
- Rs.500/- will be charged in case of loss of ID card. In case of misuse of ID card the student will be removed from the hostel. .
- Students have to show the college ID card at the entrance of the hostel whenever demanded.

7. HOSTEL FEES

- After allotment of the room and submission of fees, the student will be permitted to shift in the room.
- NIA DU reserves its right to increase the hostel fee, if necessary.
- Hostel fees for this session is:



Course/Fees→ ↓	1 st year/prof	2 nd year/prof	3 rd year/prof	4 th year/prof	Total
MD(Ay)	22500	22500	22500	-	67500
Internship		-	-	-	
BAMS	7500	7500	7500	11250	33750
DAN&P	4500	6750	-	-	11250

8. MESS RULES

- It is essential for all the hostellers to join the mess.
- All residents of the hostel will deposit the mess caution money of Rs 3000/- at the time of admission to the hostel. It is totally refundable.
- Only members of the mess are permitted to dine in the mess. Members are expected to inform their absence/dining out or night out to the Mess Supervisor well in advance, to avoid wastage of food.
- No student is allowed to take meal or utensils to the room. Heavy penalty will be imposed if this rule is violated. Only under special circumstances such as severe illness, with the permission by the hostel warden, the student may be allowed to take food in his/her room.
- Strict discipline should be maintained in the dining hall. Only vegetarian food will be served in the hostel.
- Cooking in the hostel room is strictly prohibited so it is essential for every student to join the mess.
- Mess exemption on medical grounds under extraordinary situation will be allowed with payment of service charge as decided by the hostel authority.
- There will be a fixed slot for breakfast, lunch and dinner as notified in the hostel mess. No student can force mess staff or hostel management committee for food after the allotted time slot. Any extension in timing is permissible with prior approval/notification of the Warden on account of Institute function etc.
- Students who are not residing in the hostel can also join mess by depositing above mentioned caution money.
- It is essential to take minimum 40 diets in a month. For outer students 25 diets are compulsory. If any student is going home for less than 10 days than 40 diets are compulsory.
- If students are on vacation, they are exempted from diet charges for that particular period. But service charge of 500 rupees per month is payable.
- If any student is going home for more than 10 days in one month, 40 diet compulsions are not applicable. If her diet is below 20 then he/she will pay diet plus service charge of 500 rupees.
- Meal timing- Breakfast: 8 to 10 AM, Lunch 12 to 3 PM, Dinner 7:30 to 9:30 PM.
- If any student wants his/her diet off, he/she has to inform the mess manager one meal time before. If he/she does not inform on time, his/her diet will be included.
- Fasting diet will be provided on the basis of prior information.



- Guest diet will be charged 5 rupees extra along with regular diet.
- Mess manager will display the diet chart on 5th of every month and students have to pay their dues till 10th of every month. After that, fine will be charged at the rate of 100 rupees per day.
- Students generally will not be allowed to enter in kitchen area. Only mess manager can enter.
- Maintenance of cleanliness, hygiene and discipline, in the dining area is essential.
- Student if not taking food, will not be given exceptional treatment (like giving extra milk, fruits etc.) in lieu of paying mess bill.
- Every inmate of the hostel shall pay the mess bill and other charges or the same will be deducted from their mess fee deposit.
- Student has to deposit any additional mess fee in a case of short of amount of mess deposit money during his/her stay in the hostel.
- If any hosteller is medically ill and requires a special diet (e.g. Oil-less food) he/she should request the mess manager to arrange for this well in advance.
- No mess member shall waste food. Paying mess bill does not entitle the students to waste food.
- All the mess members will assist in maintaining the mess and the surroundings neat and clean.
- All the students shall interact with the mess staff in a courteous manner.

