



STAREX UNIVERSITY, GURUGRAM

(Established by Haryana Private Universities (Second Amendment) Act No.20 of 2016)

(Recognized by UGC U/sec. 2(f) of the UGC Act, 1956)

(Empowered to Award degrees U/sec. 22 of the UGC Act, 1956)

HOSTEL POLICY



STAREX UNIVERSITY

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HOSTEL POLICY RULES AND CODE OF CONDUCT FOR INDIAN AND INTERNATIONAL STUDENTS

INTRODUCTION

At Starex University, we take pride in providing exceptional hostel facilities for our students, aligning with our central mission of instilling self-confidence and self-discipline in every individual. Our diverse range of hostel accommodations, including both single and shared rooms are made available based on availability, representing a valuable service offered by the University. The formulation of our Hostel Policy, Rules, and Code of Conduct, applicable to both students and staff, is rooted in the fundamental principle of cultivating a secure and comfortable environment conducive to learning.

These policies are meticulously designed to uphold the highest standards and ensure a harmonious and enriching experience for all. It is imperative that all students and staff strictly adhere to these policies, as they serve as the corner stone of a thriving and productive community within our hostels, promoting the well-being and academic success of each resident.

Your cooperation and commitment to upholding these principles are greatly valued, as they contribute to fostering a positive and transformative living and learning environments for all.

1. HOSTELAUTHORITIES

The Chief Wardens/Sr. Hostel Warden, Wardens and Assistant Wardens are the designated authorities responsible for the hostel's day to day administration and discipline. They reside within the hostel premises to ensure management and supervision.



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Essential Furniture and fixture

- Upon allocation of the hostel room, students and staff will be provided with essential furniture and fixtures. It is the responsibility of students and staff to ensure that this furniture and these fixtures are maintained in good condition and kept hygienic.
- Hostel residents are required to return the furniture and other materials in good condition when they change rooms or vacate the hostel. Failure to do so may result in the university charging students/staff for any damaged furniture, materials, or lost items. These charges may be deducted from the student's depositor from the staff member's salary at the time of their monthly salary or full and final settlement.
- Any student or staff member found willfully destroying this essential furniture may face termination or expulsion without prior notice.

2. HOSTEL TIMINGS

- Hostellers are not permitted to stay in their rooms during class hours (from 09:00 AM to 04:30 PM).
- Hostellers must be inside the hostel premises by 10:00 PM. Failure to comply may lead to disciplinary action.
- Silence hours are enforced between 10:30 PM and 06:00 AM every day.

3. HOSTEL ATTENDANCE RULES

- Wardens may check attendance randomly and at any time for any student only through physical attendance method.
- All hostellers must report to hostel by 10:00 PM.



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- Attendance will be recorded daily at 10:15 PM through physical verification.

4. PARENTS/VISITOR RULES

- Parents/authorized visitors of the students are permitted to visit their wards with the permission of the prescribed hostel authorities at the designated place. Visiting hours are between 05:00 PM and 08:00 PM on weekdays/holidays anytime. If there is any case of urgency, individuals should seek prior permission.
- Parents / Guardians/ Visitor or any person is not allowed to stay with the students/staff in their rooms. However, with prior intimation to the concerned hostel authority, Guest Room can be booked on payment basis. This provision is subject to availability of the Guest room.
- No day scholar is permitted in the boy's/girl's Hostel.
- Meeting with parents/authorized visitors during class hours is strictly prohibited.

5. PERMISSION FOR OUTSIDE

5.1 GATE PASS

- A student, who wants to go out must obtain a Gate Pass for security checks from their wardens. Security personnel may confirm with the wardens if any issues are found.
- Students, who wish to take leave during class, should get special permission from Faculty In- Charge/HOD/Dean for the issue of gate pass from the concerned hostel authorities.
- Gate Passes are applicable for all the students.



