



(Formerly ITM University, Gurugram)

RULES AND REGULATIONS FOR HOSTELS

1. PREAMBLE

Ordinance 7 covers general aspects of Hostel/Student residences. These Rules and Regulations amplify and supplement the said Ordinance 7 and should be read in conjunction with it.

2. INTRODUCTION

The University hereby makes the following rules regulations fixing the norms and guidelines for granting admission to the hostel, hostel fees, and the rules and regulations that govern students residing at the hostels.

These rules and regulations are into two parts namely: Part 1-Rules and Regulations for Hostel and Part 2-Rules of Stay for Hostlers.

3. APPLICABILITY

3.1 These rules apply to all Hostels run and managed by THE NORTHCAP UNIVERSITY.

3.2 All students enrolled with the University as regular students except ex-students, are entitled to apply and be considered for hostel accommodation.

3.3 Accommodation in the hostel cannot be claimed as a matter of right by any student.

4. PROCEDURE

4.1. Admission

A student admitted to the University and desirous of seeking hostel accommodation may apply, filling in the prescribed application form (**ANNEXURE-1**) available with the Main Reception at the beginning of every semester. The dates for the same shall be put on the notice board of the University website / hostel. During the Annual Admission Process, a separate counter shall be organized in the Campus to issue and receive the Hostel Applications from the students.

4.2. All applications submitted for hostel accommodation by the last date prescribed shall be scrutinized by the Hostel Committee, duly constituted by the University.

4.3. The list of selected students shall be uploaded on the website after approval of the Registrar and displayed on the Notice Board. A copy of the same would be sent to the following:-

- Faculty In-Charge Hostel
- Warden / Matron
- Accounts Section

4.4 On deposit of the hostel fees with the Accounts Section, a list of names with receipt of payment shall be sent to the Hostel In-charge faculty / matron. who shall allot accommodation to a student only on production of the receipt of payment.

5. HOSTEL COMMITTEE

The hostel committee shall consist of the following persons:-

- Nominee of VC who shall in any case not be below rank of Head of Department- Chairman.
- Estate Manager / Asst. Manager Administration – Vice Chairman.
- One Associate Professor / Assistant Professor to be nominated by the Governing Body.
- Non Resident Hostel In-charge (One representative each from the three Schools-to be present during seat allotment of their respective Schools.
- Faculty In-charge hostel / Matron.
- Security Officer.

6. ALLOTMENT OF SEATS TO FRESH BATCH

6.1 The broad allocation of seats to the Schools would be done by the Hostel Committee at the beginning of the Annual Admission process.

6.2 The Hostel Committee would meet to allot seats at least, a week in advance of commencement of the Academic Session. However, to accommodate admission cases of vacant / drop out seats, a small proportion of seats from each School may be kept vacant for subsequent allotment to this category of students.

6.3 The seats unutilized by the Schools till their last date of admission may be utilized for other Schools if any waiting list exists. The Committee if required will release 2nd or 3rd hostel admission lists to fill up all vacant seats.

6.4 While allotting the hostel rooms, it should be normally ensured that the students of same program share the room, unless it is unavoidable.

6.5 Seats will be allotted for an Academic Year at a time and would require subsequent renewal after every semester.

7 CRITERIA FOR SELECTION OF SEATS TO FRESH BATCH

7.1 "Specially abled" students who are suffering from any physical disability (but is self-dependent) and for whom, commuting to the University on a daily basis is a problem, would be accorded top priority.

- 7.2 NRI/International students will get priority over others, except for the "Specially abled" students.
- 7.3 The criteria for admission for the fresher students of all the Schools would be determined by their NCU merit of their respective programmes along with weightage to the distance of permanent place of residence from THE NORTHCAP UNIVERSITY.
- 7.4 To arrive at the merit list, the NCU merit and distance score would be added. The highest achiever of points would be at the top of the list and so on.
- 7.5 Candidates with extreme compassionate reasons can also be considered for allotment subject to committee recommendations and further approval by Vice Chancellor / Governing Body.

