



RANI LAXMI BAI GIRLS HOSTEL



HOSTEL MANUAL – 2026

GENERAL INFORMATION AND GUIDELINES

S. Agarwal
Chair



Index

TITLE	Page No.
1. ADMISSION	3
2. ELIGIBILITY	3
3. ADMISSION CRITERIA	3
4. ADMISSION PROCEDURE	4
5. RENEWAL OF HOSTEL ADMISSION	4
6. DISQUALIFICATION	4
7. ATTENDANCE AND LEAVE RULES	5
8. VACATING SEAT/ROOM	5
9. MESS RULES	5
10. CONDUCT	6
11. DISCIPLINE	7
12. DISCIPLINARY ACTION	7
13. RAGGING	8
14. VISITORS	9
15. GUESTS	9
16. HOSTEL WELFARE ASSOCIATION	10
17. GYMNASIUM	10
18. FEE PAYMENT SCHEDULE	10
19. MODE OF PAYMENT AND CANCELLATION	10
20. HOSTEL FEE STRUCTURE	11
21. LIST OF FUNCTIONARIES	11 12

S. Agarwal
Shan



1. ADMISSION

- Students seeking admission in the hostel must apply on the prescribed application form available on university website/Warden's Office. Incomplete application forms will be rejected.
- Hostel accommodation is not a right of every student but a facility provided with norms.
- Foreign students are required to submit the application for hostel accommodation through the Foreign Students Advisor that will be allotted as per university norms.
- Admission to the hostels is exclusively on the basis of merit as per specified in admission criteria. Preference to be given to the physically handicapped (PH) students.
- The students who have availed hostel accommodation for one course and join another course or PG Course are not eligible to hostel accommodation.
- All foreign/ NRI they will be allotted only if vacant rooms are available students are required to give name, address, contact number of a person at Lucknow to be contacted in emergency they will act as a local guardians
- All applicants must provide a medical certificate clearly stating the history of any chronic disease. Hiding such medical condition shall lead to cancellation of hostel allotment.

2. ELIGIBILITY

- Accommodation in the University Hostels is available only to the bonafide students of full-time courses. Also, students joining only Diploma Course will not be eligible for hostel accommodation.
- Applicant must have secured a minimum of 60% marks in aggregate in the last qualifying examination.
- Students against whom any disciplinary action has been taken by any University authority shall not be eligible for hostel accommodation.
- Students who accept employment or join any course outside Khwaja Moinuddin Language University in the course of their study will lose their entitlement to Hostel accommodation.

3. ADMISSION CRITERIA

S.N.	Criteria		Points		Max. Points
1.	Marks*	Marks obtained in the qualifying examination	60	3	12
			60-70	6	
			70-80	9	
			>80	12	
2.	Economics Status income of the family (Annual)	Up to Rs. 3,00,000		10	10
		Rs. 3,00,00- Rs. 6,00,000		6	
		Rs. 6,00,000 and above----		3	
3.	Distance	Distance of University from hometown (After Providing Valid address proof)	<100 Km.	3	12
			100-300 Km.	6	
			300-800 Km	9	
			>800 Km.	12	
4.	Sports***	Level of sports			9
		District Level		3	
		State Level		6	
		National Level		9	

S. Agarwal Sham

S. Agarwal

(297)



5.	NCC***	"A" Certificate	3	9
		"B" Certificate	6	
		"C" Certificate	9	
6.	Interview	As per the assessment of interview committee constituted by Dean Students Welfare and Provost.	8	8
Total Marks				60

* For First Year Application of all Program. The marks obtained in qualifying examination shall be considered.

** Income Certificate is required.

*** Supporting documents are required.

4. ADMISSION PROCEDURE

- The merit list of the students of each Program/Department shall be prepared combined.
- A Committee constituted by the Vice Chancellor will conduct interview of the applicants for admission/re-admission in the Hostels.
- Students/Persons staying in the Hostel shall not be accepted as local guardian.
- For Hostel allotment, State Govt. Reservation policy will be applied.

