

Rule and Regulations of C-DAC, Noida Hostel

**Centre for Development of Advanced Computing
(Dept. Of Electronics & IT, Govt. of India)
B-30, Sector 62, Noida, U. P. – 201 309**

ABOUT THE HOSTEL

C-DAC, Noida has its own hostel inside the campus at B-30, Sector 62, Noida. There are two separate but interconnected wings for boys and girls each having 50 twins sharing spacious rooms with air-conditioned dining halls and other modern amenities to ensure the comfortable stay of the students.

ALLOTMENT OF HOSTEL

- Allotment of the hostel will be done on first-cum-first-serve basis only.
- Online application for admission to the Hostel in the prescribed format is available on the official website of CDAC, Noida (www.cdac.in).
- Online application for the hostel accommodation shall be treated as valid only after taking admission to the concerned programme. No application shall be treated as valid those students will apply before taking admission to the courses.
- Formal and PG Diploma courses students, whose parents are staying in NCR will be considered for allotment of hostel only after completion of admission process subject to availability of seats in the hostel.
- Students other than Formal and PG Diploma courses applying for short duration professional courses in C-DAC for 1-3 months duration are also eligible to avail hostel facility. They can apply through online application, however, they would be considered after completion of formal and PG Diploma admission process in all respect and availability of seats in hostel.
- The list of students who will be eligible to take admission to the hostel on first-cum-first-serve basis will be displayed on CDAC, Noida's website before commencing the programme.
- The applicant has to take admission by the given due date, failing which his/her seat will be allotted to the next student.
- Application form in duplicate with attached two passport-size photographs of student and guardian will be submitted to the Campus Administrator for hostel accommodation.
- Room Inventory Form to be filled during check-in and check-out by the students in the hostel

The decision of the Executive Director, C-DAC, Noida regarding admission to the hostel shall be final.

INVENTORY

Each resident shall be provided with one table, chair, cot with mattress, and one almirah/shelf, and serviceable electrical light fitting/fixtures. At the time of allotting the rooms, the resident shall be required to sign the inventory list and the declaration attached thereto.

FEE STRUCTURE

(A) Formal courses (MCA/M. Tech./MBA)		
Room Charges per semester of six-month		Rs. 27,000/-
Mess Charges per semester		Rs. 15,000/-*
Security Deposit (refundable)		Rs. 10,000/-@
(B) Professional courses:		
(I) Non-Formal (PG Diploma Sixth Month Courses)		
Room Charges for complete period		Rs. 27,000/-
Mess Charges for complete period		Rs. 15,000/-*
Security Deposit (refundable)		Rs. 10,000/-@
(II) For courses of less than six-month and upto one-month		
Room Charges		Rs. 4,500/- × course duration in months
Mess Charges		Rs. 2,500/-* × course duration in months
Security Deposit (refundable)		Rs. 10,000/-@
(III) For stay less than a month		
Room Charges per day		Rs. 250/-
Mess Charges		On actual
Security Deposit (refundable)		NIL

**on actual. @at the time of admission in hostel*

If students join the hostel before one day and leave the hostel after one day of commencement and/or completion of courses, no payment shall be charged for these days. Beyond this period, prior to one day of commencement and/or after one day of completion of the course, extra payment for stay in the hostel shall be charged on a per day basis (Rs. 150/- per day) which can be adjusted from security deposit.

(C) Transit Guest Room		
Room Charges per night		Rs. 400/-
Mess Charges		on actual
Security Deposit (refundable)		NIL

GST shall be charged extra.

