



चौधरी चरण सिंह विश्वविद्यालय, मेरठ  
Chaudhary Charan Singh University, Meerut

B+ NAAC Certification

## Hostel Brochure 2009-10 (with amendments up to 2018-19)

### 1. Eligibility

A bonafide student of a full time degree course of Chaudhary Charan Singh University Campus, Meerut, not doing part time or full time job of any type (government or private) and not getting HRA, shall be eligible to seek admission to the hostel, depending upon the availability of seats. The students of the diploma and certificate courses will not be entitled for hostel accommodation.

### 2. There are following eight hostels in University—six for boys and two for girls.

- 2.1 Dr. Ambedkar Hostel
- 2.2 Dr. A.P.J. Abdul Kalam Hostel
- 2.3 Dr. Kailash Prakash Hostel
- 2.4 Pandit Deen Dayal Upadhyay Hostel
- 2.5 Dr. R.K. Singh Hostel
- 2.6 Veer Shiromani Maharana Pratap Hostel
- 2.7 Durga Bhabhi Hostel
- 2.8 Rani Laxmibai Hostel

### 3. Admission Procedure

3.1 The prescribed application form for admission to hostel shall be filled by the eligible student online at the University hostels website :[www.ccsuniversityhostels.com](http://www.ccsuniversityhostels.com) and downloaded to obtain hard copy. The hard copy of the application form, duly signed by the applicant and recommended and forwarded by the respective HOD/Director/Coordinator, will be submitted to Warden's office through the office of the concerned department along with the following documents.

- (a) Certificate of physical fitness by the registered medical practitioner.
- (b) Certified list of visitors, who shall be allowed to meet the resident during the visiting hours, on the format attached along with the hostel application form. This list should be signed by the visitors and parents.

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- (c) Proof of residence outside Meerut (at least 30 km. away from the city or cantonment) certified by the concerned local authorities.
- (d) Anti-ragging declaration affidavits (format is available along with Hostel Admission Form on the University/Hostel website).
- (e) An affidavit and an undertaking, that if he/she avails the scholarship from Samaj Kalyan Vibhag of UP Govt as a hosteller, but leaves the hostel before session-end, he/she will have to refund the difference of scholarship availed as a hosteller vis-à-vis a day-scholar, as soon as it is transferred to his/her account (giving bank details)

**Note:** *The prescribed application form along with the affidavits in given format and undertakings shall be available on the University hostels website : [www.ccsuniversityhostels.com](http://www.ccsuniversityhostels.com).*

- 3.2 The admission to hostel shall be made by the Warden on the basis of department-wise merit of the applicants or on "first come, first served" basis.
- 3.3 As per the G.O. no. 177/15-10-95-15130/95 dated 27.09.95, 21% seats will be reserved for the students of the SC category, 2% for the ST and 27% for the OBC category in the hostels. Also, as per other/amended state govt. policies in respect of reservation issued from time to time.
- 3.4 Based on his/her application form and availability of seats, the respective Warden will allow a student to deposit the hostel and mess fees along with hostel and mess securities through the online mode in the designated branch of the bank(s) as may be decided by the University. For this, fee slips should be duly signed by the Warden.
- 3.5 The allotment and possession of the room shall be given to the student after he/she submits the proof of depositing the prescribed fees of hostel (Rs. 1540 per academic session for students of regular aided courses and Rs. 3800/- for students of self finance courses) along with hostel and mess securities of Rs. 2000/- each (refundable). The hostel and mess security amount shall be same for both aided and self finance course students. The amount of hostel fee and securities may be increased by the committee of Wardens subject to approval of the Vice Chancellor/competent authority.

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- 3.6 Parents are required to appoint a responsible person of not less than 35 years of age as local guardian who will represent parents and can take care of the ward in case of any illness or any unforeseen emergency.