9. GENERAL RULES

- If the Warden finds that any student is not eligible and is residing in the hostel without due permission from the warden, disciplinary action will be taken against such illegal occupants and against the hosteller in which room the illegal occupants is residing.
- The warden has the right to shift any student from his/her room to another room in the hostel.
- Students shall not interchange their room with another student or shift into vacant room/ bed without prior written permission from the warden.
- Students are not allowed to share their rooms with other students who are not resident of hostel and/or outer student.
- Hostellers are not expected to remain in the hostel during class/working hours. However, a hosteller who is unwell may stay back in hostel during class/working hours.
- Students must see the hostel notice board regularly.
- Opposite sex students/friends are not allowed in hostel premises.
- All cases of illness should be reported immediately to the warden/care taker.
- Every hostler is responsible for his/her articles / furniture allotted.

- All the hostel articles issued to students must be handed over to the care taker while leaving the hostel. If there is any loss, the hosteller will be responsible for that.
- The resident of a room is responsible for any damage to the property in the room during his/her occupancy of that room and will be required to replace/repair cost the damage at their own.
- Pets and sevants are not allowed in the hostel.
- Students are not allowed with children and spouse in the hostel.
- Night out/leave information must be given to the warden.
- Only one time change of room is allowed during complete program.
- The students should be decently dressed when they are out of room.
- Strict silence shall be observed in hostel from 10.00 PM to 6.00 AM. Care shall be taken at all the times to ensure that music/loud talking is NOT audible outside the room.
- Any manner of festivities and noise making celebrations, which may cause disturbance to other inmates in the hostel premises / society, will not be allowed.
- Students shall not use abusive/hurtful language in campus.
- Students should place newspapers, magazines in the proper place.
- Students shall place dining chairs in a proper way after taking dinner, lunch or breakfast.
- Any types of electrical appliances are not allowed in the hostel rooms.
- Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the floor involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the students of the hostel.
- The lights in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use.
- When the students go out of their room they should switch off all the electrical/electronic appliances, and keep it locked.
- Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose.
- Any type of maintenance regarding electricity/civil/sanitation etc. must be entered in complaint register kept in the hostel office and also be informed to the care taker.
- No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property.
- The Student is personally responsible for safety of their all valuables and these should be kept in the cupboard under lock and key.



- NIA DU will not be responsible for the loss of personal belongings of the students.
- Students should not leave the water taps open in anywhere in the hostel. Any leaking of taps should be informed to hostel office/care taker immediately.
- The student shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times.
- Service of the housekeeping staff shall NOT be utilized for private or personal work.
- No tips in cash or any kind should be given to the staff of the Hostel.
- The student shall keep their rooms, Gallery and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, in such places or anywhere in the premises in the hostel, except in the dustbin or the place specifically provided for the said purpose.
- Utensils should be cleaned at their designated places not in bathrooms.
- Students must not wash their clothes in the balconies.
- Leftover food should not be thrown in the sink/basin.
- Hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of students.
- Poster/paper sticking is not allowed in the rooms, doors and gallery.
- Playing with dry/wet colors or with plain water, using crackers inside the hostel premises is not allowed.
- Misuse of internet and social media will lead to disciplinary action.
- The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Institute and / Government.
- Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.
- Students are not permitted to convene any meeting of any sort under any circumstances anywhere in the hostel premises without the prior permission of the hostel authorities.
- Hostellers should not participate in any anti-national, antisocial or undesirable activity in or outside the campus. If found so, strict action will be taken by the authorities.
- Students shall take prior written permission of the warden before giving any information or interview regarding hostel to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the hostel.
- Any type of storage or possession of firearm, ammunition, explosive and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from hostel and the institute.
- Hostellers are duty bound to report to the warden any unwanted incident or undesirable activity going on in the hostel.

- Students should not arrange any functions or meeting within the hostel or outside without specific permission of the concerned authorities.
- Any case of theft should be reported promptly to the warden.
- The jurisdiction of hostel is confined to the NIA DU campus. If students create law and order problems outside the campus, NIA DU is not answerable to the police or any other authority. Students are solely responsible for their behaviour.
- NIA DU will help to protect students as long as they are on the right side of the law. Students should not overstep their legal limits. Help us to help you.
- Any resident who finds his/her roommate(s) missing for more than 24 hours must report to the warden immediately. This is to enable the warden to take immediate action if any untoward incident had taken place. Your co-operation is required to ensure the safety and security of all.
- Students who have two/four wheelers shall get due sanction from the Chief Warden by submitting a copy of registration papers and driving license.
- Vehicles with Institute sticker only will be permitted inside the campus.
- Vehicles should be parked at designated place.