Note: In case a candidate seeks admission to the hostel in Mid-semester, fees shall be charged on a pro-rata basis. However, a full month's fee shall be charged in case a candidate joins on any day of the month. (For example: A six months course starts on 15th April and ends on 14th October and a candidate of the said course joins the hostel on 20th May, he shall pay the fees from 1 May-15 October)

NOTE:

1. The students enrolled for MCA/M.Tech/MBA and professional programmes of six months are required to deposit mess charges lump-sum Rs. 15,000/- for a period of six months at the time of admission @ Rs 2500 per month. The minimum amount of Rs. 2000 per month has to be consumed by the student. The remaining amount if any after the actual consumption or Rs.500 whichever is less will be allowed to enhance their deposit equivalent to the number of months left. When the student finally leaves the institution after the completion of the course he/she can utilize the balance amount for the purchase of an item from the canteen. However, no refund shall be allowed. On the other hand, if the consumption of Rs. 15,000/- is made before six months, the students will be required to make an additional deposit for the remaining period @ Rs. 2,500/- per month through bank Challan/RTGS/NEFT. The above pattern shall be followed for receipt and regulation of the room /mess charges in the second and subsequent semesters.
2. Security deposit shall be refunded by NEFT after vacating the Hostel by adjusting outstanding dues, if any, in respect of the hostel fee, mess fee, loss or damage caused to property, etc.

The Executive Director, C-DAC, Noida is empowered to revise the fee from time to time and such revisions shall be binding on all residents.

SCHEDULE OF PAYMENT

Students of Formal Courses will pay the full semester lodging, boarding, and one-time security deposit at the time of admission.

In the case of Professional courses, students will pay the full payment for the duration of the course at the time of admission.

Allotment of hostel rooms will be for the full duration of the course. In case the resident wants to leave in the middle of the course, hostel charges already paid for the remaining period shall stand forfeited.

DURATION OF STAY

(A) Formal Courses:

Students shall be eligible to stay in the hostel for the statutory duration of the course as given below:

1. M. Tech. 2 Years
2. MBA 2 Years
3. MCA 2 Years

However, the hostlers (students) have to maintain at least 90% attendance in the class to continue the hostel facility, failing which he will be evicted from the hostel next semester. A resident of a formal course has to vacate the accommodation within seven days of the conclusion of the programme unless specifically granted an extension by the competent authority.

(B) Professional Courses:

The residents of the professional courses shall be eligible to stay in the hostel accommodation for the duration of the course unless granted an extension by the competent authority. However, such an extension shall not exceed five days.

CANCELLATION OF ADMISSION

Admission shall be canceled and resident has to evict from the Hostel if he/she is found to be indulging in any of the following acts:

- (i) Unruly behavior in the hostel or the Institute premises
- (ii) Keeping guests without permission
- (iii) Anti-social activities
- (iv) Mischief causing damage to the hostel property.
- (v) Ceases to be a student of C-DAC, Noida.

RULES AND REGULATIONS

The hostel residents are advised to strictly adhere to the following rules and regulations:

General Information

- 1) The hostel resident are required to provide names, addresses, and contact numbers along with the latest photographs of his/her parents and local guardians in the hostel admission form. The students will be allowed to go out of the hostel with a written request from their parents/declared local guardians, to the full satisfaction of the authorities.
- 2) All students who are allotted a room in the hostel shall be required to obtain a valid Identity Card from C-DAC, Noida, and will show the same for gaining access to the hostel premises.
- 3) All the students must submit a fresh declaration about their home address at the beginning of each academic year session.
- 4) In case Hosteller's parents change their residence the same should be intimated within a week to the Hostel office in writing.
- 5) Residents are advised to adhere to the fees payment schedule issued by the hostel Administration, failing which a late payment fee @Rs.50/- for each day shall be charged.
- 6) Female residents are strictly prohibited to enter the Boy's Block. Similarly, male residents are also strictly prohibited to enter the Girl's Block. Any violation in this regard shall be a fit and cogent ground for evicting the resident from the hostel and rusticing him/her from the institute, without any notice.
- 7) All residents are required to apply in writing and obtain prior permission before leaving the hostel during vacation/holidays.