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- No student can exit the security gates without a Gate Pass.
- Security cannot allow anyone to exit without a Gate Pass.
- Misbehavior with security personnel without a Gate Pass may result in the suspension or Termination of the student or staff.

5.2 Tour/Travel

Hostellers who are leaving the hostel to attend events/programs organized by the University should get prior permission from the concerned HOD/Dean and their parents. The parents should give their consent in writing for the official tour/travel. Also, students are required to inform the wardens about the same.

5.3 Vacation

- During notified vacations, students must remove all their belongings from their allotted rooms to allow the hostel authorities to carry out maintenance work.
- Students, who prefer to stay back in hostel during the end semester vacation for Internship/ Professional Practice/ Summer Term etc., should take prior permission from the HOD/Dean of the concerned Department/ School and hostel authorities. Accommodation during this period may be on payment basis and such payment shall be in addition to the hostel fees paid/ payable.

6. ROOM INSPECTION

- All rooms are subject to periodic and/or unscheduled inspections by the hostel authorities. The authorities shall be entitled to inspect the entire room, including personal bags and belongings.



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- If anything, illegal is found during the inspection, the authorities can take any necessary actions against the student/staff and may also inform their parents/guardian.
- During inspections, security officers will be prepared for any emergency actions.

7. CELEBRATIONS

Students may celebrate festivals and birthdays in the hostel premises with prior permission from the concerned hostel authority. However, all functions/celebrations must conclude by 08:00 PM, after which students should confine themselves to their allotted rooms. It is essential to avoid causing any discomfort to other students and occupants in the hostel premises. Outside guests or any form of interference will not be permitted.

8. HOSTEL COMMITTEE

There are a few essential committees such as Hostel Committee, Mess Committee and Anti- Ragging Committee consisting of students and Wardens to look after the day-to-day functioning of the Hostels

9. MEDICAL EMERGENCY

- In case of a medical emergency, the hosteller will receive first-aid medical care, and parents/guardians will be promptly informed. Therefore, it is crucial that hostellers/parents keep their phone no/contact numbers updated in the university record.
- Any accidents or sudden illness should be reported immediately to the concerned wardens for prompt action.



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- The University will take all necessary precautions to provide stage 1 first-aid medical care within the University Hostel. If seems necessary, the concerned may be transferred to hospital for medical treatment. The University shall not be held responsible for any incidents or consequences during the provision of this service. Also, the University shall not be held responsible for any medical emergencies, such as accidents occurring inside the hostel premises or during journeys to and from the University, including University Transport facilities. The University shall not be liable in any other legal matters for any accident, injury, or damage caused to a hosteller due to any act, omission, commission by the concerned hosteller, or if such injury or damage arises due to the concerned student failing to adhere to prescribed safety norms, directions, instructions, or the code of conduct.



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10. CODE OF CONDUCT: DO'S & DON'TS

General	
DO'S	DON'TS
<ul style="list-style-type: none">• Maintain good discipline inside and outside the Hostel and University premises.• Keep your University Identity Card with you at all times.• Always lock your room, even when leaving for short durations, for security reasons.• Ensure that your room and apartment are tidy, neat and clean at all times.• Dress appropriately while on hostel premises.• Show your Identity Card to security personnel or any other hostel/university authorities when requested.• Report any maintenance work issues to their respective Wardens.• Share your problems individually with the authorities.	<ul style="list-style-type: none">• Do not tamper with locks and keys. Students are advised to obtain duplicate keys with the permission of the relevant hostel authority to prevent key loss.• Do not keep pets of any kind in your room or anywhere on hostel premises.• Refrain from play ingor causing disturbances in the corridors.• Do not engage in unlawful activities or violate any rules and regulations of the Hostel and University that may tarnish your reputation as a student.• Hang your clothes only in designated areas.• Do not hire housekeeping staff for personal work, even on a payment basis. However, in exceptional cases such as illness, students can avail of such services with the permission of the relevant hostel authority.



