

# COUNCIL OF HOSTEL MANAGEMENT


## RULES AND REGULATIONS



Chhatrapati Shahu Ji Maharaj University, Kanpur

2022-23

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## University Hostels

In the University Campus, six hostels are available for accommodation of students:

S. No.	Name of Hostel	Boys/Girls	Accommodation capacity
1.	Shivaji	Boys	400
2	Swarn Jayanti	Boys	200
3	Ganga	Girls	72
4	Triveni	Girls	108
5	Saraswati	Girls	218
6	Kaveri	Girls	116



**IA Chhatrapati Shahu Ji Maharaj University-Council of Hostel  
Management (CSJMU-CHM)**

1.	Vice Chancellor	Chairman
2.	Pro Vice Chancellor	Co-chairman
3.	Chief Warden	Secretary
4.	Registrar	Member
5.	Dean Students' Welfare	Member
6.	Account Officer	Member
7.	Finance Officer	Member
8.	Estate Officer	Member
9.	Chief Proctor	Member
10.	Incharge, Hotel Management department	Member
11.	Assistant Chief Warden	Member
12.	Assistant Chief Warden	Member
13.	Warden, Shivaji Hostel	Member
14.	Warden, Swarn Jayanti Hostel	Member
15.	Warden, Ganga Hostel	Member
16.	Warden, Triveni Hostel	Member
17.	Warden, Saraswati Hostel	Member
18.	Warden, Kaveri Hostel	Member
19.	Assistant Warden, Shivaji Hostel	Member
20.	Assistant Warden, Swarn Jayanti Hostel	Member
21.	Assistant Warden, Ganga Hostel	Member
22.	Assistant Warden, Triveni Hostel	Member
23.	Assistant Warden, Saraswati Hostel	Member
24.	Assistant Warden, Kaveri Hostel	Member

- Chhatrapati Shahu Ji Maharaj University-The Council of Hostel Management (CSJMU-CHM) will look after all the matters related to the University Hostels every month. Additionally, there will be sub committees, Hostel Activity Cells (HACs) duly constituted by the CHM. Each Hostel will have its own HAC.

**I B FUNCTIONS, WORKING AND RESPONSIBILITY**

**Functions and working of CSJMU-CHM**

1. CSJMU-CHM members will meet every month and will review, coordinate, and formulate all matters concerning the management of the University Hostels.
2. The Council shall be subject to all decisions, rules and regulations which may be laid down from time to time by the authorities of the University.
3. A Member Secretary shall prepare the minutes of the proceedings of a Council meeting, and circulate them under his signature. As soon as the minutes are approved, they will be recorded




in a minute book under the signatures of the Chairman, co-chairman and Member Secretary. The meeting minutes shall be available to all members of CSJMU-CHM.

4. The Chairman, co-chairman and the Member Secretary, in consultation with the Chairman, may invite non- members to a meeting or the Council. These invitees shall not have any voting rights.

5. Accepted parliamentary conduct and discipline shall govern all meetings of the Council.

## **IC Responsibilities of CSJMU-CHM**

### **Chairman**

(i) In the capacity as Chairman of the Council, the Chairman shall ensure that every facility required for the discharge of their assigned duties is provided.

(ii) The Chairman shall ensure smooth implementation of all decisions of the Council.

(iii) The Chairman shall keep the Council informed of any development of interest to it.

(iv) It shall be the responsibility of the Chairman to involve the Council in the making of decisions on matters within the purview of the Council.

### **Co-Chairman**

(i) The Co-Chairman should ensure the smooth functioning and implementation of all decisions of the CSJMU-CHM.

(ii) In the absence of the Chairman of the council, the Co-Chairman should make decisions.

### **Secretary**

(i) The secretary shall be the Chief Warden nominated by the Chairman CHM. He/She shall report to the Council on follow up action taken on the Council's decisions.

(ii) The secretary will coordinate and advise the Hostel Activity Cells (HAC) on any problems which may arise from time to time or which they may bring to his/her attention.

(iii) The secretary shall be responsible for reporting to the Council for any violation of this constitution within his/her knowledge that may have occurred inadvertently or for reasons beyond his/her control. Such a violation, along with the explanation for its occurrence, must be reported in the minutes of the meeting in which it is reported to the council.

(iv) During his/her term of office, the Secretary shall make a report on the Council's activities, major decisions and expenditures and ensure that it is submitted to the Chairman CSJMU-CHM.



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## **IIA The constitution of Hostel Activity Cells (HACs):**

In the constitution of HAC of each hostel the coordinator and dy. coordinator will remain same, whereas other members will be different for each hostel. Each hostel's HAC will function under the administrative control of chief warden and is responsible to report its activities to the CSJMU-CHM from time to time.

1.	Coordinator	Chief Warden	Appointed by CHM
2.	Dy. Coordinator	Member (Male)	Nominated by chief warden and approved by CSJMU-CHM
3.	Dy. Coordinator	Member (Female)	Nominated by chief warden and approved by CSJMU-CHM
3.	Warden	Member	Nominated by chief warden and approved by CSJMU-CHM
4.	Assistant Warden	Member	Nominated by chief warden and approved by CSJMU-CHM
5.	General Secretary	Member	Nominated by warden, assistant warden and approved by chief warden
6.	Mess Secretary	Member	Nominated by warden, assistant warden and approved by chief warden
7.	Cultural Secretary	Member	Nominated by warden, assistant warden and approved by chief warden

## **IIB Functions and working of HAC**

1. Hostel Activity Cells of the Hostels, HACs, are constituent bodies of CSJMU-CHM and work under its oversight.
2. All the Hostels shall have their own HAC. All HACs will function under the administrative control of the Chief Warden, also designated as Coordinator HAC, and will periodically report to the CHM on its activities.
3. HACs are responsible for formulating policies for efficient management of hostel affairs and the welfare of the residents of the hostels.
4. The policies, rules and regulations framed unanimously by all the HACs will be presented to the CHM for approval and directives.
5. HACs shall adhere to all policies, regulations, and rules that the CSJMU-CHM may enact from time to time.
6. The Hostel Advisory Committee (HAC) will operate in accordance with the recommendations and/or feedback of the Hostel Working Committee (HWC)



## **IIC Responsibilities of HAC**

### **Coordinator**

- (i) Chief Warden shall be the coordinator and the administrative head of all the hostels.
- (ii) Coordinator shall be responsible for smooth functioning of all the hostels.
- (iii) Coordinator will convene time to time HACs meeting and record its minutes.
- (iv) As directed by the CHM, the coordinator may call a meeting of the HAC to discuss any emergent situation or any other policy matter.
- (v) the coordinator will report grievances to the GRC and ensure that GRC recommendations are carried out smoothly.

### **Dy. Coordinator**

- (i) There will be two Dy. Coordinators, one for the boys' hostels and other for the girls' hostels.
- (ii) The Dy. Coordinators will act as Coordinator, if the coordinator is absent for more than a month or as directed by the CHM.
- (iii) The Dy. Coordinators will work closely with coordinator in order to ensure that the hostels run smoothly.

### **Warden**

- (i) Hostel Wardens are the administrative head of the hostel and are responsible for its general administration.
- (ii) Wardens are responsible for maintaining the hostel's cleanliness, maintaining minor maintenance, and overseeing overall discipline.
- (iii) Warden will nominate various hostel residents to serve on the Hostel Working Committee (HWC).
- (iv) Wardens will convene regular meetings of HWC not less than once a month and will act in accordance with CHM policies, rules, and regulations.
- (v) Warden will allot rooms to the students as per the guidelines issued by the HAC.
- (vi) Wardens will visit the hostel regularly for better interaction with the students, solve their day-to-day problems, and deal with their indiscipline.
- (vii) The hostel warden will resolve any grievances related to hostel operation and report cases of serious indiscipline/ragging to the respective HAC.
- (viii) In addition to overseeing hostel staff, the warden will maintain track of the various registers and ledgers maintained by the caretaker and ensure the hostel is well-maintained.



### Assistant Warden

(i) The Warden Assistant will be responsible for performing all duties of the Warden during his/her absence, as well as helping with all HWC activities.

### III A The constitution of Hostel Activity Cells (HWCs):

HAC of each hostel will function according to the recommendations and/or feedback of the Hostel Working Committee (HWC).

