

**Pandit Lakhmi Chand
State University of Performing & Visual
Arts,
Sector-6 Rohtak - 124001**



Girls Hostel Prospectus

Session 2019-20

About the University

Pandit Lakhmi Chand State University of Performing & Visual Arts, Rohtak came into existence on August 5, 2014 through Haryana Act No. 24 of 2014 by integrating four Government Technical Institutions, namely State Institute of Fine Arts (SIFA), State Institute of Design (SID), State Institute of Film & Television (SIFT) and State Institute of Urban Planning & Architecture (SIUPA).

This University has been conceived to facilitate and promote studies and research in emerging areas of higher education with focus on new frontiers of Design, Fine Arts, Film and Television and Urban Planning and Architecture to achieve excellence in these and connected fields.

The campus is spread over 36 acre of land, beautifully designed with a healthy, verdant campus. It is centrally located in the state of Haryana at a distance of about 70 Kms from the national capital, 90 Kms from IGI Airport and 220 Kms from Chandigarh, and is well-connected with the road and railway network. With magnificent buildings and state-of-art infrastructure, it has spacious seminar halls, laboratories, workshops and studios, well-equipped with latest machinery and equipments. Central facilities like Auditorium, Seminar Halls, Central Library, etc. are also available for academics and extra-curricular activities. A girls' hostel with a capacity to accommodate 170 students is available in the campus. Housing facility for both faculty and non-teaching staff is almost complete.

Presently, there are four Faculties in which 14 Under Graduate Degree level programmes are being run; four in the Faculty of Fine Arts, four in the Faculty of Design, five in the Faculty of Film & Television and Bachelor of Architecture programme in Faculty of Urban Planning and Architecture. Besides, four Post-Graduate programmes are going to start in each faculty from the session 2019-2020. These new course are: Master in Fashion Design, Master of Applied Arts, Master in Mass Communication (Media Production) and Master of Planning (Urban & Regional). The State Govt. has also decided to setup a Regional Centre of the University in Village Aterna, Distt- Sonapat in which various courses of Humanities and Social Sciences, including Cultural and Folk Media Studies may also be introduced in the near future.

OFFICERS/ OFFICIALS OF THE UNIVERSITY

1.	Vice-Chancellor	Professor Rajbir Singh
2.	Dean Academic Affairs	Prof. R.S.Yadav
3.	Dean student Welfare	Shri Gianander Singh
4.	Registrar	Prof.Bharti Sharma
5.	Faculty Coordinator	Shri Ajay Kaushik,Design and Architecture Shri Jitender Sharma ,Film And TV Shri Vinay Kumar,Visual Arts
6.	Library Consultant	Dr. Prem Singh
7.	Controller of Examinations	Shri V.P. Nandal
8.	Chief Warden	Dr. Sima, Asso. Professor
9.	Warden	

HOSTEL ADMISSION PROCEDURE

- A) Immediately after the 1st Counseling, when admission is secured for the University, students seeking admission to the hostel should fill the hostel admission form. The hostel prospectus and form will be available on University website and at the hostel office also.
- B) All the Girls students of various University Teaching Departments desiring hostel accommodations should submit the application form as attached to the prospectus duly filled in by the prescribed **last date** for submission in the hostel office along with the attested photocopies of admission receipt. The admission form should be confirmed & recommended by HOD/F.C /Authorized Faculty.