#### 4. Re-admission Procedure

- 4.1 Admission to the hostel must be sought afresh at the beginning of each academic year.
- 4.2 In case of scarcity of seats or any other reason, hostel authorities will have full right not to re-admit a student in the hostel.
- 4.3 The prescribed application form forwarded and recommended by the HOD/Director/Coordinator, along with all the documents mentioned clause 3.1 of **Admission Procedure** and a 'No dues certificate' by the Warden of previous hostel should be submitted.
- 4.4 Following will not be given re-admission:
- (a) Those who did not appear in the University examination of the class for which they sought admission to the hostel.
  - (b) Those who have availed hostel facility once for the same degree program, such as U.G., P.G., M.Phil. or Ph.D. program of any subject or discipline, irrespective of whether the course is regular or self finance.
  - (c) Those who have violated the hostel rules or have been found guilty of any misconduct or breach of hostel and/or University discipline and have been reprimanded by Warden/Chief Warden/other authorities of the University.
  - (d) Those who have been rusticated/expelled from the hostel or the University
  - (e) Those who have remained absent from the hostel frequently without study leave.
  - (f) Those who have obtained a job (part time or full time).
  - (g) Those research fellows who are getting the HRA.
  - (h) Those who have been defaulters in respect of hostel or University fees.

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## 5. Rules and Regulations/Disciplinary Procedure

- 5.1 The admission shall be given for one academic session /10 months, whichever is earlier.
- 5.2 The hostellers can change/interchange their rooms only in unavoidable circumstances after the written approval of the Warden. Any change without approval will be deemed as illegal occupation giving way to disciplinary action.
- 5.3 Duration of authorized occupation in the Hostel shall be as follows:

**B.Tech.** Four academic sessions

**B.A. LL.B.** Five academic sessions

**U.G.** Three/two academic sessions, as the case may be

**P.G.** Two academic sessions

**M.Phil.** One academic session and extendable up to the submission of the project or up to 31 December of the next academic session, whichever is earlier, on the recommendation of the supervisor and HoD and on the payment of full session hostel fee and half of the full session mess fee.

**Pre-Ph.D.** For the duration of the course work of Pre-Ph.D. or for six months, whichever is earlier, and only for those students who have been admitted in University campus, on the payment of full hostel fee with prescribed securities and half of the mess fee of full academic session of the University.

**Ph.D.** Three academic sessions or up to the submission of the thesis, whichever is earlier.

### Note:

- (a) The total duration of stay in the hostel can be not more than the sum of minimum number of academic sessions/years prescribed for the applicable degree program(s) which are eligible for hostel admission, such as for a student pursuing P.G., M.Phil. and then Ph.D. degree program, he/she can avail hostel facility for :  $2+1+3 = 6$  academic sessions/years only.

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- (b) However, on the request of a Ph.D. student, the stay period can be extended for the requested period not exceeding one academic session/year by the Warden with the special permission of the Chief Warden/Vice Chancellor. Provided, the application of student for extension of stay period stating suitable reasoning is duly recommended by his/her supervisor and the concerned HoD. However, the total extension shall not exceed two years.
- (c) Hostel stay shall not be permitted after submission of the thesis or up to viva-voce of any degree program.
- (d) In any case, hostel rooms have to be vacated during summer break for repair and maintenance before the re-allotment.
- (e) In case, examinations in certain departments are postponed, students of such departments would be provided accommodation one week before the commencement of such examinations on the recommendation of the concerned HoD/Director/Coordinator.
- 5.4 Any change in the place of residence of the parents must be intimated in writing to the Warden, immediately.
- 5.5 Students who forge parents'/local guardian's signatures may be expelled from the hostel without any hearing.
- 5.6 The following activities in hostel premises creating disturbance or annoyance will result in a fine of Rs. 100 to Rs. 500 or more for each incident or even suspension/expulsion from the hostel, such as :
- (a) Plucking of flowers
- (b) Using of objectionable drugs or liquids
- (c) Cooking or ironing
- (d) Playing of music system in loud volume disturbing other inmates
- (e) Using heaters, convector, gas cylinders, immersion rods, irons, or any other electrical appliances other than laptops and anti-mosquito machines.
- (f) Organizing meetings or get-together without Warden's permission
- (g) Collection of donation for any purpose (religious/otherwise)
- (h) Displaying any information on the notice board without Warden's permission
- (i) Damaging or removing any property of the hostel
- 5.6 Residents who are found involved in undesirable/indisciplinary activities in hostel will not be entitled for hostel accommodation and the decision/action

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(suspension or expulsion, or other) taken by the Warden/Asstt. Warden in consultation with the Chief Warden shall be final.