5. RENEWAL OF HOSTEL ADMISSION

- Renewal of hostel admission shall be available if vacant seats exist.
- Renewal of hostel admission is given priority to 1st-semester students. Preferences are as follows: 2nd year, 3rd year, and 4th year.
- The residents including foreign students who are promoted to second year of their respective courses shall be required to submit renewal forms in academic session in the office of the Warden/Provost.
- Ph.D. residents are required to submit progress report of the research work through the supervisor and Head of the Department on a prescribed Performa along with renewal application form at the beginning of each academic session. The total duration of stay of a Ph.D. student in the hostel shall not exceed 4 years or submission of the thesis, whichever is earlier.
- The bonafide resident whose result is awaited must apply in time but finally allotment may be granted only after the clearance of the results subject to the availability of seats in the hostel.
- The renewal of hostel admission would only be granted to those:
 - Who have secured minimum 7 SGPA in previous examination.
 - Have cleared all dues before appearing at the annual/semester examination.
 - The conduct report of the said resident from the respective warden is satisfactory.
 - There are no complaints of indiscipline and misbehavior with the hostel staff or fellow residents.

6. DISQUALIFICATION

The following students shall not be eligible for admission/renewal in the hostel:

- Those who failed in the examination for which they were given admission to the hostel.
- Those who were detained from appearing in examination by the university authorities.
- Those who did not appear in the examination on their own violation.
- Disciplinary action(s) was/were taken against them by the university authorities.

S. Agarwal
Shan



- e) They have violated hostel rules/by laws or have been found guilty to breach of hostel discipline and/or have been reprimanded, fined, or punished in any way by the Proctor/Wardens.
- f) They are employed part time or full time.

18. ATTENDANCE AND LEAVE RULES

- a. All the residents should return inside the hostel premises latest by 6:00 PM in summer and 5:30 PM in winter for girls. Residents returning to the hostel after the specified time shall record their name in the hostel register kept with the security guard at the gate indicating reason(s) for their late coming. Those found not following this rule shall be liable for punitive action leading up to expulsion from the hostel.
- b. Residents may be permitted to go out with their local guardians on Saturday/Sunday or during university holidays, for which they must seek prior permission from the Wardens/Provost on prescribed Performa.
- c. Residents desiring to leave the station must obtain written permission in advance on prescribed Performa from the Warden/Provost before leaving the hostel. If he/she desires to stay out of the hostel, it will be mandatory to get permission in this regard from the Head of the concerned department.
- d. Residents going for research work/field work or attending seminar/conference or participating in sports tournament as a member of university team /departmental educational tour must submit prior written permission along with relevant documents from the parents/guardian and HoD/ Games & Sports teacher/NSS officer in the office of the Warden/Provost before leaving the hostel.
- e. Strict disciplinary action shall be taken against those, who fail to abide by the Leave/Attendance rules.

19. VACATING SEAT/ROOM

- a) It shall be mandatory for the students to vacate Hostel rooms for the summer vacation for general maintenance work of the hostel.
- b) All hostels will be closed within three days after the completion of even end-semester examination every year
- c) All residents shall vacate the hostel at the end of each academic session or within three days of the end-semester examination, or on the submission of Ph.D. dissertation/thesis.
- d) In the event of their vacating the hostel during the session, prior information of at least fifteen days shall be given by the resident.
- e) Residents must hand over hostel belongings provided to them, before leaving the hostel.
- f) During summer vacations, residents are required to vacate their rooms and get them sealed by the hostel staff.
- g) Ph.D. scholars are supposed to follow the university vacation schedule and vacate the hostel as soon as the university closes. However, in special cases on recommendations from their respective supervisors through proper channel, accommodation will be provided in the identified room/hostel.

20. MESS RULES

- a) Mess is compulsory for all the residents.
- b) Only vegetarian food shall be served in the mess.

S. Aggarwal

Shan



- c) The residents are required to take meals in the Hostel Dining Hall. Dining Hall timings shall be fixed as notified from time to time. All residents shall adhere to these timings.
- d) Food from Mess shall not be taken out of the Dining Hall.
- e) Only sick residents may be allowed by the Warden/Care Taker to have light meals in their rooms on the written advice of the authorized doctor.
- f) On any festival (like Ramanavami, Ramadan, etc), students will have to make their own arrangements for food if needed, other than the mess meal provided by mess
- g) The caretakers shall record the daily attendance of the residents in the mess register at the time of breakfast and dinner.
- h) Carrying of mess articles/plates to the rooms or common places is strictly prohibited. Any violation will lead to disciplinary action.
- i) Roommates are not allowed to take food on behalf of absentees.
- j) The hostel mess may not function during the winter and summer vacations. However, for those residents who are permitted to stay in the hostel during summer vacation, if the mess functions, the charges would be as per arrangements made and will be charged separately.