8. DISTRIBUTION OF HOSTEL ACCOMMODATION

Every student granted hostel admission shall have to accept the specified Hostel and Room allotted to him/her. Further in the beginning of each semester where ever there is requirement to rationalize the hostel due to factors beyond the control of the University shall allots seats to students in another hostel where vacancy exists. This shall be done so as to ensure proper utilization of resources and for better administrative control. Once a student is admitted to the Hostel the parents/ guardians and the students shall be required to sign and submit documents as given in **Annexure – 2, 3, 4 and 5.**

9. CONTINUATION IN HOSTEL BY SENIOR BATCH STUDENTS IN THE NEXT ACADEMIC YEAR

The following criteria would be kept in mind before permitting the senior batch students to continue:

9.1. Girl Students

Girl Students occupying hostel and desirous of continuing in the hostel in the subsequent academic session would be allowed to continue in the same or any of the other NCU run hostels where the vacancy exists and as decided by the Hostel Management. Students punished by the Disciplinary Committee for any serious misconduct, indiscipline or violation of any hostel rule during her stay in the hostel may be denied continuation.

9.2 Boy Students

The seats in the Boys Hostel are limited, and to give opportunity to the fresher students, all boys after their first year in hostel shall vacate the boys' hostel. A few merited students and extremely compassionate cases including critical medical cases may be allowed to continue in the hostel for the subsequent year by the Hostel Committee / Registrar.

After approval by Hostel Committee, the students selected for retention to the next year would be required to deposit their hostel fee for the next semester in the Accounts Branch of the THE NORTHCAP UNIVERSITY and deposit receipts with the Senior Matron of the Hostel/ Faculty In-charge boys' hostel before proceeding on vacation / summer examinations / training

10 HOSTEL FEES

10.1 For the purpose of determining fees, the Hostel Committee shall consider recovering all actual costs in the running and maintenance of the hostel and its mess, including its rent and they recommend the same. Hostel fees are reviewed on annual basis by the Financial Committee and approved by the Board of Management and Governing Body. Once the fee has been approved, it shall be applicable for the Academic Year i.e. the date of beginning of classes and the last day of the Main Examination of the second Semester of the Academic Year. However, for purpose of occupation/ vacation, students may be allowed to move in the hostel maximum two days prior to the day of beginning of classes and leave three days after the last day of the Main Examinations.

10.2 Fees shall be payable for every semester (starting from the first day of classes till the last day of Main Exam of the Semester) in advance by and not later than the last date specified from time to time. In case a student admitted to the hostel fails to pay the fees in time, his/her admission shall stand automatically cancelled, without any further obligation on the University / hostel committee to issue notice of such cancellation. In such a situation the hostel committee can allot the seat to another student, at its discretion.

10.3 **Hostel fees once paid is not refundable unless otherwise:**

Seat Vacated due to unavoidable circumstances such as withdrawal of admission from The NorthCap University, duly approved into account the hostel fee for one semester, the charges for the number of days, facilities used would be deducted on a prorate basis.

All such cases of refund would be dealt on case to case basis.

11. **HOSTEL VACATION DURING SUMMER VACATION (SECOND, FOURTH AND SIXTH SEMESTER)**

Students are required to vacate hostel after their Main Examination of second/fourth/sixth semester, A fixed date for this would be put up by the Hostel Committee on the Hostel Notice Board. The date so fixed should not be later than three days from the end of Main Examination. The Hostel would be put under maintenance during this time and thus closed for the students desirous of summer internship/appearing for summer examination in re-appear papers. This time will also be utilized by the Matron

Staff and other hostels' functional staff to avail their entitled leave.

12. LIMITED LIABILITY

It must be expressly understood that the University or its employees shall not be held responsible in any manner whatsoever in case of any injury and/or loss of life or belongings of any hostel residents due to theft, burglary, fire, riot or any natural calamity or any other circumstances whatsoever.