10. STRICTLY PROHIBITED ACTIVITIES

Ragging:

- Ragging of the students is totally banned. Any violation of this will lead to strict action as per law notified by the NIA DU. This incident will also be informed to the police for further necessary actions.
- Freshers/juniors should report ragging incidents immediately to the warden/administration.

Alcohol drinks/Drugs/Smoking:

- The student shall not bring, store, possess, consume and/or drink any alcohol/intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises.
- The same shall apply to visitors also.
- If it is reported, it will lead to strict disciplinary action and expulsion from the hostel

Gambling:

- No gambling of any kind whatsoever shall be allowed in the premises of the hostel.
- Any violation of this rule leads to strict disciplinary action.

Firearms:

- Any type of storage or possession of firearm, ammunition, explosive and inflammable goods, sticks or rods and sharp weapon in the premises of the hostel is strictly prohibited.
- Violation of the rule will lead to expulsion from hostel and institute.



11. VIOLATION OF HOSTEL RULES AND DISCIPLINARY ACTIONS

- Students are expected to follow the rules and regulation of the hostel and they must give undertaking along with their parents and local guardian regarding this.
- If any student is found to be indulged in any in-disciplinary behavior/violation of rules, it will be taken in serious concern and may lead to serious action up to expulsion from the institute.
- Undesirable activities such as abusive language, ragging, damage to property, physical assault, violation of rules etc. will not be tolerated and serious disciplinary actions will be taken.
- Such matters will be dealt by the warden and chief warden primarily.
- After that, if required these will be forwarded to disciplinary committee of the NIA DU. It will recommend the action taken for particular matter.
- Final decision will be taken by the VC of NIA DU.
- Disciplinary actions are according to the seriousness of the matter. It may be:
 1. Warning and information to the parents and local guardian
 2. Temporary suspension from the hostel and mess for a time period
 3. Expulsion from the hostel
 4. Fine (See annexure)
 5. Recovery of the damage with penalty
 6. Rustication from the NIA DU
- All the disciplinary actions taken will be communicated to the parents and local guardian.

12. ADDITIONAL RULES FOR GIRLS HOSTEL

- Closing time will be 8:30 PM all day. Prior written permission of the warden should be taken for late coming in the hostel in case of special circumstances.
- Students must ensure their entry in movement register kept at guard.
- Students must ensure their entry in night attendance register.

13. GUESTS AND VISITORS RULES

- Visitors/parents are allowed to visit a student only in the guest room between 4:00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays.
- Parents may be granted permission from warden to stay with their ward for extra time. Such permission is to be obtained from warden with prior intimation in written.
- No student shall keep talking with visitors in the compound, either in or outside the gate/lane.
- Any visitor or guest including parents/spouse is not allowed to stay in student's room overnight.



- Visitors/guests can stay in guest room overnight with prior written permission of the warden.
- No student shall take any visitor including her/his parents to the room.
- The parents should give an undertaking to cooperate with the authority.
- Day scholar / Visitor/guest should park their vehicles outside the hostel premises.
- Day scholar /Visitor/guest should produce ID card against authority or security, when asked.
- Visitors must ensure their entries in visitor movement register kept with the guard.
- Day scholar / Visitor should not meet up and Chit and chat in front of Hostel gate
- Day scholar / Visitor should not enter in hostel premises after 10 pm without permission.
- The home delivery of items like pizza, Macdonald, Flipkart, Amazon etc. shall be taken by going down in parking; they shall not come to room to deliver the items.