### The constitution of the Hostel Working Committee (HWC):

1	Convener	Warden	Nominated by chief warden and approved by CSJMU-CHM
2	Assistant Convener	Assistant warden	Nominated by chief warden and approved by CSJMU-CHM
2	General Secretary	Member	Nominated by warden among the hostel residents and approved by chief warden
3	Mess Secretary	Member	Nominated by warden among the hostel residents and approved by chief warden
4	Maintenance Secretary	Member	Nominated by warden among the hostel residents and approved by chief warden
5	Sports Secretary	Member	Nominated by warden among the hostel residents and approved by chief warden
6	Cultural Secretary	Member	Nominated by warden among the hostel residents and approved by chief warden

Each warden and assistant warden will nominate students of the hostel as member of the HWC in consultation with the chief warden for smooth functioning of the hostel activities.

### III B Functions and working of HWC

1. The HWC will function under the directives of HAC and report all its activities time to time.
2. The HWC will work for all types of issues related to the day-to-day functioning of the Hostel e.g., cleanliness, mess, minor maintenance, cultural, sports activities etc.
3. Student secretaries will play a key role in the smooth operation of hostels' HWC.
4. The meeting of the HWC shall be held every week and all activities of hostels are reported to the HAC.
5. Any activity of the Hostel inmates will be done after getting approval from the HWC.

### III C Responsibilities of the Members of HWC





### **General Secretary**

(i) General Secretary will oversee the hostel's overall functioning and ensure cleanliness, hygiene, ambiance, and discipline.

(ii) In addition to representing hostel activities at HAC meetings and coordinating with all other secretaries for smooth operation, the general secretary will report directly to the warden.

### **Mess Secretary**

(i) The Mess Secretary will be responsible for ensuring a smooth mess operation and for coordinating student and mess worker relations.

(ii) The mess secretaries will be responsible for creating the menu, food quality, cleanliness, hygiene, and discipline in the mess, and will also represent the mess issues of the hostel at HAC meetings.

### **Maintenance Secretary**

All hostel maintenance duties will be handled by the Hostel's Maintenance Secretary, who will be responsible for collecting all minor maintenance requests and referring them to the Hostel's wardens and caretakers.

### **Sports Secretary**

A hostel's sports secretary will be responsible for the arrangement and provision of infrastructure, facilities, and activities needed to facilitate the organization and conduct of sports activities at the hostel, as well as the organization and supervision of all sports events that will be held at the hostel.

### **Cultural Secretary**

Cultural Secretary for the hostel will be responsible for the cultural programs of the hostel, maintaining the discipline of all the activities taking place during the cultural event as well as ensuring that the cultural event is conducted in a smooth manner throughout the event.

## **IV Hostel Grievance Redressal cell (GRC):**

GRC will follow the given procedure:

1. If any resident feels aggrieved on any matter concerning running of the hostel or its mess, he/she may approach the HWC in writing for help, guidance and/or redressal of the grievance. Depending on the nature of the grievance, the HWC may refer the case to the HAC for further action. HAC may further report to GRC for necessary action.



2. The university hostel serves to provide a comfortable living environment for the inmates within the limits of its resources. In the course of day-to-day operations of the hostel, the existing hostel authorities shall take care of all routine matters. Grievances must be addressed by means of the special mechanism as a last resort.

3. *The concerned warden and assistant warden of each hostel shall, in the first instance, be the first to receive a grievance from an inmate, who shall ensure that the grievance is dealt with as soon as possible, not more than one week after receipt.*

4. The inmate or inmates, as the case may be, who are dissatisfied with the action taken by the Warden may bring the grievance in writing, as soon as the Warden's decision is informed and in no case later than one week after the notification of the Warden's decision, to the GRC committee. A copy of the Warden's decision will be submitted to the GRC committee in conjunction with the complaint.

5. Also, the GRC committee will, depending on the need of the hour, request to the teams against sexual harassment, ragging, and student counselling.

#### **VA Hostel Accommodation**

(i) Hostel accommodation shall be available to registered students of the university campus after submitting required forms.

(ii) Application for admission to the Hostel must be made in the prescribed online form, which is available in the on the CSJM university website. Accommodation would be provided after submitting required documents and paying the requisite fees (hostel and mess fees) as decided by the CHM from time to time. All charges and rents prescribed in the application form or any other documents will be subjected to change as per the decision of the university authorities without prior notice.

(iii) Any change of information in the form at any point of time has to be intimated to the hostel office in writing.

(iv) No student will be allowed to stay in the hostel without formal admission.

(v) No student will occupy a room during vacation. However, he/she may be permitted by the HAC to stay on request if he/she is doing any course work/project work/Institute work/Hostel work.

(vi) The hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.

(vii) At the time of admission every student has to submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, stating that he/she would abide by the rules and regulations of the hostel.

(viii) Allotment of rooms shall be the sole discretion of the hostel administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives.

(ix) The hostel management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each student as well as table, chair, ceiling fan with regulator and reasonable light fitting.

(x) Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the Warden or necessary action will be taken.

(xi) Inmates shall respect the equal rights of their roommates.

(xii) In exigencies the Warden, without assigning any reason, may shift inmates from one room to another.

(xiii) If the status, on the basis of which an inmate was allowed accommodation in the Hostel, changes during the period of stay in the Hostel, he/she is required to inform the Hostel Warden immediately. Such student may be asked to vacate the Hostel if the HAC finds that he/she is no longer eligible for Hostel accommodation.

(xiv) The students are entitled for accommodation in the Hostel as long as they are full time registered students of the university campus. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the rolls, will automatically cease to be an inmate of the Hostel. Such students shall immediately leave the Hostel.

(xv) Before vacating the rooms, the students have to fill up the prescribed 'Room Vacating Slip' and submit it to the Warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Caretaker of the Hostel at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the HAC shall be recovered from the resident concerned.

(xvi) Any visitor is allowed into the hostel up to the visitors' room only. All visitors to the Hostel including the parents/guardians will have to make necessary entries in the Visitors' book available at the hostel entrance with the security guards.



(xvii) The visit of male students to the women's Hostel and vice versa is allowed up to the Visitors' Room strictly between the timing as specified by the HAC. Violation of this rule will lead to severe penalty and punishment as decided by the HAC.

(xviii) Student applicants are required to submit a character reference, a health fitness certificate by the CMO, anti-ragging affidavit, and an undertaking that he/she will follow hostel rules. Upon receipt of these documents, admission will be granted.

↓ **These rules will be strictly followed in the hostels, failing which, the students may not be allowed to stay in the hostel.**

- Participation in morning prayer and yoga / exercise activities.
- Participation in weekly activities, for example, cleaning, plantation, sports, plays, arts, and different sessions.
- It is the student's responsibility to take meals on the given time and only in the designated dining rooms.
- Students who engage in violence and abuse will be suspended or terminated from the hostel.
- Disrespectful / indisciplinary behavior will not be tolerated, and strict procedures will be followed accordingly.
- After the 3 late entries to the hostel, necessary action will be taken to the student.
- It is strictly prohibited for students to waste food.

## **VB USE OF APPLIANCES**

(i) The use of electrical / electro-mechanical equipments, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, is strictly prohibited by the residents in or outside the rooms. Private cooking in the rooms or anywhere in the hostel is strictly forbidden. Any such appliance found in a hostel room will be confiscated and shall attract both monetary fine and disciplinary action by the HAC. *However, there is an induction stove available in every hostel for students to utilize, when they need.*

(ii) The use of audio systems which may cause inconvenience to the roommates or other inmates is not allowed. The use of personal TV, VCR, VCD/DVD, etc. is strictly prohibited.

(iii) When the resident goes out of their rooms, they should switch off all the electrical/electronic appliances, and lock the doors (at all times). Violation of this rule will attract suitable penalty and punishment as decided by the HAC.

## **VC MESS RULES**



- (i) Once a student is admitted to a hostel, he/she is deemed to have become a member of the hostel Mess until he/she officially vacates the hostel.
- (ii) The mess in each hostel shall function as a single integrated unit and shall not under any circumstances be subdivided into sub-units.
- (iii) Discipline should be strictly maintained in the dining hall.
- (iv) Day Scholars cannot be entertained as guests in the mess.
- (v) Food will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms. If an inmate is ill, the caretaker will make suitable arrangements for his/her food with the prior permission of the warden.
- (vi) The inmates should not enter the kitchen.
- (vii) Wasting food is a social crime. For the first offence of wasting food by an inmate, warning will be issued to him/her. If the concerned resident is found repeating the mistake, strict disciplinary action shall be taken against him/her.
- (viii) The weekly menu will be displayed on the notice board and any change in the menu will be notified by the mess secretary.

