

## ABOUT THE HOSTEL

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C-DAC, Noida hostel has facilities with spacious rooms, air-conditioned dining hall and other modern amenities to ensure comfortable stay of the students.

The Hostel has two blocks one for boys and other for girls each having 50 twin sharing rooms.

## ADMISSION

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Application for admission to the Hostel in the prescribed format is available on the official website of CDAC, Noida. The applicant should duly fill up the on-line application form with all the required information. Confirmation of admission to the hostel will be intimated to the applicant through e-mail with a due date. The applicant has to take admission by the given due date failing which his/her seat will be allotted to the next student. (As per existing procedure candidates coming from far flung areas are given priority for hostel accommodation, due to acute shortage of rooms in hostel NCR candidates are considered only when seat is available after meeting the requirement of outstation candidates)

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

## INVENTORY

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Each resident shall be provided with one table, chair, cot with mattress, and one almirah/shelf and serviceable electrical light fitting/fixtures.

At the time of allotting the rooms, the resident shall be required to sign the inventory list and the declaration attached there to.

## FEE STRUCTURE

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### (A) Formal courses (MCA/M.Tech./MBA)

Room Charges	Rs. 3000/- per month
Mess Charges	On actuals, as per consumption
Security Deposit (refundable)	Rs. 5000/-

### (B) Professional Courses:

#### (I) Less than one month duration

Room Charges	Rs.100/- per day
Mess Charges	On actuals, as per consumption
Security Deposit	Rs. 2000/-

**(II) One month to three months duration**

Room Charges	Rs.3000/-
Mess Charges	On actuals, as per consumption
Security Deposit	Rs. 2000/-

**(III) Six months duration:**

Room Charges	Rs. 3000/-
Mess Charges	On actual, as per consumption
Security Deposit	Rs. 3000/-

**(IV) One year duration:**

Room Charges	Rs. 3000/-
Mess Charges	On actual, as per consumption
Security Deposit	Rs. 5000/-

**NOTE:**

1. The students enrolled for **MCA/M.Tech/MBA and professional programmes of six months to one year duration** are required to deposit mess charges lump-sum Rs. 12,000/- for a period of six months at the time of admission @ Rs 2000 per month. The minimum amount of Rs. 1500 per month has to be consumed by the student. The remaining amount if any after the actual consumption or Rs.500 whichever is less will be allowed to enhance their deposit equivalent to the number of months left. When the student finally leaves the institution after the completion of course he/she can utilize balance amount for purchase of item from canteen. However, no refund shall be allowed. On the other hand, if the consumption of Rs. 12,000/- is made before six months, the students will be required to make additional deposit for remaining period @ Rs. 2,000/- per month through bank Challan.

The above pattern shall be followed for receipt and regulation of the room /mess charges in the second and subsequent semesters.

2. The students enrolled for **courses of less than one month duration** have to deposit mess charges of Rs. 2000/- at the time of admission. The minimum amount of Rs. 1500 has to be consumed by the student during the month. When the student finally leaves the institution after

- the completion of course he/she can utilize balance amount for purchase of item from canteen. However, no refund shall be allowed. In case the consumption is more than Rs. 2000/- , the difference shall be recovered from the Security Deposit or the students will be required to deposit the difference through bank challan.
3. The students enrolled for **courses of one month and less than three months duration** are required to deposit mess charges @ Rs. 2000/- per month for three months or for the duration of the programme in full month (i.e. if the duration is 45 days, the deposit will be for two months). The minimum amount of Rs. 1500 per month has to be consumed by the student during the month. The remaining amount if any after the actual consumption or Rs.500 whichever is less will be allowed to enhance their deposit equivalent to the number of months left. When the student finally leaves the institution after the completion of course he/she can utilize balance amount for purchase of item from canteen. However, no refund shall be allowed. On the other hand if the consumption on account of mess charges exceeds the actual amount deposited the difference will be recovered from the security deposit or the students will be required to make additional deposit through bank challan.
  4. The billing cycle for Hostel Mess will be from 16th of a month to 15th of next month. For the students joining the hostel before 15th of August the minimum mess amount chargeable for the period of 1st -15th august will be Rs.750.
  5. Security deposit shall be refunded by cheque to the resident at the time of vacating the Hostel, after adjusting outstanding dues, if any, in respect of the hostel fee, mess fee, loss or damage caused to property etc.