13. AMENDMENT TO RULES:

The said rules are subject to review/ alternations/ modifications/ additions/ deletions, either in part or whole at any time hereafter, at the exclusive discretion of the Board of Management.

14. RULES OF STAY FOR HOSTELS

14.1 All Hostel residents are required to abide by Hostel Rules at all times. Violation of Hostel Rules would be treated seriously.

14.2 It is essential that the residents must report back to their hostels after their day's academic and other essential engagements latest by the fixed time laid down for reporting in the hostels, as under:-

	Category	Winter	Summers
(a)	Girls	8.00 pm	8.30pm
(b)	Boys	8.30 pm	9.00 pm

14.3 Any time during the day/night, every hostel resident entering/leaving the hostel is necessarily required to enter his/her time of entry/exit in his / her own hands and sign the same in the register maintained at the gate with the Security Guard.

14.4 It is obligatory for every hostel resident to seek prior permission from the Matron/ Faculty in-charge for leaving station during the period the University is functioning (including the weekend or any other holiday) and even when the University is closed for vacation. The student is required to submit his/her request at least 2 days in advance to the Matron /Faculty in-charge of the Hostel on a form attached as **Annexure 5** the Matron In-charge will verify request from the residents Parent/Guardian before allowing the residents permission. This will be endorsed by the Matron on the respective student's application. In case a Matron of the Hostel/Faculty in-charge is not satisfied with the authenticity of the tele-conversation with the parents/guardians, a fax would be requested before allowing the student to leave hostel.

14.5 **Discipline**-Any student who is found to be indulging in any breach of Hostel rules, indiscipline of any kind including but not limited to any undesirable activities, physical assault, misconduct, immoral activities, drug abuse, will be brought

before the Disciplinary Committee and shall be liable to the punishments laid down in paragraphs 6 of the Ordinance 8 of First Ordinance of THE NORTHCAP UNIVERSITY including but not limited to expulsion/ rustication from the University and expulsion from the hostel. Minor disciplinary cases would be dealt with by Hostel Management.

- 14.6 At the end of the semester (before 15th May and 15th December) hostellers desirous of staying in the hostel with the forthcoming semester, will have to forward an application indicating that he / she requires a seat in the hostel in the coming semester. However, in the beginning of the semester, ALL hostellers are required to update the permanent address and contact details of their parents / local guardian. Once the application by the hosteller stands approved, the student has to pay the fees as per the schedule given by the accounts department and pay the fees before 30th May and 30th December respectively failure to which, the seat will be allotted to other waitlisted students.
- 14.7 Residents are required to maintain a cordial atmosphere in their respective rooms and largely in the hostel. Student should learn to stay together and resolve all internal minor differences amongst each other amicably and not request for change of rooms due to attitude differences.
- 14.8 Any Association, active or passive, by any hostel resident with any unlawful organization is prohibited.
- 14.9 Smoking and consumption of alcohol, drugs or any other intoxicant by whatsoever name or possession of any kind is prohibited
- 14.10 Possession or use of any kind of fire arm ammunition or any other weapon of assault is strictly prohibited.
- 14.11 No hostel resident is permitted to invite anyone into the hostel premises or keep anyone overnight under any circumstances without the written permission of the Hostel Matron / Faculty in-charge.
- 14.12 Hostel residents are forbidden to engage any person from within / outside the hostel to carry out personal services without the prior permission of the Faculty/Matron in- charge hostel.
- 14.13 Any hostel resident, who is suffering from a serious communicable disease or any ailment, which requires constant medical attention or presence of paramedics may have to vacate the premises unconditionally, immediately on having knowledge of the disease/ailment, so as not to endanger other inmates till certified medically fit by the University Doctor.
- 14.14 All residents are to keep their rooms in a clean and orderly manner

at all times.