10 CONDUCT

- a) Any resident damaging the hostel property in any manner shall pay the full cost, including installation charges, if any. In addition, he would also be liable to a fine imposed by the Warden/Provost.
- b) At the end of each academic year, assessment of damages to common utilities will be made by the hostel authorities and a "General Fine" may be imposed on residents.
- c) **The use of electrical gadgets, like Refrigerator, Heater/blower, Immersion Heater and TV etc. is prohibited. Any forbidden gadget, found in a hostel room, shall be confiscated and a fine of Rs.2000/- may be imposed on the owner for the first violation, and expulsion, thereafter.**
- d) Electric Kettle and Electric press may be allowed with the prior written permission of the Warden/Provost on payment of Rs. 300/- per month for electric press and Rs. 250 for electric kettle.
- e) Personal Desert Coolers are allowed with prior permission of the Warden on a payment of Rs. 600/- per month as Electricity Charges.
- f) Cooking inside the hostel room is strictly forbidden. Violation in this regard shall lead to confiscation of the cooking gadgets and a fine of Rs.2000/- shall be imposed on the resident.
- g) Keeping of Gas Cylinders inside hostel rooms is strictly prohibited. Violation of this clause will lead to expulsion from hostel.
- h) Residents are not allowed to make noise especially after 10:00 p.m. as it would disturb the privacy of other residents nearby.
- i) Residents are not allowed to hand over the keys of their rooms to any person other than the caretakers /hostel authorities.
- j) Residents shall maintain hygiene and keep their rooms/washrooms and hostel premises neat and clean. Hostel/Rooms may be inspected/checked by hostel/university authorities at any time.
- k) Residents are expected to come to Dining Hall, Common Room, Visitors Room, Reading Room and Office properly attired, failing which they shall be liable for disciplinary action.
- l) Residents must strictly follow the timings of TV/Common/Reading Rooms as notified from time to time.
- m) No items from places of common use shall be taken to rooms. A default in this regard may attract a fine of Rs.500/- per item.
- n) Residents using Scooter/Motorbikes are required to register their vehicles with the Proctor

S. Agarwal

Shan



Office and submit copy of the registration to the Office of the Warden.

- o) Any violation will lead to expulsion from the hostel.
- p) Any Prayers/Pooja /Namaz in common places of Hostel will not be allowed. Students can use their allotted rooms for such activities.

11. DISCIPLINE

- a) Silence hours have to be observed from 10 p.m. to 6 a.m.
- b) Residents desirous of consulting Warden about their day-to-day problems can do so at the time specified by their respective Wardens.
- c) Residents are required to bring their own bedding and other items of personal use.
- d) No resident on his own shall shift from the allotted room to another room. No furniture should be shifted from one room to another.
- e) All residents shall be issued a Resident Identity Card from the Office of the Warden. Residents must keep this card with them at all times and must produce the same on demand by hostel authorities and security staff. In case of loss, a duplicate card may be issued on payment of Rs. 100/-
- f) No resident shall indulge in any activity in his room/hostel, which may cause disturbance or annoyance to his roommate/neighbors or to the hostel/university authorities. Appropriate disciplinary action shall be taken against such students.
- g) Consumption/Possession of alcoholic drinks, narcotic drugs is totally banned. Any violation will lead to expulsion from the hostel.
- h) Smoking in the hostel premises is prohibited.
- i) The electricity bills, if found to exceed the regular amount, shall be collected from all residents.
- j) Residents shall not misbehave with or manhandle any resident or office staff on duty. Any such misdemeanor shall attract severe punishment including expulsion from the hostel.
- k) Lights and fans must be switched off while leaving the room. Water taps should be closed properly after use. Posters or stickers should not be pasted on the hostel/room walls. Parties, social or political gatherings in the hostel complex are not permitted.
- l) Hostel inmates are expected to wear clean and decent clothes.