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

#### **SCHEDULE OF PAYMENT**

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

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

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

## **DURATION OF STAY**

### **a) Formal Courses**

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

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

A resident of formal course has to vacate the accommodation within seven days of the conclusion of the programme unless specifically granted extension by the competent authority.

### **b) Professional Courses**

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

## **CANCELLATION OF ADMISSION**

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

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

## **RULES AND REGULATIONS**

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

### **General Information**

- 1) The hostel resident are required to provide names, addresses, contact numbers along with latest photographs of his/her parents and local guardians in hostel admission form. The students will be allowed to go out of the hostel with a written request from their parents/declared local guardians, to the full satisfaction of the authorities.
- 2) All students who are allotted room in the hostel shall be required to obtain valid Identity Card from C-DAC, Noida and will show the same for gaining access to the hostel premises.

- 3) All the students must submit a fresh declaration about their home address at the beginning of each academic year session.
- 4) In case Hosteller's parents change their residence the same should be intimated within a week to the Hostel office in writing.
- 5) Residents are advised to adhere to the fees payment schedule issued by the hostel Administration, failing which late payment fee @Rs.5/- for each day of delay upto one week and beyond that Rs.10/- per day shall be charged.
- 6) Female residents are strictly prohibited to enter the Boys Block. Similarly, male residents are also strictly prohibited to enter the Girls Block. Any violation in this regard shall be a fit and cogent ground for evicting the resident from the hostel and rustivating him/her from the institute, without any notice.
- 7) All residents are required to apply in writing and obtain prior permission before leaving the hostel during vacation/holidays.
- 8) All residents shall make entries of their movements (Check In/Check Out timings) in the movement register maintained at the Reception/with the Security Guard. Any violation in this regard will invite strict disciplinary action.
- 9) All residents shall invariably be in the hostel by 9.00pm sharp in summer (April to September) and 8.30pm in winter (October to March), unless specifically requested in writing and allowed by the Head of Department and Warden for sufficient reasons. Anybody who doesn't follow the timings will be fined Rs.1000/- and subsequent violation would lead to his/her expulsion from the hostel.
- 10) The residents may use the playing fields in campus in evening upto 9:00 pm only.
- 11) Every student must bring his/her own pillow, blanket, linen, water buckets and jug.
- 12) All the residents shall be in their respective rooms by 10.00pm and beyond that there will be no access in cafeteria, lounge, recreation room, common room, reception etc.
- 13) Once seats have been allotted to students and if some student wants to change his/her seat with another student by mutual consent that can be allowed only with the consent of hostel warden.