#### **VD HOSTEL MAINTENANCE AND CLEANLINESS**

It is the responsibility of the HWC to look after of the general maintenance and cleanliness of the hostel premises including the building, courtyards and the toilets. All residents shall whole-heartedly cooperate in these endeavors.

#### **VE RAGGING**

- (i) Ragging in any form is banned. Severe punishment, including expulsion from the hostel shall be imposed on any resident if he/she is found to have indulged in ragging.
- (ii) Ragging is a cognizable offence. An anti-ragging cell of camps/hostel can take quick action against unavoidable activities of students.
- (iii) Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the hostel Authorities. Non-reporting of the incident by a victim shall also be considered as an offence.
- (iv) Any resident, for that matter any person / student, if are witnesses to an incident of ragging, must report the same immediately to the hostel Authorities. Failure to do so shall be considered as a serious offence and shall be dealt with at par with the perpetrators of ragging.



(v) When the students/inmates committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the inmates may be resorted to as a deterrent measure.

(vi) All residents attached to the hostel are required to sign an anti-ragging undertaking as per stipulated guidelines and submit these to the Hostel office.

#### **VF MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTELS**

(i) Students should be present within the hostel premises between prescribed timings by the hostel authorities. No student is permitted to stay outside the hostel during this time without the written permission of the warden. Violation of this rule will invite strict disciplinary action on him/her.

(ii) If any student wants to go out to the city/town between prescribed timings by the hostel authorities, excluding the class hours, he/she should enter their names in the register kept in the hostel office for this purpose.

(iii) Residents shall be allowed to go home even during vacation, only if there is a written request for the same from self /parent/guardian citing genuine grounds and consented by the warden/ assistant warden on the leave card. Going home frequently is not permitted.

#### **VG PROVISION FOR LEAVE**

Residents may avail of the following types of leave:

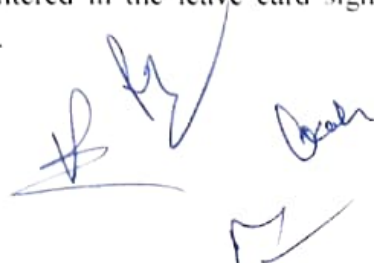
Home Leave - Vacations / Breaks / Illness / Unexpected

(i) Each student will be issued a leave card for sanction of all kinds of leave. A sum of Rs.100/- will be charged for the loss of the leave card.

(ii) Residents are required to sign in the appropriate register (LG leave/Home leave) before proceeding on any kind of leave and on their return. Any resident found leaving or entering the hostel without signing the register is payable for disciplinary action.

(iii) All types of leave sought for the weekdays have to be applied for at least 24-48 hours in advance. Leave for weekends (Saturday & Sunday) must be applied on Friday (hostel office timings) in leave card. Residents can proceed on leave only after ensuring that leave is duly sanctioned by the warden. At least 48 h prior letter of request is to be submitted with attendant. Prior letter of local guardian / parents in case of late-night leave / home leave / leave for special purposes / university vacations is required.

(iv) Every leave applied for and sanctioned has to be entered in the leave card signed by parents / local guardians and counter signed by the warden.



(v) Resident students found forging signatures of parents/ local guardians or warden fellow students will be expelled from the hostel.

### VIA CODE OF CONDUCT

- (i) University students are expected to maintain certain standards of behavior as residents. The students are expected to be courteous and fair towards everyone, both inside and outside the hostels.
- (ii) Silence must be observed in the hostel premises. All unnecessary noises must be avoided.
- (iii) Modesty in dress is expected from students.
- (iv) All residents are required to produce, whenever asked, their valid identity cards issued to them by the hostel/university.
- (v) The rooms, common areas and surroundings of the hostel should be kept clean and hygienic.
- (vi) Notices must not be pasted on walls. Walls must not be scribbled on.
- (vii) A room is allotted to a student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.
- (viii) Residents must also take care of the hostel and its environment.
- (ix) Staying away from hostel without prior intimation or approval, valid reason or authorization is a serious breach of hostel discipline. On this issue, necessary action can be taken.
- (x) Resident who stays away without permission will be liable to lose the hostel accommodation and may not be considered for admission in the hostel even in the following year(s).
- (xi) If any maintenance work (civil, carpentry, electrical, and sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the hostel premises, residents should bring it to the notice of the HWC.
- (xii) Residents must cooperate in carrying out maintenance work and vacate their rooms completely when the hostel administration requires the rooms for this purpose. On such occasions, the management shall provide alternative accommodation.
- (xiii) The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the HAC shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item or decided by the HAC.



(xiv) In case of any damage or loss of Hostel property kept in the common area, the cost of repairing/replacing the same will be recovered from the residents responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the wing/Hostel, as decided by the HAC.

(xv) The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the Hostel, the occupant of the room shall hand it over to the Hostel staff.

(xvi) The resident shall not remove any fitting or fixture from any room or common area.

(xvii) Residents should not participate in any anti-national, anti-social or any other undesirable activity within or outside the campus.

(xviii) The resident will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the hostel management shall in no way be considered responsible.

(xix) In the Hostel premises the following acts are strictly prohibited:

- i Smoking
- ii Consumption of alcoholic drinks
- iii Consumption of drugs
- iv Gambling
- v Intimidation or violence
- vi Willful damage to property
- vii Entering the hostel premises in an intoxicated state
- viii Using abusive languages
- ix Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc.
- x Cooking in the room or on the Hostel premises
- xi Provoking others and spreading rumors

(xx) The permission of the warden must be obtained for taking part in any cultural / sports events outside university.

(xxi) No coaching or other activity outside the university is allowed beyond the hostel timings.

(xxii) In the girls hostels a roll call will be taken between 9.00-10.00 p.m. daily and all residents should be present unless prior leave has been taken. No resident must leave the hostel after the roll call. Violation of this rule may lead to expulsion.

(xxiii) All hostels have induction stove for quick cooking and a weighing balance to weigh the food. The leftover food should be distributed in needy individuals.

## VIB DISCIPLINARY MEASURES





(i) Any resident, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections, shall be subjected to disciplinary action by the HAC as stipulated under the relevant clause after a proper enquiry.

(ii) Depending upon the gravity of the offence if the HAC so considers, the case may be forwarded to the competent authority for further necessary action.

## **VIIA AMENITIES AND UTILITIES IN THE HOSTELS**

CSJM University hostels are comfortably- furnished and make home away from home. Separate Girls and Boys hostels are available and have fixed capacity. There is a range of accommodation options available in girls' hostels to choose from.

Includes the following facilities:

- ❖ 24x7 Wi-Fi connectivity provide inside the university campus.
- ❖ CCTV cameras at entrances of all hostels and foyer inside the campus.
- ❖ 24x7 electricity and water supply in the hostels.
- ❖ Caretakers and guards are provided in all hostels during day and night.
- ❖ Badminton court is available in the hostel premises.
- ❖ Newspapers and magazines are made available in the reading room in all hostels.
- ❖ Common rooms are there in hostels.
- ❖ Sanitary napkin vending and incinerator are installed in bathrooms of all the girls' hostels.
- ❖ Visitor rooms are available in hostels.
- ❖ Provide house-keeping service for room, bathrooms etc.

## **VIIIB MEDICAL FACILITIES IN THE HOSTELS AND CAMPUS:**

- ❖ 24x7 Ambulance facility is available in case of medical emergency.
- ❖ Health centre and doctors are available only for the primary medication in case of medical emergency in the university campus.
- ❖ We also assist the students till the hospital admission and their parents/ guardian arrive.

## **VIIIC SPORTS INFRASTRUCTURE WITHIN THE CAMPUS**

(i) Basketball court



- (ii) Cricket ground
- (iii) Swimming pool
- (iv) Indoor games

### **VIID FEE COLLECTION**

- (i) The residents of the hostel will deposit hostel fee and mess fee per year separately in the prescribed university accounts.
- (ii) The amount of both the fees will be decided by the CSJMU-CHM.
- (iii) The mess fee will be utilized for the smooth functioning of the Mess.
- (iv) Half of the hostel fee will be used for the payment of electricity bills, security, cleanliness, horticulture, caretakers and minor maintenance of the hostels and rest part of the hostel fee will be used for the major maintenance or construction/ renovation work.
- (v) The caution money of Rs.1500 will be taken once at the time of admission.