- 8) All residents shall make entries of their movements (Check In/Check Out timings) in the movement register maintain at the Reception/with the Security Guard. Any violation in this regard will invite strict disciplinary action.
- 9) All residents shall invariably be in the hostel by 9.00 pm sharp in summer (April to September) and 8.30 pm in winter (October to March), unless specifically requested in writing and allowed by the Head of Department and Warden for sufficient reasons. Anybody who doesn't follow the timings will be fined Rs.1000/- and subsequent violation would lead to his/her expulsion from the hostel.
- 10) Occupant shall take prior permission of the competent authority/warden/in-charge for celebrating any festivals and birthdays. Birthdays should be held in a common place for one hour between 7.00 pm to 8.00 pm. There should not be any kind of physical or mental discomfort to other inmates. No outside guest or interference of any kind will be allowed.
- 11) The residents may use the playing fields on campus in the evening up to 9:00 pm only.
- 12) Every student must bring his/her own pillow, blanket, linen, water buckets, and jug.
- 13) All the residents shall be in their respective rooms by 10.00 pm and beyond that there will be no access to cafeteria, lounge, recreation room, common room, reception etc.
- 14) Once seats have been allotted to students and if some student wants to change his/her seat with another student by mutual consent that can be allowed only with the consent of the hostel warden.

Discipline

- 1) Ragging in the hostel/institute premises is unlawful. Any resident found indulging in such activities may be handed over to the Police, apart from rustication from the institute.
- 2) The common room facility will be there only up to 10:00pm.
- 3) Day scholars are not allowed to go to the student's wing. If any day scholar is found visiting a hostel room the resident of that room who allows him/her to visit him/her shall invite disciplinary action.
- 4) Every student is responsible for the care of the room and its furnishing allotted to him/her and the furniture provided to him/her. No furniture will be removed from the room. Similarly, no additional furniture will be brought into the room without prior permission from the warden. Charges will be recovered for all damages and losses caused by the resident.

- 5) Residents are required to maintain cleanliness within the premises, toilets, common spaces, lawns and adjoining areas of the Hostel. Photographs pictures etc. shall not be pasted or displayed on the walls of the room/corridor.
- 6) Any forbidden articles such as Irons, Electric kettle, heaters, immersion rods, stoves, induction plate etc, if found in the room will be confiscated and in addition, a fine of Rs.1000/- will be imposed for the violation of the rule. The decision of the warden/inspection committee will be final in this regard.
- 7) Residents, at all times, are expected to conduct themselves well with regard to the comfort and convenience of other residents. No resident is allowed to indulge in any activity in his/her room/premises, which may cause disturbance to others.
- 8) Music system may be played at low volume in rooms if neighbors and roommates do not object. Any violation of these regulations will lead to the confiscation of these articles.
- 9) Every student, on going out of his/her room, shall switch off the light and fan.
- 10) Smoking, chewing tobacco, consuming alcoholic drinks, or any other intoxicating drugs, etc. are strictly prohibited. Any Resident, found indulging in such practices, shall be asked to vacate the hostel, forfeiting the hostel charges already paid.
- 11) No resident who has taken any alcoholic drinks/ drugs even outside the hostel shall be allowed to enter the hostel.
- 12) Residents shall not conduct group meetings; organize parties or get-togethers inside the hostel premises.
- 13) Residents are advised not to keep valuables in their rooms. Management shall not be responsible for any loss.
- 14) No resident is allowed to go out of the hostel after 8:00 pm. Violation of this rule would lead to disciplinary action.
- 15) A roll call will be taken at 10:05 pm daily and all students are supposed to be present.
- 16) Students admitted in nonformal courses must vacate the hostel within three days after the completion of the course.
- 17) Parents/Guests/Guardians of the resident shall be allowed access to the hostel premises only up to the reception area. No visitors or parents/guardians are allowed to enter the hostel rooms.
- 18) Residents shall not entertain any vendors or any unauthorized persons inside the hostel premises.

