



# HANDBOOK FOR HOSTEL RESIDENTS

## *A QUICK GUIDE*

(STUDENT VERSION)

(2025-26)

DIVISION OF RESIDENTIAL SERVICES

LOVELY PROFESSIONAL UNIVERSITY

JALANDHAR-DELHI, G.T. ROAD, PHAGWARA, PUNJAB (INDIA) -144411

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# 1. Introduction

"Welcome to the LPU Hostel – **your home away from home!** This Student Handbook serves as your comprehensive guide to navigating life in our vibrant hostel community. We understand that the journey through your academic years is not only about coursework but also about creating lasting memories, fostering friendships, and embracing personal growth. This handbook is designed to provide you with essential information, guidelines, and resources to ensure a safe, comfortable, and enriching living experience during your stay in our hostel. Whether you are a new resident eager to explore the vibrant community or a returning member, we invite you to familiarize yourself with the guidelines outlined here and embark on a journey of shared experiences, learning, and camaraderie. Together, let's make your time in the hostel an unforgettable chapter of your academic adventure."

LPU offers a comprehensive range of facilities within the University campus. We understand that most of our students are moving away from home for the first time, so we strive to make the transition as smooth as possible by providing a comfortable, safe, and homely set-up within the hostels. All the rooms have been designed to provide adequate moving space, ventilation, and light. To guide the students and monitor the day-to-day management of the hostels, each hostel has a dedicated warden staff.

University hostels are distinguished by a myriad of salient features that cater to the diverse needs of students seeking accommodation during their academic pursuits. From state-of-the-art facilities to fostering a sense of community, these residences play a pivotal role in shaping the overall university experience.

- ✓ Rooms with attached washroom, bed, table, chair and almirahs
- ✓ Air cooler/Air Conditioner facility in each room
- ✓ Arrangement for power supply through dedicated 24-hour hotlines
- ✓ Geyser in each room to provide hot water in winter
- ✓ In-campus Hospital with an ambulance to provide medical assistance to students
- ✓ Internet connectivity through Wi-Fi System
- ✓ Power backup for light
- ✓ Mess facility providing a diverse range of cuisines
- ✓ Parking two-wheeler/car facility at designated places
- ✓ Gymnasium Amenities

## 2. Hostel Induction Guidelines

Hostel induction holds paramount importance as it serves as the foundational guide for students embarking on their residential journey. It will help all the students to understand vital information on safety protocols, facility usage, and community expectations. Through induction, students gain a thorough understanding of the hostel's rules and regulations, fostering a sense of responsibility and adherence to community standards. The program also facilitates the building of a supportive and diverse community by encouraging interpersonal connections among residents.

### 2.1 Hostel Essentials

While students are residing in the hostel, the University will furnish certain facilities as per their allocation. Moreover, students have the option to bring additional essential items based on their individual needs. A comprehensive overview of these essential items is provided below for reference:

Room Type	Available Facility in the room	Essential to be brought by student	Student may bring	Not to Bring (Prohibited Items)
1/2/3/4/5/6-Seater (In Hostels)	Bed with Mattress	Bed Sheet	Umbrella, Laundry Detergent (if needed), Dress Clothing (Summer & Winter),	Music Players, Speakers, TV, Juicers, Mixers, Ovens, Washing
	Almirah	Pillow		
	Study Table	Top Sheet/Light Blanket		
	Chair	Bucket & Mug		
	Looking Mirror	Towel		

	Curtains		Footwear (Sports/Formal Shoes & Slippers), Sewing kit, Tissues, Toiletries.	Machines, Immersion Rods, Heaters, Electrical Cooker, **Induction Plate, Pressure Cooker, Toaster etc.
	AC/Cooler (as per seater)			
	Geyser			
1/2/3/4/5/6- Seater (In Hostels for fresher's International applicants)	Bed	Top Sheet/Light Blanket		
	Almirah	Bucket & Mug		
	Study Table	Towel		
	Chair			
	Looking Mirror			
	Curtains			
	AC/Cooler (as per seater)			
	Geyser			
	Mattress			
	Bed Sheet			
	Pillow with Cover			
*1/2/3/4- Seater Appt.	Bed with Mattress	Bed Sheet		
	Wooden Cupboards/Almirah	Pillow		
	Study Table	Top Sheet/Light Blanket		
	Chair	Bucket & Mug		
	Looking Mirror	Towel		
	Curtains			
	AC			
	Geyser			
<div>*Additional facilities on payment basis (Applicable in 1/2/3/4-Seater Apartment only): Bed Sheet, Pillow with Cover. **Student availing Appt. Facility may bring an induction plate. <b>Note:</b> Curtains will be provided in both Apartment and Standard room categories. Additionally, Mattress will also be provided in Apartments and Standard Room categories.</div>				

## 2.2 Hostel/Room Change Guidelines

Students have the flexibility to change the hostel/room at any point during the allotment period. The alteration of hostel seats may result in an upgrade, downgrade (permissible only before reporting to the hostel), or a move within the same seater category. Students can change the hostel seat by using the following path:

**UMS Navigation → Residential Services → Residential Facilities Booking → Hostel Booking**

### ➤ Up-Gradation of Hostel Seat

Up-gradation of hostel seat means a student can change the booked seat in higher charges category. In this case student must pay difference of amount between both room categories.