- 14.15 The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled.
- 14.16 Residents should bring to the notice of the Estate Manager, through the Hostel In-charge, all routine maintenance works (Civil, Carpentry and Electrical), to be carried out in their rooms.
- 14.17 Each resident shall be responsible for the due care in use of furniture and electrical fittings provided in his/her room. Before proceeding home during vacations or while finally vacating the hostel, the concerned resident should get the furniture and electrical fittings of her room checked by the hostel faculty in-charge / Matron and hand over the same. The residents whose applications are accepted for hostel admission of the next year will make due arrangements to keep their belongings in safe custody before leaving the hostel.
- 14.18 All hostel residents shall pay the hostel fees as prescribed from time to time within the period specified. Putting up a notice on the notice board of the hostel or at the University shall be considered adequate for the information of all concerned. No separate communication shall be sent to any hostel resident
- 14.19 In case of damage to any building, furniture or other hostel property by misuse/neglect, the cost of repairing and/or replacement will be recovered from the resident(s) known to be immediately responsible, but, if the person(s) causing the damage are unknown, the cost can be recovered equally from all the residents of the hostel.
- 14.20 No hostel resident is permitted to use electrical / electronic appliance of any kind including but not limited to Washing Machine, heaters, iron etc in their rooms, unless specifically permitted by the Hostel Matron/Faculty in-charge due to special reasons
- 14.21 Residents should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternative accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
- 14.22 The residents shall not screen unauthorized/ unlicensed/ obscene material in their computers / laptops / mobiles and common rooms.

- 14.23 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he/she will be charged a penal rent as decided by the Warden.
- 14.24 The resident shall not remove any fittings from any other room and get them fitted in his/her room. In case of any damage; the cost and a fine amount proportional to the damage shall be levied by the Hostel Management.
- 14.25 It is essential that the residents switch off all the electrical / electronic appliances before moving out of the room / central hall.

15. VISITORS

- 15.1 No female visitor will be allowed entry into the boys hostel. Similarly no male visitor shall be allowed to enter girls hostel. Only such visitor(s) will be allowed to meet a resident if his/her name has been submitted by the residents parents /guardian as an approved visitor.
- 15.2 Visitors are permitted to visit a resident only on Holidays & Sundays (between 8 a.m. to 7 p.m.) & Weekdays (5 p.m. to 7 p.m.).
- 15.3 Any visitor entering the hostel must necessarily fill and sign the visitors' book kept with the security guard. Every hostel resident is to ensure that her visitor has complied with this requirement.
- 15.4 It shall be responsibility of every hostel resident to ensure that his / her visitor leaves the hostel premises by the time stipulated for the purpose. He/she shall also ensure that his/her visitor conducts himself / herself in a disciplined manner. The Matron may allow the parents/ guardians to meet their ward only in the Central Recreational Area and for a limited time only.
- 15.5 A visitor of any hostel resident who disturbs the peace and dignity of the hostel or contravenes any of its rules and regulations shall be denied any further right to visit the hostel and immediately be asked to leave the Hostel.

16. COLLECTIVE RESPONSIBILITIES

- 16.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the residents who caused the damage could not be identified.
- 16.2 Residents shall not indulge in practices / activities, which

may endanger their own personal safety as well as others.

- 16.3 Residents will be personally responsible for their own safety and the safety of their belongings.
- 16.4 Residents are duty bound to report to the Warden/Matron in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 16.5 Residents are required to park the two-wheelers only in the space provided for them in an orderly manner. No two-wheelers should be parked at the entrance. No four-wheelers are permitted in the hostel premises.
- 16.6 Residents will not arrange any functions or meeting within the hostel or outside or within the University campus without specific permission of the Estate Manager / Asst. Manager Administration /Registrar. When any function is allowed, the Matron of the Hostel shall always be present throughout the function.
- 16.7 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Residents will not throw litter indiscriminately.
- 16.8 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.
- 16.9 Any case of theft shall be reported promptly to the Hostel In-charge Faculty/Matron.
- 16.10 The jurisdiction of THE NORTHCAP UNIVERSITY is confined to the campus/hostel premises. If our residents create law and order problems outside the campus/hostel premises, they are answerable to the police.