14. ANTI RAGGING RULES

- Ragging in any form whatsoever is strictly BANNED. Any violation of this by the senior students will be dealt with very seriously as per the hostel norms and guidelines issued from time to time by the competent authorities.
- It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the NIA DU.
- Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action.
- Fresher's should report incidents of ragging immediately
- Accepting/undergoing ragging and not reporting this is also an offence. Students should report any such incident immediately to any member of the Anti-Ragging Committee / Warden / Security Personnel / Deputy Director/any administrative officer directly at any time of the day / night.
- Any mental or physical torture to any students by any other students of the hostel in any form, in the name of "ragging" should be avoided.
- If found, legal action will be taken as per the Supreme Court order and also removal/rustication of the student from NIA DU hostel within 72 hours of the incident.
- Student must sign an undertaking regarding compliance with all NIA DU rules and understand that there will be NO leniency for acts of ragging.
- When the persons committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible measure, as it would ensure community pressure on the potential raggars not to indulge in ragging.

15.SUGGESTION BOX/REGISTER/FEEDBACK/COMPLAINTS



- Suggestions and complaints should be either submitted in the Suggestion Box kept in the hostel premises or send by mail or in written to the warden.
- The suggestion box will be opened to take the suggestions and to address the complaints every fortnightly in the presence of Warden and student representative available at that time.
- Complaints related to Food, Security, Housekeeping etc. should be submitted in the prescribed complaint format available in Warden-office. (Complaint format Annexure II)
- All the matters relating to differences among hostellers and complaints about the hostel staff shall be brought to the notice of the warden who will take the necessary action.
- No police complaint will be lodged by the students before taking prior permission from the chief warden/warden.

16. VACATION OF THE ROOMS

- Student has to vacate the room within 10 days after final examination or any such academic requirement, whichever is later.
- If he/she fails to comply this, a fine of Rs. 100/- per day will be charged for one month.
- If the student will fail to vacate the room after one month, the belongings will be removed from the room and room will be locked by the warden in the presence of a senior officer with no responsibility of the administration for the loss, if any.
- If any student needs extra stay in the hostel after completion of program in any special circumstances, prior written permission from the warden is required.
- Student has to handover room furniture, cupboard etc. to warden/care taker.
- Room has to be handover in a clean condition.
- If something is in broken/damaged condition, administration will deduct recovery from hostel caution money as per hostel norms.
- Students have to clear all their dues before leaving. No dues form will be signed after that. Student shall not leave hostel without completion of this process.
- Refundable deposit amount will be refunded, subject to completion of hostel leaving process.
- Students recommended for expulsion from the NIA DU, will also be expelled from the hostel and hostel fee will not be refunded. Also he/she will not be allowed to reside in any other room of the hostel.
- A student is expected to stay in the hostel till the completion of the program.



Annexure-I

The penalty, punishment and preventive action sheet against delinquent activities of students in campus and/or in Hostel

Sr. No.	Nature of Misdemeanour	Monetary Fine + Confiscation of the material/Article
1.	Possession of liquor bottle in campus in any form.	Rs. 5,000/-
2.	If liquor found in the room and responsibility not taken by any student	Rs. 6,000/- per student who all are occupying the room at that instant and room members
3.	Consuming liquor in campus.	Rs. 8,000/-
4.	Reporting to the campus in liquor consumed state	Rs. 5,000/-
5.	Possession of or smoking of cigarette/ <i>Gutka</i> /hookah in campus	Rs. 3,000/-
6.	If cigarette/hookah smoke observed in the room and student denies about smoking.	Rs. 4,000/- per student who were occupying room at that time.
7.	If found smoking in the classroom or on campus	Rs. 5,000/-
8.	Possession of any objectionable material like gambling cards, <i>Ganja</i> , <i>chilim</i> , knives, etc. found in person.	Rs. 2,000/-
9.	Possession of firearms and explosives	Rs. 10,000/-
10.	Possession of any unsafe and hazardous electronic gadgets like iron, heater, etc.	Rs. 5,000/-
11.	Making sketches on walls, doors or furniture in room	Rs. 1,000/-
12.	Absence of you in Room, if light ,water tap, fan is switched on	Rs 2000/-
13.	Improper Utilization of the facilities given	According to circumstances
14.	Damage to institute property or loss by theft.	Double the amount of damage caused or stolen item



Annexure-II

Hostel Application Form for New Admission

To

The Warden

.....
National Institute of Ayurveda, Jaipur
Deemed to be University

Subject: Regarding admission in the hostel

Sir/Madam,

I have taken admission in Course/program. I want to take admission in the hostel. Please consider my application for that.