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General	
DO'S	DON'TS
<ul style="list-style-type: none">• Take special care of your mobile phones, gadgets and share your number only with trustworthy persons.• Keep your valuables and cash always locked and secure places.• Conserve electricity and water.• Turn off fans and lights whenever you leave your hostel room.	<ul style="list-style-type: none">• Do not bring additional furniture and/or fixtures into the room without the permission of the relevant hostel authority.• Do not steal, cheat, or spread rumors. Always seek permission from the owner (fellow hosteller) before using their belongings.• Do not use or bring personal vehicles onto hostel premises.



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Electrical/Electronic Equipment	
DO'S	DON'TS
<ul style="list-style-type: none">• Students can keep their own personal laptops at their own risk by recording laptop details in the register book available with the concerned hostel authority. However, the hostel authorities will not be responsible for any theft or damage to the same.• Use the laptop exclusively for academic requirements; failure to do so may lead to disciplinary action initiated by the hostel authority.• Ensure that all electrical appliances, including laptops, are in good working condition and free from any hazards.• Use surge protectors or voltage stabilizers to safeguard your laptop and other electronic devices from power surges.• Regularly inspect power cords and plugs for any signs of damage and replace them if necessary.	<ul style="list-style-type: none">• Do not use sound systems with speakers or any other type of electrical and electronic kitchen appliances/gadgets in the hostel premises.• Do not download, screen, or circulate any pirated, restricted, pornographic, or unlicensed movies, software's or video clips on your computers inside the hostel rooms, common areas, or the University campus. Any violation will be dealt with severely, including expulsion from the hostels.• Do not use individual heaters, coils, iron boxes, electric inductions or any other heating/cooking electrical gadgets in the room.• Avoid overloading electrical outlets with multiple devices or extension cords, as it can lead to electrical hazards.• Refrain from tampering with or attempting to repair electrical wiring, sockets, or switches on your own. Report any issues to the hostel maintenance staff.



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Electrical/Electronic Equipment	
DO'S	DON'TS
<ul style="list-style-type: none">• Unplug chargers and other electrical devices when they are not in use to conserve energy and reduce the risk of overheating.• Keep the area around electrical outlets and cords clear to prevent tripping hazards and overheating.• Familiarize yourself with the location of fire extinguishers and emergency exits in case of electrical emergencies.• Follow any additional electrical safety guidelines provided by the hostel authority or university administration.	<ul style="list-style-type: none">• Do not leave electrical devices unattended while they are charging, especially in your absence or overnight.• Do not use damaged or frayed electrical cords, as they can pose a fire hazard.• Avoid using high-wattage appliances such as hair dryers or electric kettles unless expressly permitted by the hostel authority.• Do not engage in any electrical activities that are not in compliance with the guidelines and policies set by the hostel authority or university administration.• Ensure that all electrical appliances and devices are turned off when you leave your room or common areas to conserve energy and reduce the risk of electrical accidents.



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Hostel Mess/Canteen	
DO'S	DON'TS
<ul style="list-style-type: none"> • Adhere to the Meal Schedule • Carry Your Identity Card • Use Tray and Utensils Properly • Practice Good Hygiene • Follow Queue and be Courteous • Return Trays and Utensils • Clear Your Table • Report Concerns • Respect the Mess Staff • Adhere to Dietary Restrictions • Maintain Noise Levels • Observe Seating Arrangements • Bring Your Own Reusable Water Bottle • Participate in Mess Feedback • Contribute to Cleanliness • Follow Special Guidelines: If there are any specific rules or guidelines set by the mess or hostel management, make sure to comply with them. 	<ul style="list-style-type: none"> • Don't Waste Food • Don't Cut in Line • Don't Bring Outside Food • Don't Litter • Don't Take Food Trays or Utensils outside • Don't Engage in Rowdy Behavior • Don't Use Mobile Phones at the Table • Don't Waste Water • Don't Skip Your Meal Token/Identity Card • Don't Criticize the Mess Staff • Don't Take Food Back to Your Room • Don't Share Your Meal Token/Identity Card • Don't Leave Mess Area Dirty: • Don't Hold Reserved Seats. • Don't Disregard Dietary Restrictions. • Don't Violate Any Mess Rules • Respect any additional rules and guidelines set by the hostel or mess management regarding behavior, timing, or meal policies.