17. COMPLAINTS AND SUGGESTIONS

- 17.1 Any hostel resident who may have a complaint / suggestion of any kind may record the same in the book provided for the purpose which shall be kept with the hostel in-charge faculty/Matron. The hostel in-charge faculty/ matron will take up the case with the Estate Manager / Asst. Manager Administration at the earliest who will take proper action in the matter.
- 17.2 In case of complaint is not attended despite providing a reasonable time period, the complaint may be submitted in writing to the Registrar.

17.3 All suggestions for improvement shall be placed before the Hostel Management and depending on their reasonableness, if approved by the said committee in the interest of all concerned, they shall be implemented.

18. HOUSE KEEPING

Cleanliness will be maintained in the hostel premises at all time. The Assistant Manager Housekeeping will visit all the hostels at least once in a week and see that proper cleaning standards are maintained.

19. MEDICAL AID

The Hostel has First Aid and primary health kit for its residents. However, in case of any medical emergency that may require hospitalization, the resident will be moved by the faculty / Matron in-charge hostel, as applicable to the nearest hospital and the local guardian / parent shall be immediately informed accordingly. In such a situation, all medical and other expenses of the treatment / well-being of the student shall be payable by the respective parent. The detailed procedure and emergency phone numbers are available in ANNEXURE-7

20. EMERGENCY AID

In the event of an emergency, like fire, theft, housebreak, electricity/ water failure, etc., the faculty / the matron in-charge hostel has all the necessary telephone numbers for contacting the appropriate agencies/offices.

21. SECURITY

The Hostel has 24 hours security arrangement at the main entrance. A security guard would be present in the hostel at the main gate to control the entry/ exist of residents, visitors, material moving in/out of the hostel. He will not leave the main gate unless duly relieved. In case of any emergency when he is required to leave the gate, the prior permission of the security officer would be sought by him.

22. MESS FACILITY

The hostel mess provides wholesome and nutritious food to the inmates – breakfast, lunch, and dinner – in a neat and hygienic manner. The Dining Hall, kitchen, cooking utensils and serving utensils must be properly cleaned regularly before and after use. The Matron in-charge Central Kitchen must insure that the food is fresh and hygienically prepared and served on time. The food served will be strictly vegetarian.

The Senior Matron shall be the overall in-charge of functioning of the Kitchen.

The fooding will be organized centrally from the University main cafeteria. However, matron will give feedback on the quality of food once a week.

23.1 Mess Rules:

- 23.1.1 The mess timings are as follows and the residents should strictly adhere to these timings (subject to change in consultation with mess committee from time to time):

	Working Days	Holidays
Breakfast:	7.00 a.m. to 8.00 a.m.	8.00 a.m. to 10. a.m.
Lunch:	12.00 noon to 2.00 p.m.	1.00 p.m. to 2.30 p.m.
Tea time	5.00 p.m. to 6.00 p.m.	5.00 p.m. to 6.00 p.m.
Dinner:	7.00 p.m. to 9.00 p.m.	7.00 p.m. to 9.00 p.m.

- 23.1.2 The system of self service will be followed in all the messes.
- 23.1.3 The quantity of food will be unlimited except in the case of special items.
- 23.1.4 Any absence of a student from the mess exceeding 24 hours, advance intimation must be given by the student to the Hostel Manager / Caterer in the prescribed form so as to regulate the supply of provisions even though the student is not eligible for mess reduction.
- 23.1.5 Residents proceeding on medical Leave from the campus should produce the Medical Certificate issued by the College Medical Officer at the time of their leaving.
- 23.1.6 Residents other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- 23.1.7 Residents are not permitted to cook any food on their own accord in the messes or in their rooms.
- 23.1.8 Residents on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms. If any student found violating the rule will be charged for a penalty.
- 23.1.9 No food will be served in the rooms of the hostel for any student unless a certificate is produced form the University Medical Officer to the effect that the residents' condition requires the food to be served in their rooms.
- 23.1.10 No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- 23.1.11 Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. The diners should not remove notices put up on the notice boards.