*Dev*

*[Signature]*

*[Signature]*

*[Signature]*

## ANNEXURE-I

### **DUTIES OF CARE-TAKERS**

- a. The appointment of the care taker will be done by the committee after taking interview of skilled and nonskilled workers work as caretaker.
- b. They will check the sanitization, horticulture and cleanliness of the hostel.
- c. They will check supply order of the different vendors.
- d. They will be responsible to keep the kitchen and dining area of the mess clean and tidy.
- e. They will be responsible for the overall discipline in the hostel and mess.
- f. They will be responsible for the maintenance of hostel premises including mess and common room.

## ANNEXURE-II

### **Documents Required for the admission to the hostels**

Each candidate qualified for hostel accommodation shall be required to submit following documents.

1. Proof of present residence: Attested copy of Aadhar card or equivalent document from the candidate and also from local guardian.
2. College admission fee slip.
3. Income certificate wherever required.
4. Along with the admission form candidates shall be required to submit an undertaking signed by the parent and student both in the prescribed format given by hostel office.
5. Student applicants are required to submit a character reference, a health fitness certificate by the CMO, anti-ragging affidavit, and an undertaking that he/she will follow hostel rules.





**ANNEXURE -III**

**Chhatrapati Shahu Ji Maharaj University , Kanpur**

**Application For Admission in Hostel Session 20\_\_ - 20\_\_**

( Note : Don't leave any field blank . Incomplete application will not be considered)



1. Student Name (in HINDI) : .....
- Student Name (in ENGLISH) : .....
2. Father's Name : .....
- Photo
3. Mother's Name : .....
4. Class : ..... Branch/Department..... Ist Year Entrance Rank .....
5. Permanent Address : .....
- Pin Code .....
- Attach Current Resident Proof .....
6. Local Guardian's Name : .....
- Relation.....
7. Local Address .....
- Pin Code .....
8. General/ SC/ST/OBC .....
- (Attach Certificate)
9. Attach Educational Marksheet & Certificate .....
10. Mobile Number of Student ..... Father & Guardian Mobile number.....
11. Fee Receipt number and date (attach photocopy).....

Father/Guardian Signature

Signature of Student

-----  
-----  
**Approval of Director/Head**

Student..... Son/Daughter Shri  
.....

Class..... part..... in  
Department/Institute.....

has admitted , his behavior is satisfactory. I approved his/her admission in the Hostel.

Date .....

**Sign & Stamp of HOD**

-----  
-----

**(To be filled by office)**

12. Date of submission of Hostel Application Form  
.....

13. Date of receiving Hostel fees/Chalan ..... Chalan No.  
.....

14. Hostel Fees and Mess Fees submit respectively Rs ..... Rs.....  
Date.....

15. Name of the Hostel.....

16. Room Number of the Hostel  
.....

**Sign of Clerk**

**Sign of Warden**



20



## ANNEXURE-IV

CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KALYANPUR, KANPUR-208024

## Boys Hostel Leave Card

Name.....

Sign. of Father/Guardian.....

Name in Hindi.....

Card No. ....

Sign of Mother/Name.....

Program/Subject.....

Room No.....

Block.....

Phone No. of Student.....

Phone No. of Father.....

Sl. No.	Leaving (dd/mm/yy)	Arrival (dd/mm/yy)	Purpose	Name & Address of Guardian/Stay	Signature of Guardian	Days	Total Days	Sign of Warden	Remarks: Warden Council

Date of Issue.....

Valid UP-To.....

**Procedure to avail campus leave permission:**

1. Entries of the leave to be availed must be recorded in the office register every Wednesday, between 10hrs to 17hrs.
2. Leave not recorded in the register during the period specified above will require special approval by the Warden Council.
3. Duly filled leave card must also be submitted in the office.
4. Student whose leave has been sanctioned by the warden of hostel may depart as per schedule.
5. After returning from leave, the card duly signed by the guardian must be presented in the office for record update.

**Rules:**

1. Student compulsorily required to record details of leave in the hostel office register.
2. Student will be allowed to leave the campus premises only after the approval of the recorded entry in the office register and leave card by warden of hostel.
3. It is mandatory for the student to get signature from the guardian/Parents (Father or Mother) visited against the corresponding leave recorded in the card.
4. Leave shall be granted only for University Holidays as per academic calendar.
5. Permission to leave shall be granted at most 20 times (Maximum 5 days in one times) per academic calendar.
6. Authority (Warden/council of chief warden or In-charge of institute/Registrar) to grant permission to leave in exceptional cases rests with the chairperson of Warden Council.
7. Leave Card must be preserved for duration of one year and must be returned in the office at the end of session or leaving the hostels.
8. Disciplinary proceedings will be initiated if violation of rules is observed.

Name of Student: .....

Date: .....

Room No. ....

Year: .....

Block No. ....

**ANNEXURE-V**

**CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR**

Name of Hostel \_\_\_\_\_ :

Academic Session : \_\_\_\_\_

**Dues Detail for Security money Refund**

Student Name: \_\_\_\_\_

Allotted Room No. : \_\_\_\_\_

Address & Phone No: \_\_\_\_\_

Bank Name : \_\_\_\_\_

Bank Account No. : \_\_\_\_\_

IFSC Code : \_\_\_\_\_

1- Fees Deposited :

a. Room Rent Rs. \_\_\_\_\_ Date \_\_\_\_\_ Chalan No. \_\_\_\_\_

b. Mess Fees Rs. \_\_\_\_\_ Date \_\_\_\_\_ Chalan No. \_\_\_\_\_

c. Security Deposit Rs. \_\_\_\_\_ Date \_\_\_\_\_ Chalan No. \_\_\_\_\_

2- Electric Equipment's : \_\_\_\_\_

3- Others (If Any) : \_\_\_\_\_

4- Refund Security Money Rs. 1,500/-

Please return my security money Rs. \_\_\_\_\_ deposited by Challan No \_\_\_\_\_

Dated \_\_\_\_\_ As I have vacated my room in \_\_\_\_\_ Hostel since

\_\_\_\_\_.

Student's Signature

Date : .....

Place: .....



**For Office Use**

Certified that He/She has No Dues in Hostel and has deposited all Fees and his application for Refund of His/Her Security Fees (after deduction) Rs. .... in his Bank Account No. .... , Branch ..... , IFSC Code ..... Is being forwarded.

Signature of Hostel Assistant: \_\_\_\_\_

Signature of Warden: \_\_\_\_\_

Hostel

C.S.J.M. University, Kanpur

Handwritten signatures in blue ink, including a signature at the top right, a large signature in the middle, and two smaller signatures at the bottom.

## ANNEXURE-VI

### GENERAL HOSTEL RULES

1. Allotment of room will be made by the custodian (warden). Custodian can change the room of any hosteller, if necessary, but no student has right to change his room without any written permission of custodian.
2. Custodian (warden) will have right to complain about the discrepancies of normal/disciplinary rules.
3. Hostel room can be physically checked any time by custodian/authorized University officer or appointed officer for this purpose.
4. Custodian will have right to vacate the room when required or in special situation. If hosteller refuses to vacate the room or put the lock in the room, custodian have right to open the room and vacate it.
5. All the hostellers should be present when the attendance taken by the hostel custodian or any authorized student between 8pm to 10 pm. If any hosteller found absent without any prior permission, then a fixed fine for being absent shall be taken, or disciplinary action, whichever found suitable, will be taken. Fine will be taken according to the report of custodian and it should be deposited with the fees. If the hosteller is absent without any proper permission continuously for 15 days, then allotment of hostel will be cancelled and deposited hostel room fees will be confiscated and all the facts will be informed to the parents.
6. If custodian finds any hosteller guilty for continuously remaining absent or going outside then fine as well as warning letter will be issued and if there is no improvement in hosteller then recommendation will be given to the University for the expulsion from the hostel or administrative action.
7. Hosteller before leaving the hostel on any holiday or on end semester break holiday he should take permission with the custodian in defined format. After returning from holiday, he will submit the certificate from parent/guardian that he was with them or in their knowledge lived elsewhere.
8. Unauthorized entry of guests is totally prohibited. Authorized guests can meet students only on Thursdays and Sundays or on any holiday until 5 pm in waiting room/guest house. Other than the specified time guests will not be allowed to meet the hostellers.
9. Any type of involvement in debate, argument or fighting, unfair/incest behavior or any undesirable act is not permitted in the hostel or in the University premises. If found involved in any such anti-social activities by the custodian, a severe disciplinary action will be taken against hosteller by the University authorities.
10. Any unauthorized meeting, conference, discussion is not permitted inside the hostel room or in the hostel premises apart from group discussion/studies. If any hosteller does any damage to hostel building or any property (furniture/fitting) or makes any changes then damage compensation will be taken by the hosteller.