Mobile No. :
E-mail id:

Parent/Guardian details:

Name of Mother:

Mobile No. :

Name of Father:

Mobile No. :

Email ID:

Dated:

Yours Sincerely

Signature:.....

Name:.....

Program/Course:.....

Batch:.....

Enclosures:

1. Copy of Residence proof
2. Copy of College ID
3. Copy of Aadhar card
4. Copy of NEET marks/Mark sheet of previous exam passed
5. Copy of Driving license (If possess vehicle)
6. Copy of Registration Certificate of vehicle (If possess vehicle)



ANNEXURE-III


Complaint Format

NAME OF THE STUDENT/SCHOLAR	
COURSE AND BATCH	
HOSTEL ADDRESS WITH ROOM NO	
CONTACT NO EMAIL ID	
TYPE OF COMPLAINT	
COMPLAINT IN DETAIL	
OTHER REMARKS	

Signature of Student:

Signature of Warden:

Date:



Annexure-IV

Hostel Record Form for Indian Students

Indian Student/भारतीय विद्यार्थी

राष्ट्रीय आयुर्वेद संस्थान जयपुर (मानद विश्वविद्यालय)
National Institute of Ayurveda Jaipur
(Deemed to be University)

छात्रावास प्रवेश आवेदन पत्र

Hostel Admission Form

सत्र/ Session:

कार्यालय प्रयोग हेतु/ For office use:

छात्रावास का नाम/ Name of the Hostel:

क्रमांक/ Serial No.:

आवंटित कक्ष संख्या/Room number allotted:

नोट: सभी प्रविष्टियां स्पष्ट अक्षरों में भरी जायें।

Note: All the entries must be filled clearly.

1-छात्र/छात्रा का नाम / Name of the student:

2-कक्षा तथा पाठ्यक्रम का नाम / Name of the program and course:

3-पिता का नाम एवं दूरभाष संख्या / Father's name and phone number:

4-माता का नाम एवं दूरभाष संख्या / Mother's name and phone number:

5-जन्म तिथि / Date of Birth:

फोटो

Photo

6-चल दूरभाष संख्या /Mobile number:

7-मेल आई डी /Mail ID:

8-पत्र व्यवहार हेतु पता /Mailing address:

9-स्थायी पता (निवास प्रमाण पत्र की छाया प्रति संलग्न करें):

Permanent address (Attach a copy of domicile certificate):

10-पिछली उत्तीर्ण कक्षा का प्राप्तांक एवं प्रतिशत (अंकतालिका की छाया प्रति संलग्न करें):

Marks and percentage of last examination passed (Attach a copy of mark sheet):

11-वाहन का रजिस्ट्रेशन नं (यदि हो तो):

Vehicle registration number (If have any):

12-स्थानीय अभिभावक का नाम, पता एवं दूरभाष संख्या (यदि हो तो):

Name, address and phone number of local guardian (If have):

13-स्थानीय अभिभावक से सम्बन्ध /Relation with local guardian:

14-वैवाहिक स्थिति /Marital status:

यदि विवाहित है तो निम्नानुसार विवरण दें /If married, provide following details:

पति/पत्नी का नाम /Name of spouse:

पति/पत्नी का पता एवं दूरभाष संख्या /Address and phone number of spouse:



Annexure-V

DECLARATION BY THE STUDENT

छात्र/छात्रा के द्वारा घोषणा

DECLARATION BY THE STUDENT

1- मैंने छात्रावास के सभी नियमों को भली भाँति पढ़ लिया है। मैं छात्रावास के समस्त नियमों का यथावत पालन करने की प्रतिज्ञा करता/करती हूँ। मैं छात्रावास भोजनालय के भी समस्त नियमों का पालन करूँगा/करूँगी तथा किसी अनुशासनहीनता के कार्य में संलग्न नहीं रहूँगा/रहूँगी।

I.....have read all the rules and regulations of hostel. I shall abide by the rules of the hostel. I shall also obey the rules of hostel mess and shall never indulge in any in-disciplinary act.