- 23.1.12 All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 23.1.13 After eating food, diners shall leave the cup, plates, waste food etc. in the designated bins.
- 23.1.14 In case the University remains closed for five or more than five days, the Mess shall remain officially closed and will not be bound to serve any food to the Residents in that period.
- 23.1.15 If any diner is medically ill and requires a special diet (e.g. light/Oil-less food) he / she can request the Matron to arrange for the same at the mess.
- 23.1.16 During Minor and Major Tests, lunch for the students residing in the hostel can be provided in the hostel itself. A notice to this effect will be communicated by the hostel warden to the concerned at least two days in advance.

24. COMMITTEES

In order to facilitate the smooth functioning of the Hostel a number of committees would be framed every year wherein the Residents of the hostel will be able to play an active role in helping the authorities run the hostel effectively. These committees shall have monthly meetings under the stewardship of Senior Matron. The committees are listed hereunder:

- Mess Committee
- Sports Committee
- Cultural Committee


25. RECREATIONAL/SPORTS FACILITY

25.1 A common room with TV and indoor games is available for the inmates.

26. RIGHTS OF HOSTEL MANAGEMENT

26.1 Any breach of these rules will invite an enquiry that will be conducted by the Hostel Management. If the student is found guilty of a serious offence, then the Disciplinary Committee will take necessary action that it deems fit in terms of para 14.5 above.

These rules have been framed by concerned authorities of THE NORTHCAP UNIVERSITY are subject to alteration/modification/review at the exclusive discretion of the Board of Management of the University, either in part or whole, at any time hereafter. Such amendments, alterations, modification, additions, deletion, if any shall be binding from the date of their notification by the Board of Management.

	THE NORTHCAP UNIVERSITY	
	Application Form for Girls / Boys Hostel for Session:.....	Page 1/1

1. Name in Full Mobile No.....Email.....
(Block Letters)
2. Father's Name
3. Name of Main Entrance Examination passed.....All India Rank.....
4. Admission being sought in (Tick)

B Tech	<input type="checkbox"/>	M Tech	<input type="checkbox"/>	BSc Math (Hons)	<input type="checkbox"/>	Msc Math	<input type="checkbox"/>
BBA	<input type="checkbox"/>	B Com (Hons)	<input type="checkbox"/>	B Eco(Hons)	<input type="checkbox"/>	MBA	<input type="checkbox"/>
BBA LLB	<input type="checkbox"/>	LLM	<input type="checkbox"/>	Any other	<input type="checkbox"/>		
5. Whether Admission has been taken in NRI Quota (Tick) Yes No
6. Permanent Residential Address as written in the University Admission Form (Attach proof).....
7. Name & Address of Parents
.....Mobile No.Email.....
8. Name & Address of Local Guardian.....
.....Mobile No.Email.....

Affix your recent passport size photograph

UNDERTAKING

I undertake to abide by the University Hostel Rules & Regulations (Revised Version 0.1) of the THE NORTHCAP UNIVERSITY and shall pay all dues & deposits as laid down from time to time for the use of Hostel / Mess facilities.

I undertake to deposit initial Hostel Admission Fee to the Accounts Branch, by the due date as specified by the Hostel Committee once my application is accepted for the Hostel Seat.

I further undertake that once my Hostel Admission fee is accepted and should I thereafter decide not to take Hostel for any reason or withdraw my Admission to the University, I shall not be entitled to any refund of Hostel Admission Fee under any circumstances.

.....
Signature of the Student

Date:

.....
Signature of Parents/Guardian

OFFICE ACTION

Recommend by:

Approved by:

To be filled by Accounts Department

Receipt No.....

Amount Paid.....

Semester/Session.....

Date of Receipt.....

Made of payment.....

FOR ACTION BY ACCOUNTS DEPARTMENT

Please collect from:

Name of Student.....Roll No.....Year.....