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- * Remember that the mess is a common space, and your cooperation and respect for others will contribute to a pleasant dining experience for everyone in the hostel.

11. STRICTLY PROHIBITED

- Infringement of the following rules will be severely dealt with, including expulsion from the hostels: -
 - A) Ragging and fighting in any form are banned inside and outside the hostel premises. Strict action will be taken against those involved, and no leniency will be shown to offenders. Students involved in ragging or fighting will be expelled from the hostels and rusticated from the University.
 - B) The consumption or possession of alcohol, smoking, use of tobacco, narcotic drugs, possession of obscene pictures, posters, pornographic materials, lethal weapons, inflammable materials, and related products are strictly prohibited in the Hostel and University premises. Violation of these rules will be considered a serious offense and will result in expulsion from the hostels.
 - C) Gathering of unnecessary students is also strictly prohibited.
 - D) Damaging any kind of university property is strictly prohibited and may result in legal action against the student/staff.
 - E) Leaking university documents/material is also prohibited.
 - F) All hostellers are advised to cooperate fully in ensuring that no unauthorized person enters the hostel premises. If a hosteller encounters any such unauthorized person, they should immediately report the matter to the concerned higher authorities for further strict action.



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- G) Playing with dry/wet colors or using crackers inside the hostel premises, even under the pretext of celebrations and festivals, is strictly prohibited.
- H) Hostellers shall refrain from playing games in the hostel premises that may cause damage to the property or disturb others.
- I) Hostellers are not allowed to write, scribble, draw, paste, or deface walls, windows, or doors in any way within their rooms or anywhere in University.
- J) Hostellers are not expected to remain in the hostel during class hours. However, a hosteller who is unwell may stay back in the hostel during working hours, strictly upon the advice of doctors and with prior permission from the concerned hostel authority.
- K) No hosteller shall loiter in the hostel corridors, peer through windows with voyeuristic tendencies, or move surreptitiously between rooms, causing disturbance to other residents in the hostel.
- L) No male or female hosteller is allowed to visit the hostel of the opposite gender.

Additional Points:

- Keep noise levels to a minimum in common areas, particularly during quiet hours to ensure a peaceful living environment for all residents.
- Respect the privacy and personal space of fellow hostellers and refrain from entering their rooms without permission.



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- Hostellers are responsible for the cleanliness and maintenance of their respective rooms. Failure to keep rooms clean and in good condition may result in penalties or charges for damages.
- Any form of harassment or bullying, including but not limited to cyber bullying, is strictly prohibited within the hostel premises. Offenders will face disciplinary action.
- Hostellers should follow any additional rules and guidelines provided by the hostel authorities to maintain a safe and harmonious living environment.

12. GRIEVANCE

- If any hosteller has any grievance or problem, he/she needs to enter the grievance or complaint in the relevant 'Grievance Book' kept in the hostel office. If the complaint is not attended to within a week, then he/she may take the issue to the concerned hostel authority. If the problem remains unresolved, he/she can report the grievance or complaint to the Vice Chancellor/Registrar/Hostel Warden/ Chief Hostel Warden.
- Ensure that all grievances or complaints are written clearly and with necessary details to facilitate prompt resolution.
- Hostellers should maintain a record or copy of their complaints for reference.
- It's advisable to approach the relevant hostel authority or office during their designated working hours for grievance resolution.
- If the grievance is of an urgent or critical nature, hostellers can seek immediate



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assistance from the hostel authorities or campus security.

- Hostellers are encouraged to resolve issues amicably through dialogue and cooperation before escalating them to higher authorities.
- If a grievance involves a breach of university rules or policies, it's important to provide specific references to the rules or policies in question for clarity.
- Retaliation against any hosteller who files a legitimate grievance or complaint is strictly prohibited and will be dealt with seriously. Encourage a culture of open communication and fairness.