2- मैं यह भी प्रतिज्ञा करता/करती हूँ कि मेरे द्वारा छात्रावास/ छात्रावास भोजनालयके नियमों के उल्लंघन किये जाने की स्थिति में विश्वविद्यालय द्वारा की गयी कार्यवाही मुझे मान्य होगी।

I further declare that in the event of any violation of rules of the hostel/hostel mess, the action taken by university shall be binding on me.

3- मैं यह भी घोषणा करता/करती हूँ कि मैं किसी भी ऐसे रोग से ग्रस्त नहीं हूँ जिससे छात्रावास भोजनालय में भोजन न कर सकूँ।

I also declare that I am not suffering from any such disease that I cannot eat in the hostel mess.

4- उपरोक्त सभी जानकारी सही है। All the information provided here is true.

पिता के हस्ताक्षर
Signature of Father

माता के हस्ताक्षर
Signature of Mother

छात्र/छात्रा के हस्ताक्षर
Signature of the Student

छात्रावास अधीक्षक/अधीक्षिका हेतु / For hostel Warden

मैंने छात्र/छात्रा द्वारा प्रस्तुत समस्त जानकारी का परीक्षण कर लिया है एवं छात्र/छात्रा को विश्वविद्यालयके छात्र/छात्रा छात्रावास में प्रवेश की अनुशंसा करता/करती हूँ।

I have checked and verified all the necessary documents/information of the student and recommend for admission in the university boy's/girl's hostel.

दिनांक

Date:

छात्रावास अधीक्षक/अधीक्षिका के हस्ताक्षर

Signature of Hostel Warden

Annexure VI

Hostel Record Form for Foreign Students

FOREIGN STUDENTS



National Institute of Ayurveda, Jaipur

(Deemed to be University)



HOSTEL ADMISSION FORM

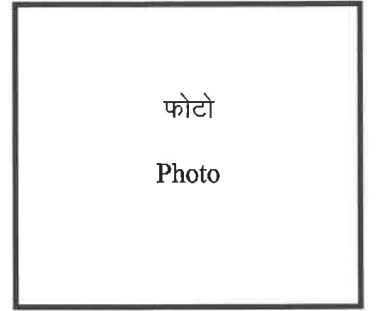
SESSION:

For office use:

Name of the hostel:

Serial no.:

Room number allotted:



Note: All the entries must be filled clearly.

1. Name of the student:
2. Name of the program and course:
3. Father's name and phone number:
4. Mother's name and phone number:
5. Date of Birth:
6. Mobile number:
7. Mail ID:
8. Mailing address:
9. Permanent address (Attach a copy of domicile certificate):

10. Marks and percentage of last examination passed (Attach a copy of mark sheet):
11. Vehicle registration number (If have any):
12. Name, address and phone number of local guardian (If have):
13. Relation with local guardian:

14. Marital status:

If married, provide following details:

Name of spouse:

Address, Email and phone number of spouse:



DECLARATION BY THE STUDENT

1. I.....have read all the rules and regulations of hostel. I shall abide by the rules of the hostel. I shall also obey the rules of hostel mess and shall never indulge in any in disciplinary act.
2. I further declare that in the event of any violation of rules of the hostel/hostel mess, the action taken by university shall be binding on me.
3. I also declare that I am not suffering from any such disease that I cannot eat in the hostel mess.
4. All the information provided here is true.

Signature of Father

Signature of Mother

Signature of the Student

FOR HOSTEL WARDEN

I have checked and verified all the necessary documents/information of the student and recommend for admission in the university boy's/girl's hostel.

Date:

Signature of Hostel Warden