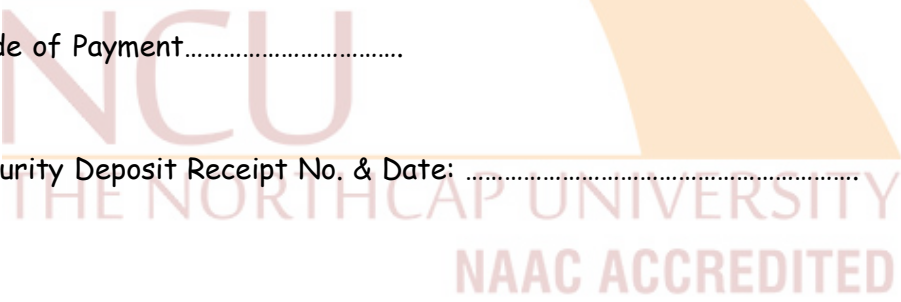
The Amount of Rs.....for the semester/session.....

Receipt No.....

Date of Receipt.....

Mode of Payment.....

Security Deposit Receipt No. & Date:[®]



Signature of Hostel In-Charge

(Formerly ITM University, Gurugram)

Signature of Receiving Authority with Stamp

ISSUED BY:	APPROVED BY:
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 NCU THE NORTHCAP UNIVERSITY™	THE NORTHCAP UNIVERSITY
	RELEASE DECLARATIONS


TO BE SUBMITTED BY THE STUDENT TO FACULTY IN-CHARGE BOYS HOSTEL /
HOSTEL MATRAON AT THE TIME OF ADMISSION TO THE HOSTEL

I hereby release THE NORTHCAP UNIVERSITY, members of its *Governing Body, Board of Management, Hostel Management Committee, Vice Chancellor, its officers, its agents and employees* from any or all claims, actions, costs, losses, expenses and/or damages including attorney resulting from the use of the equipment of the facilities of hostel run and managed by it. Such release shall be binding upon my heirs, successors and assigns.

.....
Signature of Student
Date:

THE NORTHCAP UNIVERSITY[®]
NAAC ACCREDITED

(Formerly ITM University, Gurugram)


	THE NORTHCAP UNIVERSITY
DECLARATION BY PARENTS / GUARDIANS	

**TO BE SUBMITTED BY THE PARENT/GUARDIAN TO FACULTY IN-CHARGE
BOYS HOSTEL / HOSTEL MATRAON AT THE TIME OF HIS/HER WARDS
ADMISSION**

1. Mr./Ms. hereby certify and confirm that my son/daughter / ward Mr./Ms. is seeking admission to the Hostel run and managed by THE NORTHCAP UNIVERSITY, Sector-23A, Gurgaon with my consent and agree to be personally responsible to the University for the timely payment of all her fee/dues including the refundable security deposit during the entire duration of his/her stay here. I also undertake to assure you that my son/daughter/ward shall abide by all the rules and regulations of the hostel from time to time.
2. Certify that I have carefully read the rules and regulations of the Hostel and the undertaking and release submitted by my son/daughter/ward and unconditionally agree and accept all the provisions contained therein.

(Formerly ITM University, Gurugram)

.....
Signature of Parent/Guardian
Date

	THE NORTHCAP UNIVERSITY
UNDERTAKING REGARDING COMPLIANCE TO THE HOSTEL RULES AND ALSO PAYING DAMAGE TO UNIVERSITY PROPERTY	


This is to state that I....., Roll No....., am a Resident of the Girls/Boys Hostel run and managed by THE NORTHCAP UNIVERSITY. I have read all the Rules and Regulations of the Hostel. I undertake to abide by the said Rules in letter and spirit. I am also aware that in case of any Damage to the University's property intentionally/unintentionally by me, the total cost and the Hostel Management shall levy a fine amount commensurate to the damage.