11. Keeping fire or highly inflammable material, fire weapon, sharp and pointed dangerous items in the hostel is totally prohibited.
12. Any hosteller has no right to keep drugs/medicines/injection or any type of intoxicating liquid in the room. Some of the medicines which come under the category of life saving or the medicine prescribed by authorized medical officer will be allowed only with the permission and knowledge of the authorities. But this cannot be given to any other hosteller at any cost for the trial.
13. If any hosteller is ill or sudden accident happens then medical officer/custodian must be informed.
14. It is the duty of the hosteller to keep room and premises clean.
15. Any student has no right to keep his own entertaining instruments like radio/transistor, tape recorder, or any type of musical instrument.
16. As far as possible any hosteller will not keep any precious item or precious jewelry. If it is stolen or damaged hosteller will be responsible for it.
17. Keeping or using own electrical equipment like heater, press, immersion rod etc. is restricted. If any such equipment found then it will be confiscated.
18. Before locking the room, hosteller should make it sure that all electrical equipments are switched off.
19. Any type of cooking in the room is restricted.
20. Hosteller will have to vacate the hostel room within 10 days after the last date of written examination of the final year/semester of any course.

## DISCIPLINE RULES

Residents of the Boys hostel is expected to follow the general rules of discipline, by their manner and behavior, as subject to the University and Hostel rules.

1. Every hosteller should maintain good behavior not only in hostel premises but in the whole University campus. One should take care of personal and public property and create good academic atmosphere and a livable environment for everyone.
2. The hosteller who has taken permission from the head of the department for the study leave should also take permission from hostel superintendent for his absence. If he remains absent for more than 10 days then action of cancellation of hostel allotment will be taken.
3. Hosteller will not be permitted to sit in any University examination unless he pays all the dues of hostel.
4. Only educational, cultural program/festivals can be organized in the hostel only after the prior permission of the warden.
5. Any hosteller shall not participate in the activities of collecting money for any external social/religious organizations or groups.
6. Pasting posters on hostel room/wall or on the wall of university campus or distributing pamphlets to the students is totally restricted.



7. Every hosteller should carry their I-Cards given by the University, which must be shown on demand. Permanent address or close relatives address where the hosteller often visits or stays temporarily, should be noted with hostel superintendent at the time of entry. In case there is any change in the address during the stay, it is the duty of the hosteller to inform immediately.
8. Any hosteller found guilty for the misconduct or breach of discipline the hosteller can be expelled from the University course on the recommendation of hostel custodian.
9. If hosteller is punished while living in the hostel then this will be kept in the personal reference record and it shall also be mentioned in the character certificate which he will receive at the end of his final exams, while leaving the University.
10. Every hosteller must maintain the discipline in the hostel.  
For breach of discipline following will be responsible:
  - a. Rules of hostel, disregard of order and information
  - b. Disregard and not following the instructions of officers/employees affiliated to hostel.
  - c. Hoarse, noisy, objectionable behavior.
  - d. Ragging of juniors.
  - e. Irregular or unauthorized absentees and without any written permission staying outside the hostel in the night.
  - f. Not depositing hostel dues in time.
  - g. Found guilty in UFM/charged for UFM.
  - h. Deceptive activities, dishonesty, false declaration, or found guilty for any other illegal or criminal act.
  - i. Keeping any type of narcotics/medicine or using and selling it.
  - j. Not registering the entry in the prescribed register while going outside the hostel or coming inside or remaining outside the hostel more than the stipulated time.
  - k. Any type of unauthorized meeting, procession, and its operation.
  - l. Involvement in protests, agitations, strikes, hunger strike or organizing the same or participating or inspiring anybody for its participation.
  - m. Creating violence or fear or participation in such activities.
  - n. Creating hindrance in the studies of hostellers in other hostels.
  - o. Loss of any property of hostel.
  - p. Not showing the I-Card to the authorized officer when asked and creating disturbances, arguments or fighting within the University Campus or outside.
  - q. Doing profitable service by which studies are interrupted.
  - r. Any act which is detained by custodian/university teachers or officers.
11. Any hosteller found involved in the ragging activities or found guilty for ragging will be responsible for following penalty:
  - a. Warning

- b. According to Property/Asset partial or complete recovery.
  - c. Penalty (according to act and holding).
  - d. Temporary/permanent suspension from facility or service available in the hostel.
  - e. Suspension/expulsion from the hostel.
12. According to hostel custodian if disciplinary crime is serious, it will be fined and put forward to the proctorial board or in the constituted advisory committee. This fine will be noted in the permanent documents and in the end, it will be written in his character certificate. A warning will be issued and if it is repeated then may be expelled from the hostel. During the probation hosteller is not authorized for any financial rebates.
  13. During the probation, hosteller complaints will be considered.
  14. If indiscipline is very serious then it will be put in front of the Advisory Committee and with the recommendation of Hon VC can be punished or expelled.
  15. Any hosteller found guilty for ragging directly or indirectly can be expelled from the hostel.

### **Readmission in the Hostel**

Following are the conditions in which after suspension/expulsion from the hostel hosteller can be considered for the re-admission:

1. Hosteller has no right of re-admission in the hostel. It can be considered after compensation of loss/deposit of fine.
2. Hosteller who is found to be involved in other student manipulations and lying on different things will be given a notice to justify their act. In response to a letter issued they need to justify their act within 24h.
3. Hosteller will remain on behavior probation for rest of the time of studies after re-admission. Any ill act with juniors and seniors will question the stay in the next semester.
4. As per provision the mother father or the guardian of the hosteller they will give the undertaking of good behavior which will be effective for the rest of the stay of the hosteller.
5. If hosteller is permanently punished under criminal act and expelled from the hostel then he cannot apply for the re admission in the hostel.
6. Any hosteller is not allowed for readmission unless he has completed two semester or one calendar year with satisfactory behavior before getting the punishment of expulsion.
7. Any hosteller application will not be considered for re-admission until he has not given the assurance of good behavior and not fulfilled the above 1,3,4 and 5 points.
8. For re admission of hosteller recommendation of discipline committee and decision will be considered. As per the situation, decision passed by the committee for expulsion will be final.

ANNEXURE-VII  
CSJM UNIVERSITY, KANPUR  
BOYS/GIRLS HOSTEL

Verification Of Physical Amenities In Room

Hostel Name:.....

Block:.....Room No.....

Name of Student-1.....

Name of Student-2.....

Sl.No.	Item	No. of Quantity	Status
1	Chair		
2	Table		
3	Ceiling Fan		
4	Bed		
5	Tube light		
6	Others		
7			

Date: \_\_\_\_\_ Sign. of Student-1.....

Sign. of Student-2.....

Authorized Sign.

Sign. of Warden/Chief Warden



ANNEXURE-VIII  
UNDERTAKING BY GUARDIAN

समक्ष:- श्रीमती/श्रीमान् वार्डन

छत्रपति शाहूजी महाराज विश्वविद्यालय, कानपुर।

मैं .....पत्नी/पुत्री/पुत्र ..... निवासिनी/निवासी

मैं शपथकर्ता/शपथकर्ता सशपथपूर्वक निम्न बयान करती/करता हूँ-  
शपथकर्ता/शपथकर्ता

1 यह कि मैं शपथकर्ता/शपथकर्ता की पुत्री/पुत्र विश्वविद्यालय के ..... संस्थान के कक्षा .....  
कोर्स ..... वर्ष की छात्रा/छात्र है एवं विश्वविद्यालय के छात्रावास में कमरा नं0..... में निवास कर रही/रहा  
हूँ।

2 यह कि मैं छात्रावास के अपने कक्ष में बिजली के उपकरण मुख्यता इण्डक्शन, हीटर, टी0वी0 आदि का प्रयोग नहीं  
करूंगी/करूंगा यदि चोरी छिपे इन उपकरणों के प्रयोग करते वक्त मैं किसी दुर्घटना का शिकार हो जाती/जाता हूँ तो  
विश्वविद्यालय प्रशासन व छात्रावास प्रशासन की कोई जिम्मेदारी नहीं होगी बल्कि सम्पूर्ण जिम्मेदारी मेरी होगी।

3 यह कि मैं छात्रावास में विभिन्न मौसमों के आधार पर छात्रावास से बाहर व अन्दर आने व जाने की निर्धारित समय सीमा का  
अनुपालन करूंगी/करूंगा यदि छात्रावास से बाहर रहने के दौरान मैं किसी भी प्रकार की दुर्घटना का शिकार होती/होता हूँ तो  
विश्वविद्यालय प्रशासन व छात्रावास प्रशासन उस घटना के लिये जिम्मेदार नहीं होगा।