13. **EXPULSION FROM THE HOSTELS**

The University reserves the right to cancel the admission of a Hosteller from the University Hostels without giving any prior notice or reason. Suspension or rustication from the University also implies consequent suspension or rustication from the University Hostel. A hosteller shall be expelled from the hostel if the hosteller fails to maintain a minimum of 75% attendance in every course in the concerned Academic Term, as prescribed by the Academic Regulations of the University.

Hostellers should familiarize themselves with the specific academic attendance requirements and regulations outlined by the University to avoid any issues.

Ensure that you attend all classes and meet the attendance criteria to maintain your eligibility to stay in the University Hostels.

Any concerns or disputes regarding attendance should be addressed through proper channels and in accordance with the University's policies and procedures.



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The University may also have guidelines regarding the behavior and conduct of hostellers, and failure to adhere to these rules may result in disciplinary action or expulsion from the hostel.

Hostellers are responsible for reading and understanding all hostel and university policies to ensure a smooth and productive academic experience.

14. REVISION OF RULES AND REGULATIONS

The University reserves the every right to revise or amend the Hostel Policy, Rules, and Code of Conduct for Hostellers as deemed necessary from time to time. Hostellers will be notified of these changes through notices and circulars, and they are expected to comply with the revised or amended Hostel Policy, Rules, and Code of Conduct for Hostellers.



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ANNEXURE-1

DECLARATION BY STUDENT AND PARENT

STAREX UNIVERSITY, GURUGRAM

I, _____ S/D/W _____
School of Studying _____ Year _____ Program with Enrollment
Number _____ at Starex University, Gurugram, Aadhar No. _____
have carefully read and fully understood the HOSTEL POLICY, RULES, AND CODE OF CONDUCT
by Starex University, Gurugram and I hereby agree to abide by all the rules and code of conduct
contained therein. I am liable for disciplinary action in case of breach of any of the Starex University
Hostel rules and regulations that may be in force from time to time.

Date: _____

(SIGNATURE OF THE STUDENT)

Place: _____

(SIGNATURE OF THE PARENT)

Full Name _____

Father/Mother Name _____

Phone No. _____

Emergency Contact No. _____

Aadhaar No. _____

Address _____



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ANNEXURE-2

CHECKLIST OF HOSTEL ITEMS

Items Allotted to Individual Students

S.No.	Items	Allotted item quantity
1.		
2.		
3.		
4.		
5.		

Note: To be submitted back in the usable condition while vacating the hostel or at the end of academic year.

Items Shared in Double/Triple Occupancy

S.No.	Items	Allotted item quantity
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Recommended Items to be bought from students

S.No.	Items	Allotted item quantity
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		



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ANNEXURE-3

Declaration of Non-Involvement in Criminal Offenses

- I, _____ S/D _____ a duly enrolled student Starex University, solemnly declare that I have not been involved in any criminal offense, nor have I been charged or convicted of any such offense up to this point.
- I understand the significance of maintaining a clean and lawful record, and I am fully committed to upholding the highest standards of ethical and legal conduct during my tenure as a student. I pledge to report any legal issues or charges promptly to the appropriate university authorities should they arise during my academic journey.
- I am cognizant of the fact that any engagement in criminal activities can have serious consequences for both my personal future and the reputation of the university. Therefore, I take this declaration with the utmost seriousness and assure that I will conduct myself responsibly and in compliance with the law throughout my academic pursuit.
- I acknowledge that providing false or misleading information in this declaration may lead to disciplinary actions in accordance with the university's policies and applicable laws.
- By affixing my signature below, I confirm my unwavering commitment to maintaining an untarnished legal record and to being a positive contributor to the university community.

Date _____

Place _____

Signature of Student

HOSTEL POLICY

Signature of Parents

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