- 5.7 The violation of any rules and regulations of the hostel by the students will lead to disciplinary action or even can result in suspension /expulsion from the hostel forever.
- 5.8 If any personal item of the hostel inmate is lost or stolen, it will not be the responsibility of the University.
- 5.9 Vehicles (only bicycles, mopeds or scooters) or laptop computers can be kept at resident's own risk after taking the written permission of the Warden. Vehicles are to be parked only at the parking place.
- 5.10 Residents will have to deposit a copy of the tuition fee receipt of each semester or full academic session at the beginning of the semester.
- 5.11 Residents must sign the attendance register everyday between 9:00 p.m. to 10:00 p.m. There would be surprise roll call now and then. Those who are found absent without giving prior information would be reported to their parents and punished.
- 5.12 All movements from and to the hostel should be recorded in the register kept with the security guard at the entrance of the hostel.
- 5.13 Gates of Girls hostels and Boys hostels shall be locked at 9:00 p.m. and 10.00 p.m., respectively, thereafter the entry would not be possible without the written explanation of the resident and permission of the Warden/ Asstt. Warden. Beyond two late night entries, the case will be reported to the parents/Chief Warden/DSW/ Proctor for information and necessary action.
- 5.14 No hosteller is permitted to stay out of the hostel after 9:00 p.m. (for girls)/ 10.00 p.m. (for boys) without written permission from the Warden/ Asstt. Warden in advance.
- 5.15 Hostels including rooms are subject to checking by the Warden/ Asstt. Warden /Matron/ other authorities of the University at any time.
- 5.16 The hostellers have to inform in writing to the Warden/ Asstt. Warden before leaving the hostel during week ends and holidays, specifying the dates of their arrival. In addition, they have to record check-out and check-in time in the register kept in the hostel. In case of being late, authorities should be informed.

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- 5.17 Residents who want to be absent from the Hostel for academic work will have to produce an application forwarded and recommended by the respective Supervisor and Head before proceeding on an assignment which necessitates the absence from the campus.
- 5.18 In case a hosteller has taken leave from the hostel for academic purpose or the other and s/he is found to stay in hostel during the leave period, his hostel leave shall be cancelled immediately and a punishment may also be imposed on him/her.
- 5.19 Residents, who remain absent from the Hostel for more than fifteen days without a proper academic reason, and without prior permission of the Warden, s/he may be asked to vacate the Hostel.
- 5.20 Guests are not allowed to stay in the hostel. However, if the space permits, only one guest (female in case of Girls' Hostel and male in case of Boys' Hostel) for not more than five days, can be allowed on guest charge of Rs. 100/- per day after taking prior written permission from the Warden. Mess charges will be charged separately as per mess rules.
- 5.21 Delegates of Conferences/ Workshops/ Symposia/ Refresher Courses, etc. organized by the University can stay in the hostels provided accommodation is available and they are not accompanied by the ward. They will have to pay the charges as are prescribed for the guests or may be decided by the Vice Chancellor. The same applies to the guest of faculty who comes to consult library or to work in labs.
- 5.22 Students with chronic medical problems will be asked to vacate the room; immediately.
- 5.22 A student who takes job of any type in any concern, outside or inside the campus after her/his admission in the hostel, cannot be allowed to stay in the hostel; however, the hostel inmates who are registered for Ph.D. in University Teaching Departments and take up non-paid part time teaching assignments in the University Teaching Departments can be allowed to stay in the hostel but not beyond their eligible time of stay.
- 5.23 Students claiming the HRA will not be allowed to stay in the hostel.
- 5.24 An expelled/rusticated student from the University will have to vacate the hostel immediately on the day of expulsion/rustication from the University. Her/his

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continuance in the hostel will be treated as unauthorized occupancy. Penalty and punishment in such cases will be imposed as per rules.