4 यह कि मैं छात्रावास में संचालित मेस हेतु निर्धारित समय सीमा के अन्दर भोजन मेस में ही बैठकर ग्रहण करूंगी/करूंगा।  
मेस का भोजन कभी भी कमरे में नहीं ले जाऊँगी/जाऊँगा। छात्रावास व मेस में किसी भी कर्मचारी एवं छात्रावास वार्डन से  
दुर्यवहार नहीं करूंगी/करूंगा। तथा अपने किसी विभागीय/व्यक्तिगत मित्र, रिश्तेदार, माता को अपने कक्ष में बिना पूर्वअनुमति  
के नहीं रूकाऊँगी/रूकाऊँगा।

5 मैं छात्रावास एवं मेस के मद में देय सभी शुल्कों में निर्धारित समय सीमा के अन्दर समय-समय जमा करूंगी/करूंगा। सत्र के  
मध्य में छात्रावास शुल्क/भोजन शुल्क में यदि विश्वविद्यालय प्रशासन द्वारा कोई वृद्धि की जाती है तो उसकी प्रतिपूर्ति मेरे द्वारा  
अधिकतम एक माह में देय होगी/होगा। यदि उपरोक्त शुल्क समय से नहीं जमा होता है तो विश्वविद्यालय प्रशासन को अधिकार  
होगा कि वह शपथकर्ता/शपथकर्ता की पुत्री/पुत्र को परीक्षा में न बैठने दे एवं उसके विरुद्ध अन्य अनुशासनात्मक कानूनी  
कार्यवाही करे।

6 यह कि मैं किसी प्रकार प्रतिवाधित मादक नशीले पदार्थों/दवाओं का उपयोग एवं विक्रय नहीं करूंगी/करूंगा एवं किसी भी  
प्रकार के अनाधिकृत बैठक, धरना, जुलूस में न शामिल होगी और न ही संचालन करूंगी/करूंगा तथा न ही विश्वविद्यालय एवं  
छात्रावास की सम्पत्ति/परिसम्पत्ति को नुकसान पहुंचाऊँगी/पहुंचाऊँगा यदि ऐसा करती/करता हूँ तो विश्वविद्यालय प्रशासन  
उपरोक्त नुकसान की वसूली एवं उचित कानूनी कार्यवाही के लिये स्वतंत्र होगा।

7 यह कि मैं छात्रावास नियमावली जो इस शपथपत्र का अभिन्न अंग है के अन्य नियमों का अक्षरशः पालन करूंगी/करूंगा।  
यदि शपथकर्ता/शपथकर्ता की पुत्री/पुत्र छात्रावास नियमावली के किसी भी नियम का उल्लंघन करने की दोषी पायी  
जाती/पाया जाता है तो छात्रावास प्रशासन को अधिकार होगा कि वह शपथकर्ता/शपथकर्ता की पुत्री/पुत्र को बिना छात्रावास  
फीस वापस किये छात्रावास से तत्काल प्रभाव से निष्कासित कर दें अथवा उसके लिये वि0वि0 द्वारा निर्धारित अर्थदण्ड जो मुझे  
देय होगा।

8 छात्रावास व्यवस्था को सुचारु रूप से चलाने हेतु एक छात्रावास से दूसरे छात्रावास में स्थानान्तरित करने एवं कक्ष परिवर्तन  
करने पर मुझे कोई आपत्ति नहीं होगी।

9 में अपनी सुरक्षा धनराशि की वापसी का आवेदन छात्रावास छोड़ने के एक माह के अन्दर दूँगा/दूँगी उक्त अवधि के पश्चात् सुरक्षा धनराशि वापसी हेतु किये गये आवेदनों के भुगतान हेतु वि०वि० कानूनी रूप से बाध्य नहीं होगा।

सत्यापन:- मैं उपरोक्त शपथकर्ता/शपथकर्ता सत्यापित करती/करता हूँ कि इस शपथ में उपरोक्त तथ्य 1 एवं 9 में दिये गये समस्त तथ्य मेरे ज्ञान में सही है तथा कोई भी तथ्य छिपाया नहीं गया है। आज दिनांक .....सत्यापित किया।

शपथकर्ता छात्र/छात्रा के पिता के हस्ताक्षर

छात्र/छात्रा के हस्ताक्षर







छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर  
CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR

(पूर्ववर्ती कानपुर विश्वविद्यालय, कानपुर)  
(Formerly Known as Kanpur University Kanpur-208024)

उस जे.एम. यू विवि/चीफवार्डन/  
18/2022

Hostel Activity Cell (HAC)

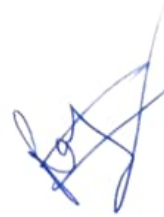
दिनांक

Ganga Girls Hostel

Coordinator	Chief Warden	Dr Anuradha Kalani	Life Sciences and Biotech	8081223350	<a href="mailto:anukalani@csjmu.ac.in">anukalani@csjmu.ac.in</a>
Dy. Coordinator	Assistant Chief Warden	Dr. Mamta Tiwari	UIET-4	8318233762	<a href="mailto:mamtatiwari@csjmu.ac.in">mamtatiwari@csjmu.ac.in</a>
Warden	Member	Ms. Priyanka Maurya	Education	7376043819	<a href="mailto:priyanka@csjmu.ac.in">priyanka@csjmu.ac.in</a>
Assistant Warden	Member	Ms. Mayuri Singh	LLM	8920601841	<a href="mailto:mayurisinghilm@csjmu.ac.in">mayurisinghilm@csjmu.ac.in</a>
General Secretary	Student Member	Ms. Noor Siddhiqui	BTech	3 <sup>rd</sup> year	<a href="mailto:noorsiddiqui950@gmail.com">noorsiddiqui950@gmail.com</a>
Mess Secretary	Student Member	Ms. Shakshi Rani	B.Sc. MLT		<a href="mailto:sakshirani180@gmail.com">sakshirani180@gmail.com</a>

  
04.08.22

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CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR


(पूर्ववर्ती कानपुर विश्वविद्यालय, कानपुर)  
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समाज सेवक मू वि/जीएम/वर्क/09/2022

Hostel Activity Cell (HAC)

Triveni Girls Hostel

1. Coordinator	Chief Warden	Dr Anuradha Kalani	Life Sciences and Biotech	8081223350	<a href="mailto:anukalani@csjmu.ac.in">anukalani@csjmu.ac.in</a>
2. Dy. Coordinator	Assistant Chief Warden	Dr. Mamta Tiwari	UIET-4	8318233762	<a href="mailto:mamtatiwari@csjmu.ac.in">mamtatiwari@csjmu.ac.in</a>
3. Warden	Member	Dr. Pushpa Mamoria	UIET-4	9369601478	<a href="mailto:pushpamamoria@csjmu.ac.in">pushpamamoria@csjmu.ac.in</a>
4. Assistant Warden	Member	Dr. Richa Shukla		9307453491	<a href="mailto:richashuklap@gmail.com">richashuklap@gmail.com</a>
5. General Secretary	Student Member	Ms. Madhuri Gupta	B.Tech	7752933606	<a href="mailto:madhurig701@gmail.com">madhurig701@gmail.com</a>
6. Mess Secretary	Student Member	Ms. Stuti Jain	B.Tech	9811512186	<a href="mailto:stutijainvk@gmail.com">stutijainvk@gmail.com</a>

  
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अ.सं.जे.सं.सू.वि.वि./-चीफ वार्डन/20/2022

## Hostel Activity Cells (HAC)

### Saraswati Girls Hostel

1.	Coordinator	Chief Warden	Dr Anuradha Kalani	Life Sciences and Biotech	8081223350	<a href="mailto:anukalani@csjmu.ac.in">anukalani@csjmu.ac.in</a>
2.	Dy. Coordinator	Assistant Chief Warden	Dr. Mamta Tiwari	UIET-4	8318233762	<a href="mailto:mamtatiwari@csjmu.ac.in">mamtatiwari@csjmu.ac.in</a>
3.	Warden	Member	Dr. Kalpana	Pharmacy	7007191107	<a href="mailto:kalpanakushwaha@csjmu.ac.in">kalpanakushwaha@csjmu.ac.in</a>
4.	Assistant Warden	Member	Dr. Ranjana Gautam	Life Sciences and Biotechnology	9492317701	<a href="mailto:drranjanagautam@csjmu.ac.in">drranjanagautam@csjmu.ac.in</a>
5.	General Secretary	Student Member	Ms. Mallika Agarwal	B. Pharma 4 <sup>th</sup> year	84484084840	<a href="mailto:matto230598@gmail.com">matto230598@gmail.com</a>
6.	Mess Secretary	Student Member	Ms. Surbhi Gupta	M.B.A. 2 <sup>nd</sup> year	63922584411	<a href="mailto:surbhig-2021@gmail.com">surbhig-2021@gmail.com</a>