12. DISCIPLINARY ACTION

- a) The Warden/ Provost can for any default on the part of a resident, such as suppression of information in the application for admission, act of indiscipline, violation of any of the duly prescribed rules, indulgence in indecent or violent behavior, or for any other reason deemed sufficient for taking a disciplinary action, issue warning, intimate the parents/guardian, Head of the Department/supervisor, if any, impose fine minimum penalty of Rs.1000/-, double-lock the room/cancel the allotment of room of a resident/expel or forcibly evict a resident at the risk and cost of the resident or take any other disciplinary action, including banning the entry to the hostel and recommending non-issuance or de-recognition of degrees, depending upon the gravity of the act of indiscipline committed by a resident.
- b) The Warden/Provost and the university authorities reserve the right to expel students in case their conduct is found to be of a grave nature or on a disciplinary ground. In that case the entire hostel fees including the caution money will be forfeited.
- c) Residents are required to abide by all rules and instructions given in the Hostel Guidelines and as notified on the Notice Board from time to time. They are not to plead ignorance of the same. They are to co-operate with the hostel staff and actively participate in the smooth running of the hostel.
- d) At the time of admission, every student shall be required to sign a declaration that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor, the Warden and other authority of the University who may be vested with the authority to exercise discipline under Khwaja

Signature
Shan



Moinuddin Chishti Language University Act/ Statutes.

- e) Students found staying the hostel without paying the requisite fees or without obtaining proper permission from the competent authorities will be evicted from the hostel without any prior notice and the authorities will not be responsible for any loss/damage of items or inconvenience caused during the eviction process.
- f) The hostel inmates must obtain prior permission from the competent authority to visit outside campus for bonafide purposes and she will be solely responsible for her safety and protection during the time she is out of the university. In case she leaves the hostel without prior permission, disciplinary action will be taken against her by the hostel authorities.
- g) In the event, when a students takes a leave to visit home town or other places, she will be solely responsible for her safety and protection during her departure and return to the university.
- h) Students will not be allowed to change the allotted room without permission from the authority. As as KMCLU hosteller, the student will be responsible for the care the hostel property. They will not remove any furniture from the room and add any furniture without permission of the wardens.
- i) Any kind of birthday celebration shall be held strictly between 8:00 PM to 10:00 PM in their own room without causing any discomfort or disturbance to hostel residents
- j) The students will maintain silence in the hostel corridors at all times and ensure that their actions do not cause disturbance to others.
- k) The students will be punctual in reporting for hostel attendance at the designated time every day. Failure to comply will result in disciplinary action be the hostel authorities.
- l) No student will use water cooler or bathroom basin for washing utensils under any circumstances. They will take care not to clog or jam the sink with food waste or other materials, failing which shall be counted as indiscipline act and fine of Rs. 1000/-per day shall be charged.
- m) Students will not order or accept any deliveries between 11:00 PM and 6:00 AM.
- n) The television volume will be kept low at all times to avoid disturbing fellow hostel residents.
- o) All waste will be disposed properly and students will ensure that garbage is thrown only in the dustbin
- p) The toilets and bathrooms will be used responsibly to ensure that they're kept clean for the next user. Unhygienic or careless use may lead to strict disciplinary action
- q) The students will switch off the main room lights after 11:00 PM to ensure peaceful atmosphere. If anyone needs to study beyond this time, they will use a personal study lamp or keep the main lights on only with the mutual agreement of their roommate.
- r) If any unhygienic act is found in hostel such as disposal of used/unused sanitary napkins in and out of wash rooms shall be counted under indisciplinary act and will be charged Rs.5000 from the student identified, or otherwise Rs.1000/- will be charged from the concerned wing.
- s) Any breach of rules will attract enquiry and disciplinary action. The hostel authorities reserve the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

13. RAGGING

Ragging in all its forms is totally banned in the premises of the Girls' Hostel. **Any student found indulging in Ragging will be expelled.**

As per University Grants Commission Letter No. F1-16/2007 (CPP-II), dated April, 2009 related to UGC Regulation on curbing the menace of ragging in higher educational institutions, 2009, the students are advised to take note of the following:

As per the orders of Hon'ble Supreme Court of India "Ragging" means "Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance hardship or psychological harm or to raise fear or apprehension thereof in a

S. Agarwal *Shan* Page | 8



fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student”.