- 5.25 In case, any unauthorized person is found in any room, she/he will be treated as trespasser and will be handed over to the Police and the registered student of that room will be subjected disciplinary action or will not be allowed to continue to stay in the hostel.
- 5.26 The student will have to vacate their hostel rooms within two days from the last day of the session as declared by the University/ corresponding Department/ institute. If a student does not vacate the room and continue to stay and violate the rule, s/he shall be debarred from hostel facility in future.
- 5.27 An inmate vacating the hostel room, must hand over room and all issued items in proper condition to the Warden and get clearance to that effect, failing which s/he will not be entitled to claim her/his hostel security. Any damage inside the room will be charged accordingly from the inmate.
- 5.28 At the time of leaving the hostel, the student must sign "Residents' Record Register", failing which the room will be considered under her/his possession and the appropriate action will be taken against the student as per hostel rules.
- 5.29 There would be Hostel Committee(s) consisting of residents of the hostel along with Warden and Asstt. Warden as its In-charge and Co-in-charge, respectively. The committee(s) would be formed by the block representatives from amongst themselves in consultation with the Warden. The decision taken by the committees would be subject to review by the Warden/Chief Warden and his/her decision shall be final.
- 5.30 At the end of the session, if any student is found defaulter by not clearing any dues of the hostel, s/he will not be entitled for hostel accommodation in future. The concerned Warden shall send the blacklist of such defaulters to the Chief Warden who will circulate the same to all hostels for compliance.
- 5.31 If the Vice Chancellor feels the necessity of getting the hostels vacated even in between the session, the residents will have to comply with the orders, failing which the hostels will be forcibly vacated by the authorities and such residents can be debarred from hostel facility in future.
- 5.32 In any case pertaining to the hostel, the decision of the Vice Chancellor shall be final.

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5.33 The hostel rules/hostel fee/mess fee may be changed/ revised/ amended from time to time.

## 6. Ragging

Ragging in any form (making unpleasant noise, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension, fear of shame or an embarrassment to the new students including teasing, abusing, playing practical jokes on or causing hurt or asking the new students to do any act or perform such things that such students will not in the ordinary course willingly do is strictly forbidden. If anyone is found guilty of ragging, he/she will be expelled and may also be liable for prosecution.

## 7. Visitors

7.1 Authorized visitors can meet the residents only during the specified hours in the visitors' lobby. They are not allowed to enter the hostel beyond visitors' lobby.

7.2 The entry of the day scholars is not allowed in the hostel for night stay. Their entry in the hostel is permitted only with the consent of the resident who they want to visit. This entry can be sought after the submission of their identity card to the security guard at the entrance. In any case, they have to leave the hostel before 9:00 p.m. in case of girls hostel, and 10.00 p.m. in case of boys hostel; otherwise they will have to pay guest charges as per rules.

7.3 Visitors are supposed to leave their vehicles outside well away from the hostel gates.

7.4 Residents are restrained from talking to their visitors at the gate or along the boundary wall.

### 7.5. Visiting Hours for Girls' Hostel

Summer timing (May 1 to September 30)	4:00 p.m. to 7:00 p.m.
Winter timing (October 1 to April 30)	3:30 p.m. to 6:30 p.m.

Provided that in exceptional circumstances, parents/authorized visitors can be allowed to meet their ward after seeking written permission from the Warden/Assistant Warden/Matron.

## 8. Mess Rules in Case of Mess on Contract

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- 8.1 The mess membership is compulsory for all the residents.
- 8.2 The mess shall be run by the private contractor.
- 8.3 The mess fee will be charged as per contract and in advance for equivalent to 10 month diet charge in one installment or in installments as may be decided by the University from time to time.
- 8.4 The mess security (refundable) of Rs. 2000/- (two thousand only) shall be deposited at the time of hostel admission. However, the security amount may be increased by the committee of Wardens subject to approval of the Vice Chancellor.
- 8.5 No food can be carried out of the dining hall. Special sick-diet can be requested from the mess contractor and carried out of the dining hall only after the written permission of the Warden/Asstt. Warden.
- 8.6 A resident can avail maximum six days' mess off/leave in maximum two installments of minimum three continuous days in each month. Besides, she/he can avail minimum three days' mess off for study leave. However, the said six days mess leave will not be permissible if the mess remain closed for six or more days in a particular month due to University declared holidays. Any mess leave will not be effective if the student is found inside the hostel during the leave period.
- 8.7 A resident can only avail a maximum of 30 days' mess off (excluding mess off against study leave) in an academic year apart from prescribed mess holidays.
- 8.8 The mess will remain closed during the semester breaks as declared by the University.
- 8.9 Guest diet will be charged at Rs. 50/- per meal (breakfast, lunch or dinner) per day.
- 8.10 The timing of the meals will be fixed and remain the same even for the guests.
- 8.11 No special food for any feast/fast will be provided as a matter of right of the students.
- 8.12 Non-vegetarian food will not be allowed to be cooked/served in mess.