## **Discipline**

1. Ragging in the hostel/institute premises is unlawful. Any resident found indulging in such activities may be handed over to the Police, apart from rustication from the institute.
2. The common room facility will be there only upto 10:00pm.
3. Day scholars are not allowed to go to students' wing. If any day scholar is found visiting a hostel room the resident of that room who allows him/her to visit him/her shall invite disciplinary action.
4. Every student is responsible for the care of the room and its furnishing allotted to him/her and the furniture provided to him/her. No furniture will be removed from the room. Similarly no additional furniture will be brought into the room without prior permission of the warden. Charges will be recovered for all damages and losses caused by resident.
5. Residents are required to maintain cleanliness within the premises, toilets, common spaces, lawns and adjoining areas of the Hostel. Photographs pictures etc. shall not be pasted or displayed on the walls of the room/corridor.
6. Any forbidden articles such as heaters, immersion rods, irons, stoves, electric kettle etc, if found in the room will be confiscated and in addition a fine of at least Rs.1000/- may be imposed for the violation of the rule. The decision of the warden/inspection committee will be final in this regard.
7. Residents, at all times, are expected to conduct themselves well with regard to the comfort and convenience of other residents. No resident is allowed to indulge in any activity in his/her room/premises, which may cause disturbance to others.
8. Music system may be played at low volume in rooms if neighbors and roommates do not object. Any violation of these regulations will lead to confiscation of these articles.
9. Every student, on going out of his/her room, shall switch off the light and fan.
10. Smoking, chewing tobacco, consuming alcoholic drinks or any other intoxicating drugs etc. are strictly prohibited. Any Residents, found indulging in such practices, shall be asked to vacate the hostel, forfeiting the hostel charges already paid.
11. No resident who have taken any alcoholic drinks/ drugs even outside hostel shall be allowed to enter the hostel.
12. Residents shall not conduct group meetings; organize parties or get-together inside the hostel premises.
13. Residents are advised not to keep valuables in their rooms. Management shall not be responsible for any loss.
14. No resident is allowed to go out of the hostel after 8:00pm. Violation of this rule would lead to disciplinary action.

15. A roll call will be taken at 10:05 pm daily and all students are supposed to be present. Any student who does not enter the hostel positively by 10:00pm is likely to be fined Rs.500/-.
16. Students admitted in non formal courses must vacate the hostel within three days after the completion of the course.
17. Parents/Guests/Guardians of the resident shall be allowed access to the hostel premises only upto the reception area. No visitors or parents/guardians are allowed to enter the hostel rooms.
18. Residents shall not entertain any vendors or any unauthorized persons inside the hostel premises.
19. Students staying in the hostel are supposed to attend lectures, tutorials, seminars, minor exams etc. If any student, staying in the hostel doesn't attend classes or frequently misses his/her classes, he/she can be asked to vacate the hostel as hostel is meant to provide him/her facilities to attend the classes not to miss the classes.
20. The Hostel seat will be reallocated to another student if a resident fails to return to the hostel by stipulated date at the end of vacation and without giving any information and valid reasons duly attested by his/her parents to the hostel administration in advance.
21. The room of any student can be inspected at any time by the Warden/ inspection committee.
22. Students must get his/her belongings checked before coming to hostel and also before leaving the hostel.
23. It is expected of the students to take care of furniture, electric, plumbing, sanitary fixtures, fittings etc in the hostel premises. Any student who is found damaging these items will invite disciplinary action.
24. At the time of leaving the hostel, every resident must hand over the hostel property carefully and shall obtain a 'No Dues Certificate' from the Warden, countersigned by the Administrative Officer. The cost of items lost or damaged shall be recovered from the resident's from the caution money or otherwise.
25. It shall be mandatory for every resident to avail the mess facility of the hostel. Individual cooking is strictly prohibited.
26. The Mess Timings will be:

Break Fast		Lunch	Snacks (Eve.)	Dinner
Weekdays	Holiday	All days	All days	All days
8:00 – 9.30 A.M.	9.00 – 10.00 A.M.	1.00 – 2.30 P.M.	5.30 – 6.30 P.M.	8.30 – 9.30 P.M.

27. No Resident shall enter the kitchen or issue any instruction to the cooks or other servants. Complaints, if any regarding mess services, may be brought to the notice of the Warden.

28. No hostel property may be removed from the dinning hall under any circumstances.

29. Food should not be carried out of the dinning hall. Under exceptional circumstances it may be allowed with prior permission of hostel warden.

### **Visitors**

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

### **Leave**

Students will be given permission to leave the hostel for night out by the warden provided his/her application has been forwarded by HOD after proper verification from parents/already declared local guardian(s).

Applications for night out must be submitted to the warden at least 24 hours before the leave asked for duly verified by the HOD after proper verification from parents/already declared local guardian(s). Administration has a right to ask the students to get a written verification from the parents/local guardians allowing him/her for night out

**WE WISH YOU A VERY COMFORTABLE STAY IN THE HOSTEL**