Punishable ingredients of Ragging:

- * Abetment to ragging
- * Criminal Conspiracy to rage
- * Unlawful assembly and rioting while ragging
- * Public nuisance created during ragging
- * Violation of decency and morals through ragging
- * Injury to body, causing hurt or grievous hurt
- * Wrongful restraint
- * Wrongful confinement
- * Use of criminal force
- * Assault as well as sexual offences or unnatural offences
- * Extortion
- * Criminal trespass
- * Offences against property
- * Criminal intimidation

Strict action shall be taken against those found guilty of ragging and/or abetting ragging.

Each resident shall have to sign an undertaking to the effect that he is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he has not been expelled and/or debarred from admission by any institution and that he if found guilty of the offence of ragging and /or abetting ragging, is liable to be punished appropriately at the time of joining the hostel.

An undertaking shall also be signed by the parent/guardian of the applicant to the effect that he is also aware of the law in this regard and agrees to abide by the punishment meted out to his ward in case the latter is found guilty of the offence of ragging and /or abetting ragging.

Punishment

Depending upon the nature and gravity of the offence as established by the Anti-ragging Committee of the institution, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

1. Suspension/ Expulsion from the hostel
2. Cancellation of admission
3. Rustication from the institution
4. Debarring from admission in the hostel in future.
5. Fine, decided by the disciplinary committee.
6. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

14. VISITORS

- a) Visitors will be not allowed in the hostel premises.
- b) If warden/ provost is granting the permission (only for females), in that case they can stay in the hostel only for max 30 minutes.
- c) Visitors must provide all the details in the register available at the hostel gate with the security guard.

S. Agarwal

Sham



- d) On demand, the visitors must declare their identity through Identity Card/Aadhar Card etc.
- e) Visitor's vehicles are not allowed inside the Hostel Campus.
- f) Residents are not permitted to allow visitors of the opposite sex in the hostel at any time for whatever reason(s). Any resident violating this rule will be evicted from the hostel.

15. GUESTS

- a) Residents' guests are not allowed to stay in the hostel.
- b) Mothers and sibling sisters of residents may be allowed to stay in the hostel maximum for 3 days and that too with prior permission of Warden/Provost/Registrar. In such cases the residents have to pay Rs. 400 per day and mess charges for such facility.
- c) It is the responsibility of the residents to ensure that unauthorized guests are not present in their rooms.
- d) The residents having unauthorized guests in hostel rooms shall be liable to disciplinary action which includes expulsion from hostel.
- e) No resident shall keep or give shelter to any debarred/campus banned/rusticated students in his room. In case of violation, the hostel allotment of the erring residents shall be cancelled.
- f) Notwithstanding any of the punishment mentioned above, the Wardens and the University authorities reserve the right to expel students in case their conduct is found to be of a grave nature.
- g) If any girl student has to stay in the Hostel for any official work allotted by the University, she shall only be allowed with due permission of provost/warden conditioned she produces the signed document by the concerned authority.

16. HOSTEL WELFARE ASSOCIATION

Residents are provided ample space of freedom to ensure smooth functioning of the hostel, and to generate a lively atmosphere. For the purpose, a Hostel Welfare Association consisting of Food, Sports and Cultural Committee is elected democratically by the General Body comprising of residents in each hostel separately. The respective Warden of the hostel shall be the Advisor of the Association. All the activities of the Association shall be held with the prior approval of the Warden. In this regard Wardens/Hostel Welfare Association shall discuss the proposal(s) for consensus.

17. FEE PAYMENT SCHEDULE

(a). Mess Fee

- I. Mess Fee shall be submitted in a one-time installment at the time of hostel allotment to a fresh/renewal candidate.
- II. All students must pay the prescribed mess fee, which may be revised from time to time. Mess will generally function from July to the end of end-semester examination of odd semester, and from January to the end of end-semester examination of even semester every year
- III. Every resident has to deposit a sum of Rs. 2000-towards Mess Advance Fee at the time of admission. Mess Advance Fee will be adjusted at the time of last month of year. On prior information, the Warden (Mess) may allow the adjustment of mess remission at the end of session. However, no mess refund shall be allowed for less than 7 consecutive days and not more than 30 days in one academic year. No claim for remission of food charges shall be entertained if the resident has not submitted prior application to the concerned Warden Caretaker

Signature

Shan



(b) Hostel Fee

Hostel Fee shall be submitted in a one-time payment at the time of hostel allotment to a fresh/renewal candidate.