.....
Signature

Date:

NCU
THE NORTHCAP UNIVERSITY[®]
NAAC ACCREDITED

(Formerly ITM University, Gurugram)

 <p>NCU THE NORTHCAP UNIVERSITY™</p>	THE NORTHCAP UNIVERSITY
COMPLETE INFORMATION OF HOSTEL RESIDENTS	

- 1) ROOM NO _____ FLOOR _____
- 2) FULL NAME _____ ROLL NO. _____
- 3) HOSTEL NAME _____ HOSTLERS PH.NO. _____
- 4) FATHER'S NAME _____ CONTACT NO. _____
- 5) MOTHER'S NAME _____ CONTACT NO. _____
- 6) PERMANENT ADDRESS _____

- 7) LOCAL GUARDIAN'S NAME _____ CONTACT NO. _____
- 8) LG'S ADDRESS _____

- 9) BLOOD GROUP _____
- 10) LONG TERM ILLNESS/ALLERGY /DISEASE SUFFERING FROM _____

- 11) ANY OTHER INFORMATION _____

- 12) EMAIL ID OF STUDENT _____
- 13) EMAIL ID OF PARENTS _____

Signature of student

	THE NORTHCAP UNIVERSITY
GUIDELINES IN CASE OF MEDICAL EMERGENCIES	

STEP 1:

In case any student and / or member of the staff falls sick at the University and / or any of its hostels and requires urgent medical help / hospitalization, if a car is not readily available, the following persons will be responsible to immediately hire a taxi / ambulance (**whichever is faster**) and take the student to any one of the hospitals listed herewith, depending on the seriousness of the case.

At the University: ASSTT. ADMINISTRATIVE OFFICER (A.A.O) or in his absence SECURITY OFFICER

Girls Hostel: MATRON /FACULTY IN-CHARGE HOSEL SENIOR MATRON

Boys Hostel: FACULTY IN-CHARGE HOSTEL or in his absence Estate Manager / Asst. Manager Administration

STEP 2:

After necessary medical help has been provided, the aforementioned persons responsible in each case, will immediately inform the following of the emergency by telephone:

Registrar / Estate Manager / Asst. Manager Administration
 Family / Local guardian of the person taken ill
 Mr. Saurabh Sachdeva
 Mr. K. S. Ahlawat

STEP 3:

After providing reasonable time, depending on the distance to be covered by the parent, if the parent / guardian does not turn up within 10 hours from the time information of his wards sickness was first provided, the aforementioned persons responsible in each case, will bring the same to the notice of the Registrar/ Estate Manager / Asst. Manager Administration for further necessary action. Course of action, if any, must be obtained in writing from the Principal as the case may be.

EMERGENCY SERVICES

S.NO	PLACE	PHONE NOS.
1	Fire Officer	2320101, 2328868
2	Sector – 29, Fire Station	2392101, 2392102, 103
3	Police Station (Palam Vihar)	2360148
4	Pawan Taxi Service	9582089748.

HOSPITALS Gurgaon

S. NO	NAME	PLACE
1	Columbia Asia Hospital, Palam Vihar	0124 – 39898969, 3022000
2	Umkal Hospital, Palam Vihar	0124 – 4777000
3	General Govt. Hospital	2320102, 2321121
4	Kalyani Hospital (Private)	2391101 to 03
5	Privat Hospital (Private)	2352097, 2353792
6	Uma Sanjivini Hospital (Private)	2350960, 2351257, 2353629
7	Dr. Neeraj Yadav	23018191 (R)
8	Life Care Polyclinic	2360499, 9811085705

Hostel contact details

Sr.no	Hostel name	Contact name	Mobile no
1	4314	Ms. Leela Joseph	9868512537
2	3708	Mr. Praveen Lochab	8587977214
3	4174	Mr. Sourabh Sachdeva	9953079694

In case of Emergency please contact the below numbers:-

Col. Bikram Mohanty (Retd.)	Registrar	9999069695
Mr. R. S. Sharma	Estate Manager	9818056202
Mr. K. S. Ahlawat	A.A.O	9868011750
Mr. Sanjeev Kumar	Security Officer	9999078876
Mr. Raj Bhadur	Driver	9718524084
Mr. Tehsildaar	Driver	9953328879

In case of any medical emergency please contact:- Dr. Shilpi Wadhwa 9810293044