GENERAL CODE OF CONDUCT FOR HOSTEL RESIDENTS

1. The students will be admitted to the hostel for one Academic Session in the beginning of the Session and each hostler must have hostel identity Card issued by the office.
2. Admission to the hostels will be purely on merit as well as on distance basis. Students residing in municipal limit of Rohtak town and within the radius of 20 km of the municipal limit will not be given hostel accommodation.
3. Hostlers will have to vacate the hostel rooms within 48 hours of the termination of his/her theory Papers/ examinations (Generally in May/June of every year).They will have to hand over complete charge of their respective rooms to the Supervisor of their hostel. No student will be allowed to keep Luggage in almirah /rooms of the hostel after examination.
4. A roll call will be taken at dinner time for 20 minutes after the main gate closes in the evening daily and students should be present. Senior Students who are doing project/lab /Workshop Work should seek prior permission for late entry. These students must have permission of their Head(s) of Department to work in the lab/Workshop during late hours and submit it to the Warden office.
5. In case hosteller's parents change their residence the same should be intimated within one week to the hostel office in writing with a proof.
6. If the students do not avail of a hostel seat when it is offered to them, they will lose their priority in the waiting list.

7. Hostlers are required to abide by hostel rules and regulations.
8. We provide (Bed, Chair, and Table. Mattress and Pillow) to every student
9. Hostlers should adopt measures for a sustainable environment which may include beautification of the notice board, plantation, cleaning their hostel premises, etc.
10. HOD/FC will confirm the admission of student in the department and recommends the hostel admission.
11. Ragging by any means is strictly prohibited in the hostel and any indulgence will lead to expulsion from the hostel.
12. Residents should not keep cash or jewelry or other valuables in their rooms.
13. Entry of day Scholars are not allowed inside the Girls Hostel Premises.
14. No furniture will be removed from the room and no additional furniture will be brought into the room without Prior permission of the Warden.
15. Hostlers are expected to keep their rooms neat and tidy. It can be checked by Warden/Supervisor/ authorized person.
16. Smoking, consuming alcohol use of narcotics and drugs is strictly prohibited Violation of this rules will result in expulsion from the hostel.
17. No hostler can engage any person for service of any kind.
18. IN case of any physical/ mental discomfort illness, sick resident should inform hostel Supervisor/ Warden without delay.
19. Hostlers are requested to take care of their own room and belongings.
20. If the hostel Warden/ Chief Warden is not satisfied with the Character, past behavior and antecedents of students, they may refuse accommodation to her in order to ensure discipline and peaceful atmosphere in the hostel.
21. If any hostler is found misbehaving, disrespecting and disobeying with hostel staff a disciplinary action can be taken by University Authority.
22. All the hostlers should be present at the time of dinner and be properly dressed.
23. All residents shall under all circumstance, inform the Warden about her absence from the hostel. She shall sign the register maintained for the purpose at the hostel gate.
24. The names of the hostler absenting themselves without permission for more than 7days shall be struck off from the rolls of hostel.
25. All type of leave must be taken at least one day before
26. Students will not be permitted to stay overnight at any place except their Local Guardians. If found doing otherwise the authorities shall take appropriate action.
27. No hostler may leave the hostel without having written permission of the warden.

HOSTEL RULES

1. Rooms will be allotted by the Warden/ Chief Warden, as per rules.
2. Junior students shall be allotted the dormitories.
3. A hostler cannot change her allotted room without the permission of the Warden/ Chief Warden.
4. In case the possession of the rooms is not taken within a period of 7 days, the admission will be cancelled and fee will be refunded as per rule.
5. Particular of students be pasted on door of their respective room.
6. Before leaving the hostel, every resident shall obtain clearance from the Warden and handover the Charge of the room and hostel property to the Supervisor of the hostel. The hostler shall be responsible for any damage.

7. If any hostler wants to make any representation to the higher authority she should submit that to Hostel Supervisor/Warden/Chief Warden.
8. Higher Authorities/Chief Warden/ Warden / Superintendent /Supervisor / Authorized Person's can inspect the room at any time.
9. The competent Authority may expel any hostler at any time; if they are not satisfied with her health or conduct.
10. Previous year defaulters will not be admitted in next session.
11. Any articles such as heaters immersion roads, Iron stoves, hotplate electric Kettles etc. if found in room will be confiscated for the duration of the resident's stay in the hostel and in addition fine be imposed for the violation of the rule.
12. Cooking of any type and ironing of clothes are strictly prohibited in the rooms.
13. Music system, PC or laptop may be used in the rooms, but the volume may be adjusted at the decibel which does not disturb neighbors. Any violation of these regulations will lead to confiscation of these articles for the duration of their stay in the hostel and offender may be fined.
14. Every student on leaving her room shall switch off the light and fan.
15. Hostlers are not allowed to go out of the hostel before 6:00 AM and after 7:00 PM in winters (1 October to 31 March) & before 5:00 AM after 8:00PM in summers (1 April to 30 September) Violation of this rule could lead to disciplinary action.
16. A hostler taking part in any cultural event outside the campus must have permission from parents / local guardian and take prior permission from the Warden.