10. MODE OF PAYMENT AND CANCELLATION

- i. One time Payment will be done in online mode only.
- ii. Hostel and Mess Caution Money will be refunded to the resident within one year from the date of leaving the hostel. However, residents are required to produce a clearance certificate from the concerned Office/Department/Centre before claiming the same on a prescribed form available in the registrar Office.
- iii. The claim of the student for reimbursement of caution money shall stand forfeited or deemed to have been relinquished, if it is not claimed within one year from the date of leaving the hostel
- iv. In case of withdrawal of admission from the hostel within 15 days, all the fees except the admission fees shall be refunded.
- v. On withdrawal beyond 15 days, no fees will be refunded except the Caution Money on the production of the clearance certificate.

HOSTEL FEE STRUCTURE(YEAR WISE) 2025-26
HOSTEL FEE (REGULAR/ SELF FINANCE)

S.NO	HEAD	NEW ALLTMENT (IN RS.)	RENEWAL (IN RS.)
1	ADMISSION FEE	500	500
2	MAINTENANCE FEE (ELECTRICAL+CIVIL)	500	500
3	COMMON ROOM CHARGES	500	500
4	KITCHEN MAINTENANCE CROCKERY	300	300
5	CULTURAL ACTIVITES CHARGE INCLUDING MAGAZINE	200	200
6	SPORTS	150	150
7	ROOM RENT	9200	9200
8	ELECTRICITY/WATER CHARGES	1700	1700
9	CAUTION MONEY	1000	0
	TOTAL	14,050	13,050
	Mess Security Money		Rs. 3,000/-

HOSTEL FEE STRUCTURE(YEAR WISE) 2025-26

S. Agarwal

Slam



S.NO	HEAD	NEW ALLTMENT SINGLE OCCUPANCY FOR Ph.D SCHOLORS (IN RS.)	RENEWAL (IN RS.)
	ADMISSION FEE	2000	1000
	MAINTENANCE FEE	6500	4500
	ROOM RENT	9200	4600
	ELECTRICITY/WATER CHARGES	5000	3000
	CAUTION MONEY	2000	2000
	TOTAL	24,700	15,100
	Mess Security Money		Rs. 3,000/-

- Rs. 3,000/- Mess Security Money (Refundable/Adjustable)
- The Mess Charge will be varying time to time after recommendation of Committee.

LIST OF FUNCTIONARIES

Provost

Dr. Tatheer Fatma

Wardens

Dr. Sweta Agarwal
Dr. Shan-E- Fatima
Dr. Mamta Shukla

S. Agarwal
Shan

Proctor

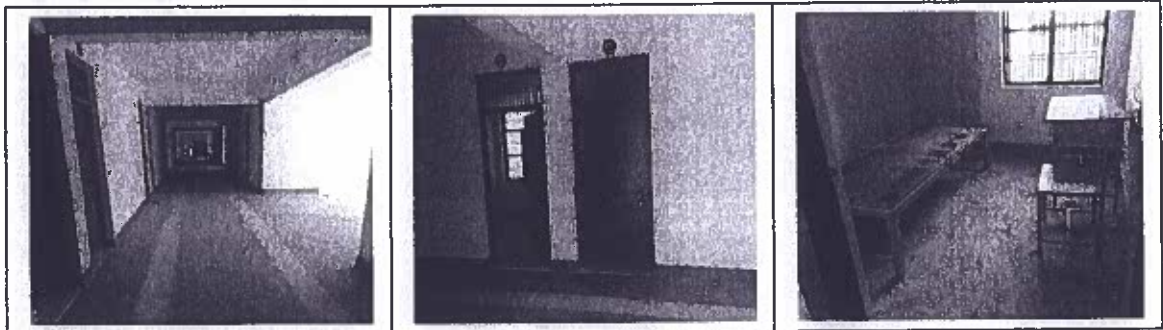
Dr. Neeraj Shukla

Hostels

Girls Hostel

Hostels

Girls Hostel



S. Agarwal

Shan