  
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श्री एस जे एम यू वि. वि. / चीफ वार्डन / 21/2022

**Hostel Activity Cell (HAC)**

**Kaveri Girls Hostel**

1	Coordinator	Chief Warden	Dr Anuradha Kalani	Life Sciences and Biotech	8081223350	<a href="mailto:anukalani@csjmu.ac.in">anukalani@csjmu.ac.in</a>
2	Dy. Coordinator	Assistant Chief Warden	Dr. Mamta Tiwari	UIET-4	8318233762	<a href="mailto:mamtatiwari@csjmu.ac.in">mamtatiwari@csjmu.ac.in</a>
3	Warden	Member	Dr. Tanuja Bhatt	Education	7906249818	<a href="mailto:tanujapandey27@csjmu.ac.in">tanujapandey27@csjmu.ac.in</a>
4	Assistant Warden	Member	Ms. Nimisha Singh	Physical Education	7889298717	<a href="mailto:nimishagovindbabu@gmail.com">nimishagovindbabu@gmail.com</a>
5	General Secretary	Student Member	Ms. Sushmita Mishra	LLB 1 <sup>st</sup> year	7983250944	<a href="mailto:mishrasush1510@gmail.com">mishrasush1510@gmail.com</a>
6	Mess Secretary	Student Member	Ms. Anamika Yadav	BFA 1 <sup>st</sup> year	6397678966 8188814163	<a href="mailto:01012004anamikayadav@gmail.com">01012004anamikayadav@gmail.com</a>

*Sudhar*  
04.08.22

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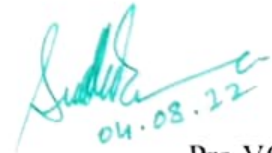
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सी एन जे एन यू डी वि./-चीफ, बॉर्डर/22/2022

**Hostel Activity Cell (HAC)**

**ShivaJi Boys Hostel**

1	Coordinator	Chief Warden	Dr Anuradha Kalani	Life Sciences and Biotech	8081223350	<a href="mailto:anukalani@csjmu.ac.in">anukalani@csjmu.ac.in</a>
2	Dy. Coordinator	Assistant Chief Warden	Dr. Vinod Kumar Verma	UIET-4	9411921312	<a href="mailto:eeshajolly@gmail.com">eeshajolly@gmail.com</a>
3	Warden	Member	Dr. Ashish Kumar Dubey	Physical Education	9839412933	<a href="mailto:drashishkumardubey@csjmu.ac.in">drashishkumardubey@csjmu.ac.in</a>
4	Assistant Warden	Member	Dr. Sravan Kumar Yadav	Physical Education	9125760944	<a href="mailto:drsaravankumaryadav@csjmu.ac.in">drsaravankumaryadav@csjmu.ac.in</a>
5	General Secretary	Student Member	Mr. Anshuman Singh	B. Tech 3 <sup>rd</sup> year	6307368818 7393995329	<a href="mailto:anshuman3132@gmail.com">anshuman3132@gmail.com</a>
6	Mess Secretary	Student Member	Mr. Shivam Bharti	B. Tech 3 <sup>rd</sup> year	8178355389	<a href="mailto:bhartishivam318@gmail.com">bhartishivam318@gmail.com</a>

  
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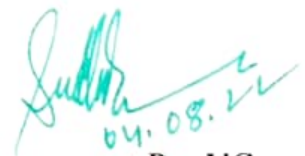
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एन.जे.एम यू.वि.वि./कानपुर/वर्ग-1/23/2022

**Hostel Activity Cell (HAC)**

**Swarn Jayanti Boys Hostel**

1.	Coordinator	Chief Warden	Dr Anuradha Kalani	Life Sciences and Biotech	8081223350	<a href="mailto:anukalani@csjmu.ac.in">anukalani@csjmu.ac.in</a>
2.	Dy. Coordinator	Assistant Chief Warden	Dr. Vinod Kumar Verma	UJET-4 //	9411921312	<a href="mailto:eeshajolly@gmail.com">eeshajolly@gmail.com</a>
3.	Warden	Member	Dr. Vinod Kumar Verma	Life Sciences and Biotech	9411921312	<a href="mailto:eeshajolly@gmail.com">eeshajolly@gmail.com</a>
4.	Assistant Warden	Member	Dr. Ashish Kumar Katiyar	Physical Education	9935277478	<a href="mailto:katy.ashish@gmail.com">katy.ashish@gmail.com</a>
5.	General Secretary	Student Member	Mr. Yatharth Srivastava	B. Tech (MSME)	9554032252	<a href="mailto:yatharthharsh28aug@gmail.com">yatharthharsh28aug@gmail.com</a>
6.	Mess Secretary	Student Member	Mr. Abhijeet Rai	B. Tech (ECE)	6386898935	<a href="mailto:abhijeetrai2018@gmail.com">abhijeetrai2018@gmail.com</a>

  
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प्र. जे. एम. यू. आर. वि. / चीफ वार्डन / 25/2022

## Hostel Working Committee (HWC)

### Triveni Girls Hostel

1	Convener	Warden	Dr. Pushpa Mamoria	UIET-4	9369601478	<a href="mailto:pushpamamoria@csjmu.ac.in">pushpamamoria@csjmu.ac.in</a>
2	Assistant Convener	Assistant warden	Dr. Richa Shukla	English	9307453491	<a href="mailto:richashuklap@gmail.com">richashuklap@gmail.com</a>
2	General Secretary	Student Member	Ms. Madhuri Gupta	B.Tech 3 <sup>rd</sup> year	7752933606	<a href="mailto:madhurig701@gmail.com">madhurig701@gmail.com</a>
3	Mess Secretary	Student Member	Ms. Stuti Jain	B..Tech 3 <sup>rd</sup> year	9811512186	<a href="mailto:stutijainvk@gmail.com">stutijainvk@gmail.com</a>
4	Maintenance Secretary	Student Member	Arkaja	BTech 3 <sup>rd</sup> year	9369277597	<a href="mailto:arkajasingh13@gmail.com">arkajasingh13@gmail.com</a>
5	Sports Secretary	Student Member	Shalini Upadhyay	B.Tech 2 <sup>nd</sup> year	7071918992	<a href="mailto:upadhyaysweeto@gmail.com">upadhyaysweeto@gmail.com</a>
6	Cultural Secretary	Student Member	Ms. Shivani Chaudhary	B.Tech 3 <sup>rd</sup> year	7705925647	<a href="mailto:shivanichaudhary2605@gmail.com">shivanichaudhary2605@gmail.com</a>

  
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प्र. जे. एम. यू. वि. / -जी.कॉ. / 26/2022

**Hostel Working Committee (HWC)**

**Saraswati Girls Hostel**

1	Convener	Warden	Dr. Kalpana	Pharma	7007191107	<a href="mailto:kalpanakushwaha@csjmu.ac.in">kalpanakushwaha@csjmu.ac.in</a>
2	Assistant Convener	Assistant warden	Dr. Ranjana Gautam	Life Sciences and Biotech	9492317701	<a href="mailto:drranjanagautam@csjmu.ac.in">drranjanagautam@csjmu.ac.in</a>
2	General Secretary	Student Member	Ms. Mallika Agarwal	B. Pharma 4 <sup>th</sup> year	84484084840	<a href="mailto:matto230598@gmail.com">matto230598@gmail.com</a>
3	Mess Secretary	Student Member	Ms. Surbhi Gupta	M.B.A. 2 <sup>nd</sup> year	63922584411	<a href="mailto:surbhig-2021@gmail.com">surbhig-2021@gmail.com</a>
4	Maintenance Secretary	Student Member	Ms. Shweta Kumari	B. Pharma 3 <sup>rd</sup> year	8303595387	<a href="mailto:shweta131090@gmail.com">shweta131090@gmail.com</a>
5	Sports Secretary	Student Member	Ms. Arnika Singh	B. Com (H) 2 <sup>nd</sup> year	9506723022	<a href="mailto:arnik-arnik312@gmail.com">arnik-arnik312@gmail.com</a>
6	Cultural Secretary	Student Member	Ms. Deeksha Pandey	M.Sc. 1 <sup>st</sup> year	8470840773	<a href="mailto:dikshapandey1522@gmail.com">dikshapandey1522@gmail.com</a>