RULES FOR VISITORS

1. **Guest** Male visitors shall meet the residents of the Girl's hostel only in the Visitor's – Room during specific hours mentioned for this purpose.
2. No visitor, in any case, shall be allowed after 7:00 PM.
3. Guests are not permitted to stay overnight in the hostel. However, a female guest in a special Situation may be allowed for a maximum period of 2 days with prior permission of the Warden/ Chief Warden.
4. No male visitors except from the approved list of visitors shall be allowed to visit the Girl students.
5. During working days (Monday –Friday) visiting hours are from 9:00 AM to 5:00 PM. Saturday and Sunday visiting hours will extend from 8:00 AM to 7:00 PM. Authorized lady visitors may visit the residents in rooms with the permission of the Warden in case of emergency.
6. Guests who are permitted to stay include Mother, Sister and one whose prior approval has been obtained from the Warden in writing by paying charges in advance.
7. Any student who is found entertaining a guest without prior permission will be fined as per rules and such repeated acts of the residents may invite expulsion from the hostel.

HOLIDAYS

1. During summer vacation (as notified in the University Academic Calendar) hostel will remain Closed.

HOSTEL MESS RULES

1. Hostel has a mess system which is supervised by the members of the Mess Committee.
2. Mess is compulsory for all.
3. Residents should have hostel Kit and be properly dressed while going to the Common Room, Dining Room or Hostel Office.
4. Meals will be served in the Dining Hall at the Following timing.

Breakfast 8:00 AM _____ 09:30 AM

Lunch 1:00 PM _____ 03:00 PM

DINNER 8:00 PM _____ 09:30 PM

5. Those who are late from class for any meal or want a meal earlier must inform the mess Secretary/ Mess Manager in writing for special arrangement.
6. Food should not be carried out of the dining hall. Under exceptional cases it may be done with prior Permission.
7. Taking plates outside the dining hall without permission is not allowed.
8. The hostler is supposed to take meal minimum 20 days. It is mandatory.
9. For the remaining days she should inform a day before if she is not going to take meal.
10. Mess dues must be paid within 7 days, after that fine would be imposed as per rule, after that the Meal would be stopped long pendency of dues/ fee/ fine may lead to expulsion from the hostel.

HOSTEL FEE STRUCTURE

1.	Hostel Admission fee (It will be charged only once for the first time admission to The hostel) Re-admission Fee	RS. 2000/- (per Annum) Rs. 1000/- (Per Annum)
2.	Hostel Charges	Rs. 16000/--(Per Annum)
3.	Hostel Security (Refundable)	Rs. 5000/- (One time)
4.	Mess Security (Refundable)	Rs. 5000/- (one time)
5.	Hostel Welfare charges	Rs. 1200/- (per Annum)

Amount of Fine on Hostlers for violating the rules and residents.