- 19) Students staying in the hostel are supposed to attend lectures, tutorials, seminars, minor exams etc. If any student, staying in the hostel doesn't attend classes or frequently misses his/her classes, he/she can be asked to vacate the hostel as the hostel is meant to provide him/her facilities to attend the classes and not to miss the classes.
- 20) The Hostel seat will be reallocated to another student if a resident fails to return to the hostel by the stipulated date at the end of vacation and without giving any information and valid reasons duly attested by his/her parents to the hostel administration in advance.
- 21) The room of any student can be inspected at any time by the Warden/ inspection committee.
- 22) Students must get his/her belongings checked before coming to the hostel and also before leaving the hostel.
- 23) It is expected of the students to take care of furniture, electricity, plumbing, sanitary fixtures, fittings, etc. in the hostel premises. Any student who is found damaging these items will invite disciplinary action.
- 24) At the time of leaving the hostel, every resident must hand over the hostel property carefully and shall obtain a 'No Dues Certificate' from the Warden, countersigned by the Administrative Officer. The cost of items lost or damaged shall be recovered from the resident's from the caution money or otherwise.
- 25) It shall be mandatory for every resident to avail of the mess facility of the hostel. Individual cooking is strictly prohibited.

26) The Mess Timings will be:

Break Fast		Lunch	Snacks (Eve.)	Dinner
Weekdays	Holiday	All Days	All Days	All Days
8:00-9:30 AM	9:00-10:00 AM	1:00-2:30 PM	5:30-6:30 PM	8:30-9:30 PM

- 27) No Resident shall enter the kitchen or issue any instruction to the cooks or other canteen staff. Complaints, if any regarding mess services, may be brought to the notice of the Warden.
- 28) No hostel property may be removed from the dining hall under any circumstances.
- 29) Food should not be carried out of the dining hall. Under exceptional circumstances, it may be allowed with the prior permission of the hostel warden.
- 30) The decision of the respective wardens shall be final in r/o any violation of Hostel Rule & Regulations as above.

Visitors

The daily visiting hours are from 5:00 pm to 8:00 pm. Parents and already declared local guardians only will be allowed to meet their wards.

Leave

Students will be given permission to leave the hostel for a night out by the warden provided his/her application has been forwarded by HOD after proper verification from parents/already declared local guardian(s). Applications for a night out must be submitted to the warden at least 24 hours before the leave asked for duly verified by the HOD after proper verification from parents/already declared local guardian(s). The administration has a right to ask the students to get a written verification from the parents/local guardians allowing him/her for night out

WE WISH YOU A VERY COMFORTABLE STAY IN THE HOSTEL

Acts of Violation and Handling Authorities

S. No.	Act of Violation	Handling Authority
1.	Indulging in any political, communal, immoral or untoward activity , any propaganda or publicity of any nature which violates harmony, discipline and the image of the Institute	Principal
2.	Drugs/ Alcohol consumption or possession or sale or being under influence of: a) Alcohol, Tobacco, Gutka and Cigarettes b) Narcotic drugs and Psychotropic substances	Principal
3.	Ragging: Anyone found indulging in ragging in any form in the Hostel	Anti- ragging Committee
4.	Gambling: No Gambling of any kind shall be allowed in the premises of the Hostel	Hostel Warden
5.	Willful disobedience or proxy signatures, forging of any kind or all of the types of defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities	Hostel Warden
6.	Indulging in Physical Fights / Quarrels/ Bouts	Hostel Warden
7.	Damages: If any common property is damaged or lost	Hostel Warden
8.	Return Hour: Students shall return to the Hostel before 10.00 pm.	Hostel Warden
9.	Not signing in Attendance Register: Students shall sign the attendance register when they return to the hostel at night. The hostel warden will take attendance from 10.00pm to 10.30 pm every night.	Hostel Warden
10.	Using of Electric appliances other than iron and Laptop	Hostel Warden
11.	Partying and playing loud music inside Hostel Room	Hostel Warden
12.	Having meals inside the hostel room unless medically advised and endorsed by the Rector	Hostel Warden
13.	Visitors: if taken to room	Hostel Warden
14.	Sticking notices or writing on walls	Hostel Warden