  
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श्री एस. जे एस यू वि वि / चीक. कॉमि / 27/2022

**Hostel Working Committee (HWC)**

**Kaveri Girls Hostel**

1	Convener	Warden	Dr. Tanuja Bhatt	Education	7906249818	<a href="mailto:tanujapandey27@csjmu.ac.in">tanujapandey27@csjmu.ac.in</a>
2	Assistant Convener	Assistant warden	Ms. Nimisha Singh	Physical Education	7889298717	<a href="mailto:nimishagovindbabu@gmail.com">nimishagovindbabu@gmail.com</a>
2	General Secretary	Student Member	Ms. Sushmita Mishra	LLB 1 <sup>st</sup> year	7983250944	<a href="mailto:mishrasush1510@gmail.com">mishrasush1510@gmail.com</a>
3	Mess Secretary	Student Member	Ms. Anamika Yadav	BFA 1 <sup>st</sup> year	6397678966, 8188814163	<a href="mailto:01012004anamikayadav@gmail.com">01012004anamikayadav@gmail.com</a>
4	Maintenance Secretary	Student Member	Ms. Ruchi Sharma	BBA 1 <sup>st</sup> year	9889448922	<a href="mailto:rucsha12345@gmail.com">rucsha12345@gmail.com</a>
5	Sports Secretary	Student Member	Ms. Muskan chaudhary	LLB 1 <sup>st</sup> year	8439310769	<a href="mailto:muskanchoudhary1282003@gmail.com">muskanchoudhary1282003@gmail.com</a>
6	Cultural Secretary	Student Member	Ms. Tanya Kushwaha	BCA 1 <sup>st</sup> year	8103255048	<a href="mailto:kustanya753@gmail.com">kustanya753@gmail.com</a>

  
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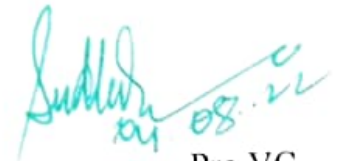
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श्री एम जे एम यू आर / वीपीसी / 28/2022

## Hostel Working Committee (HWC)

### ShivaJi Boys Hostel

1	Convener	Warden	Dr. Ashish Kumar Dubey	Physical Education	9839412933	<a href="mailto:drashishkumardubey@csjmu.ac.in">drashishkumardubey@csjmu.ac.in</a>
2	Assistant Convener	Asst. warden	Dr. Saravan Kumar Yadav	Physical Education	9125760944	<a href="mailto:drsaravankumaryadav@csjmu.ac.in">drsaravankumaryadav@csjmu.ac.in</a>
3	General Secretary	Student Member	Mr. Anshuman Singh	B. Tech 3 <sup>rd</sup> year	6307368818 7393995329	<a href="mailto:anshuman3132@gmail.com">anshuman3132@gmail.com</a>
4	Mess Secretary	Student Member	Mr. Shivam Bharti	B. Tech 3 <sup>rd</sup> year	8178355389	<a href="mailto:bhartishivam318@gmail.com">bhartishivam318@gmail.com</a>
5	Maintenance Secretary	Student Member	Mr. Ritviz Raj	B. Tech 2 <sup>nd</sup> year	9554565302	<a href="mailto:ritvizroj228@gmail.com">ritvizroj228@gmail.com</a>
6	Sports Secretary	Student Member	Mr. Mayank	B.P.Ed 1 <sup>st</sup> year	9354274430	<a href="mailto:mayankkhokher017@gmail.com">mayankkhokher017@gmail.com</a>
7	Cultural Secretary	Student Member	Mr. Yesh Raj Singh	B. Tech 2 <sup>nd</sup> year	9336461484	<a href="mailto:yeshraj2000@gmail.com">yeshraj2000@gmail.com</a>

  
08.22

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एच.जे.एम यू वि वि / चीफ ऑफिस / 29/2022

**Hostel Working Committee (HWC)**

**Swarn Jayanti Boys Hostel**

1	Convener	Warden	Dr. Vinod Kumar Verma	Life Sciences and Biotech	9411921312	<a href="mailto:eeshajolly@gmail.com">eeshajolly@gmail.com</a>
2	Assistant Convener	Assistant warden	Dr. Ashish Kumar Katiyar	Physical Education	9935277478	<a href="mailto:katy.ashish@gmail.com">katy.ashish@gmail.com</a>
2	General Secretary	Student Member	Mr. Yatharth Srivastava	B. Tech (MSME)	9554032252	<a href="mailto:yatharthharsh28aug@gmail.com">yatharthharsh28aug@gmail.com</a>
3	Mess Secretary	Student Member	Mr. Abhijeet Rai	B. Tech (ECE)	6386898935	<a href="mailto:abhijeetrai2018@gmail.com">abhijeetrai2018@gmail.com</a>
4	Maintenance Secretary	Student Member	Mr. Angad Chaudhary	B. Tech (ECE)	9660719307	<a href="mailto:angad831837@gmail.com">angad831837@gmail.com</a>
5	Sports Secretary	Student Member	Mr. Vishal Singh	B. Tech (ECE)	7255640921	<a href="mailto:vsingh273407@gmail.com">vsingh273407@gmail.com</a>
6	Cultural Secretary	Student Member	Mr. Aditya Kumar Maurya	B. Tech (CHE)	9297700029	<a href="mailto:mauraya1525@gmail.com">mauraya1525@gmail.com</a>

  
09.08.22

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# छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR

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प्र. एम. जे. एम. यू. वि. / चीफ वार्डन / 04/08/2022

## Hostel Grievance Redressal cell (GRC)

Following members constitute CSJM University Hostels GRC:

1	Chairperson	DSW, Director	Prof. Sanjay Swarnkar	9369601486
2	Co-chairperson	Registrar	Dr. Anil Yadav	9369601454
3	Secretary	Dean Academics	Prof. Rolee Sharma	8953595903
4	Asst. Secretary	Chief Proctor	Dr. Praveen Katiyar	9415132492
5	Co-ordinator	Chief Warden	Dr. Anuradha Kalani	8081223350
6	GRC officer 1	Asst Chief Warden	Dr. Ashish Kumar Dubey	9839412933
7	GRC officer 2	Asst Chief Warden	Dr. Mamta Tiwari	8318233762
8	Member	Finance officer	Mr. Prem Shankar Chaudhary	7838689999
9	Member	Account Officer	Mr. Jitendra Verma	8299205518
10	Member	Chief security officer	Dr. Vinod Kumar Verma	9411921312
11	Member	Student Member	Mr. Abhishek Sharma	8266886827
12	Member	Student Member	Ms. Saumya Singh	7398887812
13	Member	Student Member	Ms. Mallika Agarwal	84484084840
14	Member	Student Member	Ms. Stuti Jain	9811512186

  
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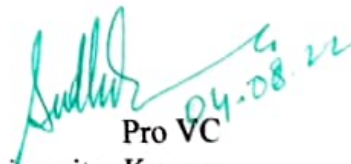
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(Formerly Known as Kanpur University Kanpur-208024)

श्री एस जे एम यू बी वि / चीफ वार्डन / 31/2022

**Hostel Anti-Ragging Cell (ARC)**

Following members constitutes CSJM University Hostels' ARC:

1	Chairperson	Registrar	Dr. Anil Yadav	9451426791
2	Co-chairperson	Chief Proctor	Dr. Praveen Katiyar	9415132492
3	Secretary	Chief Security Officer	Dr. Vinod Kumar Verma	9411921312
4	Member	Chief Warden	Dr. Anuradha Kalani	8081223350
5	Member	Asst Chief Warden	Dr. Mamta Tiwari	8318233762
6	Member	Warden	Dr. Tanuja Bhatt	7906249818
7	Member	Warden	Dr. Ashish Dubey	9839412933
8	Member	Warden	Dr. Astish Kumar Katiyar	9935277478
9	Member	Warden	Dr. Ranjana Gautam	9492317701
10	Member	Warden	Dr. Kalpana	7007191107
11	Member	Warden	Ms. Mayuri Singh	8920601841
12	Member	Warden	Dr. Pushpa Mamoria	9369601478
13	Member	Warden	Dr. Sravan Yadav	9125760944
14	Member	Warden	Ms. Nimisha Singh	7889298717

  
Pro VC  
CSJM University, Kanpur