Sr. no	Broken Rules/Regulations	Amount of Fine
1.	Students leave the hostel beyond The scheduled	Rs. 200/- and Information to Parents
2	Misuse of electricity or use of Electrical Appliances (Item will be confiscated) without permission)	Rs. 500/-
3.	Cooking of any Items inside the Hostel	Rs. 1000/-
4.	Damaging any property of hostel	Fine of Rs. 500 and students have to pay the Actual Cost of the Property and getting repair.
5.	Changing room or bed without prior permission	Rs. 200/-+Warning
6.	Student found shifting any material or furniture from common room	Rs. 200/-+Warning
7.	Any outsider/day scholar found in hostel	Rs. 500/- Warning (Room allotted Student)
8.	Students found forming any association/club without prior permission.	Rs. 500/- +warning(Each student)
9.	Smoking ,drinking liquor drugs (Fine will be imposed only two Times, for third time offence termination from hostel)	Smoking – (Rs 500/-) Drinking liquor / drug Rs. 5000/-and inform Parents and Police Report. Maximum Termination (to be Decided by authority)
10.	Student found with any weapon, Even if licensed	Minimum Rs 1000/- Maximum Termination (to be decided by the Authority) & Police report
11.	Possession of indecent articles like books, magazines, posters & DVDs	Rs 1000/-
12.	Electric Appliances with permission	200 Per Gadget per month
13.	Late Entry	Rs 200/- and inform Parents
14	Opening Room By Breaking The Hostel Lock	Rs. 1000/-

CHARGES FOR FEMALE STAFF OF PLCSUPVA

If room is available female staff of university can stay in Girls hostel with a payment of 1500/- per month on recommendation of the warden/ Chief Warden and with the permission of university authority. Other rules and regulations of the Hostel resident shall be observed/followed by such resident.

CHARGES FOR EX – FEMALE STUDENT OR OTHER FEMALE STUDENTS

If accommodation is available, it can be provided for a short period to the ex-female student, female student from other institutions for academic work related to PLCSUPVA with the permission of Chief Warden/ Authorized Person at charges of Rs. 50 per day (per Bed). Other rules and regulations of the Hostel resident shall be observed/followed by such resident.

PANDIT LAKHMI CHAND

STATE UNIVERSITY OF PERFORMING AND VISUAL ARTS, ROHTAK

APPLICATION FORM FOR ADMISSION TO HOSTEL

1. Name of the Programme: _____
2. Name of the Department: _____
3. Stream _____ Semester _____
4. Name of the Applicant (CAPITAL LETTERS): _____
5. Mother's Name: _____ Occupation _____ Mob. _____
6. Father's Name _____ Occupation _____ Mob _____
7. Category: GEN/OBC/SC/ST/PH/SBC _____
8. Date of Birth: _____
9. Permanent Address for Correspondence: _____

Pin _____ Telephone No. _____ Mobile No. _____
Email: _____
10. Local Address for Correspondence: _____

Pin _____ Telephone No. _____ Mobile No _____
Email: _____
11. Were you a resident in PLCSUPVA Hostel/Guest House in previous year? If yes, fill the following information:
Department _____ Roll No _____ Room No. _____
12. Recommendation by HOD/Faculty Coordinator for the admission in hostel after depositing university fee and confirmation of the admission.
Admission Fee Receipt No. _____ Date _____