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8.13 No cash payment in any mode will be allowed by the guest or anybody else to the contractor; it has to be deposited in the bank by the host.

8.14 The detailed terms and conditions for the mess contractor will be provided in the tender document.

## 9. Rules for Cooperative Mess

9.1 The cooperative mess in all hostels shall be a "Cooperative Venture" of bonafide hostel inmates on "no-profit no-loss" basis.

9.2 The mess membership shall be mandatory for all students of the hostel.

9.3 There shall be a "Cooperative Mess Committee" comprising bonafide students of the hostel, which will have two permanent (for whole session) and four provisional members. Both permanent and provisional members shall be nominated by consensus/majority in the general body of the hostel students in the presence of the Warden and Assistant Warden. If no consensus is reached or in any indispensable situation, the Warden and Assistant Warden in consultation with the Chief Warden can form the Mess Committee from among the students of the hostel as may be deemed fit by them.

9.4 The general body of the hostel shall include all bonafide students of the hostel.

9.5 Chief Warden shall be the chief patron of the Mess Committee, and Warden and Assistant Warden shall be the patron and co-patron, respectively.

9.6 The Mess Committee shall make arrangement of mess cook(s) and other necessary staff like serving persons, etc. by itself. The monthly payment of staff shall be made from the mess income and shall be included in total cost of food per day.

9.7 The infrastructural requirements of the mess, such as cooking stoves/furnaces, cooking wares and other utensils shall be arranged/ supplied by the university, which will be duly entered in the stock register of the hostel and issued to the Mess Committee by Warden.

9.8 All kitchen wares and utensils of the hostel shall be returned at the end of the session to Warden Office. If any stuff is missing/ stolen/ broken, its cost shall be compensated from the concerned student(s). In case, the responsibility is not fixed to any student, the loss shall be compensated from all inmates/ students in equal proportion from their mess/hostel security.

9.9 The mess staff shall be responsible for proper sanitation and cleaning of mess kitchen wares, utensils, furniture and dining hall.

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9.10 There shall be served three meals in a day. The timings of meal shall be as follows:

- (a) Breakfast : 7:30 am to 9:30 am
- (b) Lunch : 1:00 pm to 2:30 pm
- (c) Dinner : 7:30 pm to 9:30 pm

9.11 Every inmate has to follow mess rules and must take meals within the said timings. If, due to indispensable circumstances, any one is late, s/he can inform the mess incharge/ staff to this effect. Then, his/ her meal shall be kept reserved. However, nobody is allowed to take meal to his/her room.

9.12 If any inmate is ill, s/he may be served food in room after the permission of Warden/ Assistant Warden/ Matron.

9.13 The mess menu shall be determined by the mess committee and students themselves. If any dispute arises, the decision of the Warden shall be final.

9.14 Only vegetarian food will be cooked/served in the mess.

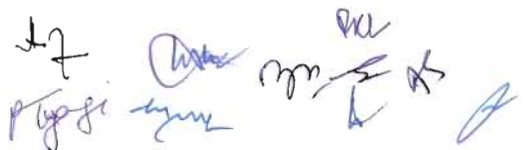
9.15 In case a student wants to take leave/off from the mess/hostel, s/he has to inform in writing the mess staff/ committee. Mess leave shall not be allowed for less than one day, more than six days in a month and more than 30 days in whole session. However, the limit in number of mess leave may be altered by the Mess Committee with the approval of Warden.

9.16 Even though, a student is on mess/hostel leave, s/he has to bear the monthly fixed cost of the mess, like staff charges.

9.17 Each hostel will have a separate joint account in the branch of Allahabad Bank at University Branch in the name of Warden and Assistant Warden. The mess charges shall be deposited by the student in one installment (as may be decided by the Mess Committee in general body meeting of the inmates in the presence of Warden and Asstt. Warden) in the account of concerned hostel at the time of admission in hostel.