HOD/Faculty Coordinator Sign _____

13. MEDICAL RECORD:

MEDICAL EMERGENCY INFORMATION			
Name			
Date of Birth	Sex	Weight	Blood Group
Past Medical History (Put a √ for the correct option)			
<p>Allergies</p> <p><input type="radio"/> None</p> <p><input type="radio"/> Unknown</p> <p>Medical Allergies</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Cardiac</p> <p><input type="radio"/> None</p> <p><input type="radio"/> Unknown</p> <p><input type="radio"/> Angina</p> <p><input type="radio"/> Arrhythmia</p> <p><input type="radio"/> Cardiomyopathy</p> <p><input type="radio"/> CHF</p> <p><input type="radio"/> Congenital</p> <p><input type="radio"/> Implanted Defib</p> <p><input type="radio"/> MI</p> <p>Other</p>	<p>Surgery</p> <p><input type="radio"/> None</p> <p><input type="radio"/> Unknown</p> <p><input type="radio"/> Abdominal</p> <p><input type="radio"/> Hearth</p> <p><input type="radio"/> Lung</p> <p><input type="radio"/> Neurological</p> <p>Other</p>	
Chronic Illness (Put a √ for the correct option)			
<p><input type="radio"/> None</p> <p><input type="radio"/> Asthma</p> <p><input type="radio"/> Bleeding Disorder</p> <p><input type="radio"/> Cancer</p> <p><input type="radio"/> COPD</p> <p><input type="radio"/> CVA/TIA</p> <p><input type="radio"/> Diabetic</p>	<p><input type="radio"/> Dialysis/Renal</p> <p><input type="radio"/> Gastrointestinal</p> <p><input type="radio"/> Headaches</p> <p><input type="radio"/> Hepatitis</p> <p><input type="radio"/> HIV +</p> <p><input type="radio"/> Hypertension</p> <p><input type="radio"/> Paralysis</p>	<p><input type="radio"/> Psychological</p> <p><input type="radio"/> Seizures</p> <p><input type="radio"/> Substance Abuse</p> <p><input type="radio"/> TB</p> <p><input type="radio"/> Unknown</p> <p>Other</p> <p>_____</p>	
Current Medication			
Family Physician		Physician's Phone Numbers	
Student Signature		Parent Signature	

FOLLOWING DOCUMENTS BE ATTACHED WITH THE APPLICATION FORM

- Two passport size photographs.
- Photocopy of the admission fee receipt.
- Undertaking by the parents.
- Permanent address proof of the candidate.
- Medical Certificate from Doctor in case of any diseases/ past medical history /chronic illness

VISITORS PERMITTED TO VISIT THE APPLICANT:

Name.....Name.....Name.....
Relation.....Relation.....Relation.....
Cont No.Cont No.....Cont No.....

Sign of Guardian Sign of Guardian Sign of Guardian

Note- If any Contact Number is changed, guardian are required to inform this office in writing.

UNDERTAKING

I _____ D/o _____ Student of _____
department _____ Class/Year _____ Roll No _____

have read all the terms & conditions for allotment of seat in the hostel of PLCSUPVA carefully and undertake that I shall abide by the rules and regulations of the hostel and shall follow the general code of conduct for the hostel residents and if found deficient/ non-compliant, shall be liable for censure/ fine/disciplinary action. I also certify that the foregoing information is correct and complete to the best of my knowledge and belief and if any stage found false or misleading I shall be liable for disciplinary action as the University Authority may deem fit.

Signature of Student

Signature of Parent

RECEIPT

Received Hostel admission application form number _____
from _____ for admission to Hostel for The Year 2019-20.

Hostel Supervisor

FOR OFFICE USE ONLY

Allotted Room No.Signature of Supervisor

UNDERTAKING BY THE STUDENT

I.....D/O Mr./Mrs.....
staying in Room No. in dept..... Hostel
has read the above Rules and Regulations and I undertake that I will sign in the
attendance register before 7:00 pm in winter & 8:00 pm in summer (unless
exempted) failing which shall be liable for censure/fine/disciplinary action.

Signature of the Student Date

UNDERTAKING BY THE PARENT

I _____ F/o / M/o Ms. _____ who is
studying in _____ and residing in Hostel in Room
No. _____, has read and understood the above Rules and Regulations
and I undertake that I will cooperate with the Hostel Authorities and I will also provide
all the medical information, if any, of my ward to the Hostel Authorities and will be
available on call and promise to visit and take care of my ward, as and when
required.

Name of the Parent: _____ Contact No _____ Email _____

Signature _____ Date:

UNDERTAKING BY THE STUDENT- NIGHT OUT

Name of the Student: _____ Dept. _____ Room No: _____

Purpose _____

Contact Number: _____

I hereby undertake to return on expiry of the permitted duration. I will be back
at _____ (time) _____ (date). I hereby notify that I am
leaving the hostel for the night (s) of _____ to _____ I hereby
undertake that I am solely responsible for the incident, whatsoever, and that I shall
return on the expiry of the said duration.

Signature of the Student _____ Date: _____