9.18 All the expenditures to be incurred on preparation/supply/serving of foods shall be made from the mess income. The bills shall be submitted by the Mess Committee to office of the Warden who will issue cheque(s) for the said amount to permanent members of the Mess Committee.

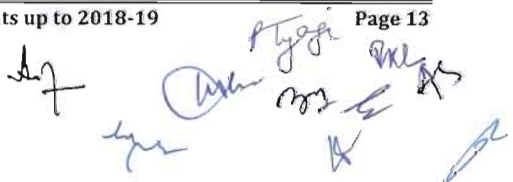
9.19 If there left to be an excess money of the students after the session is over and mess is closed due to end of the session, it shall be refunded to concerned students through the cheque/NEFT.



- 9.20 The guest diet of a student of the hostel shall be charged at double the cost of the single diet estimated for the respective month.
- 9.21 The actual cost of the food per day for a student in a particular month shall be determined after deducting the income generated from the guest charges in the same month from the total cost to be incurred on preparation and supply of food in that particular month.
- 9.22 The Mess Committee/staff of the mess shall display the list of monthly bill of all individual students on notice board of the hostel latest by 6<sup>th</sup> day of each month.
- 9.23 If, any student has any query about his/her monthly bill, s/he may lodge his objection in the office of Warden latest by 10<sup>th</sup> day of each month.
- 9.24 The Mess Committee shall address the objections of the students in consultation with the Warden.
- 9.25 The office in-charge of the hostel shall help the Mess Committee in preparation of mess bills.
- 9.26 The Mess Committee shall work in a fair and impartial manner and is supposed to run the mess as per the prescribed mess/hostel rules
- 9.27 If any student as well as any member of the Mess Committee is found to violate the mess rules, or involved in financial embezzlement, strict disciplinary action shall be taken against her/him by the Warden or the Committee of Wardens chaired by the Chief Warden.
- 9.28 The Mess Committee shall ensure that a monthly bill of the mess should not generally exceed the 10% limit of the total money collected from all students of the hostel.

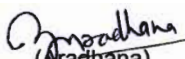

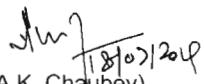
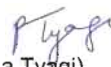
## 10 Refund of the Hostel/Mess Security

- 10.1 Hostel and mess securities will be refunded only after the student has left the hostel within the legitimate period of stay and the same must be claimed within six months from the date of leaving the hostel; otherwise, the deposit will lapse to the hostel account.
- 10.2 If a resident does not leave the hostel within the legitimate period of stay or leaves it without intimating the hostel authorities by way of not signing the 'Residents' Record Register', the refund can be claimed only after the payment of the amount double of the current session hostel fee.

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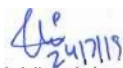
- 10.3 No security refund will be made if the resident faces disciplinary charges or is restrained by any other reason.
- 10.4 Refund should be claimed personally on the prescribed Application Forms available in the hostel office, supported by the original fee receipt through which the security fees were deposited. In case, it is not possible for the student to come herself/himself, she/he should authorize someone attesting her/his signature for the same. If the signatures of the applicant do not match with her/his specimen signatures on the admission form, the refund application would not be entertained.
- 10.5 Balance mess fee, and hostel and mess securities are refundable in normal circumstances.

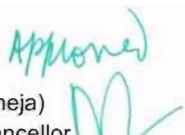
			
(Pravin Panwar)	(D.K. Chauhan)	(Yashvendra Verma)	(Dinesh Kumar)
Warden	Warden	Warden	Warden
Dr APJK Hostel	Dr KP Hostel	VSMP Hostel	Dr RKS Hostel

			
(Aradhana)	(Atvir Singh)	(A.K. Chaubey)	(Pratibha Tyagi)
Warden	Warden	Warden	Warden
DBG Hostel	Dr BRA Hostel	Pt. DDU Hostel	RLB Hostel

	
(Pradeep K. Sharma)	(Jitender Kumar)
Chief Warden	Dean Students' Welfare

For kind perusal & approval :

  
(Y. Vimala)  
Pro Vice Chancellor

  
(N.K. Taneja)  
Vice Chancellor

24.7.19.