### ➤ Down-Gradation of Hostel Seat

Down-gradation (permissible only before reporting to the hostel) of hostel seat means a student can change the booked seat in lower charges category. In this case difference of amount between both room categories will be adjusted in student's fee statement. A student is allowed one free chance to change the allocated hostel seat in this category, but for any subsequent requests, a shifting fee of Rs. 1000/- will be applicable.

### ➤ Shifting to the Same Category

Change of hostel seat to the same category means a student can change the booked seat in same charges category. A student is allowed one free chance to change the allocated hostel seat in this category, but for any subsequent requests, a shifting fee of Rs. 1000/- will be applicable. In this case residential charges will not be affected.

## 2.3 Mutual Shifting

Mutual shifting is the process of switching the booked hostel seat with someone else in a same room type category with the mutual consent of both the students. For this student can visit the following UMS interface:

***UMS Navigation → Residential Services → Residential Facilities Booking → Hostel Mutual Shifting***

Mutual shifting will be processed with shifting charges of Rs. 1000/- for each participant. One student can initiate the request from his UMS and another one will get the confirmation notification on his/her UMS “My Message” section. By confirming the request hostel seat of both the participants will be switched and shifting charges will be debited in their fee statement.

## 2.4 Cancellation of Residential Facilities

Students willing to cancel their booked residential facility due to various reasons i.e. OJT, Internship, Placement, and other unforeseen reasons can apply for residential facilities cancellation. Cancellation of facility will be done with or without refund/adjustment as per university refund guidelines for residential facilities.

### ➤ Cancellations within the Eligible Refund Period

If a student wishes to request a refund or cancellation of residential facilities within the eligible refund period according to the university's guidelines, the student must submit their request through the designated channel.

#### ✓ For Continuing Students

***UMS Navigation → Residential Services → Residential Facilities Booking → Hostel Facilities Cancellation***

#### ✓ For Fresher Students

Fresher students requesting a refund, need to apply using their registered email ID at [refund@lpu.co.in](mailto:refund@lpu.co.in). The date of receiving the email will be considered as the date of application for refund.

### ➤ Cancellations Beyond Eligible Refund Period

If a student seeks to cancel residential facilities beyond the expiration of the refund deadlines specified in the university's guidelines or after the allotted duration has concluded, the student is required to submit their cancellation request directly to the hostel warden. The Warden will do the no dues formalities and advise the student to pay Damage/Overstay/Electricity charges (if any). Following the completion of the necessary formalities, the warden will issue a no-dues slip to the student. The student can then proceed to leave the hostel with their luggage by presenting this no-dues slip, indicating that all relevant obligations and requirements have been fulfilled.

## 3. Hostel Timing and Guidelines

This section provides you with essential information regarding the operational hours, routines, and guidelines that contribute to the smooth functioning of our hostel community. Understanding and adhering to these timings and guidelines not only ensures a better living environment but also fosters a sense of responsibility and cooperation among residents. From meal schedules to quiet hours and specific hostel regulations, this section is designed to offer clarity on daily routines and expectations.

### 3.1 Mess Timings & Guidelines

Understanding and adhering to these timings and guidelines are essential for ensuring a smooth dining experience for all residents. From breakfast to dinner, the schedule is designed to accommodate diverse preferences and routines.

Meal	Timings (On Working Days)	Timings (On Sundays/Holidays)
Breakfast	07:15 AM to 09:30 AM	08:00 AM to 10:00 AM
Lunch	11:30 AM to 03:00 PM	12:30 PM to 03:00 PM
Tea/Snacks	04:45 PM to 06:00 PM	04:45 PM to 06:00 PM
Dinner	07:30 PM to 09:30 PM	07:30 PM to 09:30 PM

### ➤ Important Note

- ✓ Students are advised to carry their mobile phone/ID cards for mess entry validation.
- ✓ Students shall go in the mess in decent dress.
- ✓ The food will not be served in individual rooms. In case of sick students, food will be served in the rooms with the permission of the warden.
- ✓ Students should not get into any altercation/ argument with the mess staff due to any challenge or problem that they may face in the mess. In case of any problem with the mess staff, they are advised to contact the mess in charge or the hostel warden for an appropriate solution/ resolution.

## 3.2 Hostel Attendance Timings & Guidelines

The attendance of hostel students will be recorded through the physical verification conducted by the warden. It is required for students to be present in their allocated rooms during the specified evening attendance timings outlined below.

Applicable for	Period	Attendance Timings
All Boys & Girls	01 <sup>st</sup> May – 31 <sup>st</sup> Oct	8:00 PM
	01 <sup>st</sup> Nov – 28 <sup>th</sup> Feb	7:00 PM
	01 <sup>st</sup> Mar – 30 <sup>th</sup> Apr	7:30 PM

## 3.3 Absent

If a student is not on authorized hostel leave and is found to be absent from the hostel during the hostel attendance timing, they will be marked as “Absent” during hostel evening attendance, and stringent disciplinary measures will be enforced against those who violates this rule.

## 3.4 Late Night Entry

As per the specified hostel attendance schedule outlined above, students who have been granted leave and visited outside the campus are required to return to the campus before the designated hostel attendance timings. If any student arrives on campus after the hostel physical attendance time, Late-Night entry will be recorded by the security staff at the University main gate. Disciplinary actions will be taken against those found in violation of this regulation.

## 3.5 Overstay

It is strongly advised that students on leave should return to the hostel before the designated end time of their approved leave. Failure to comply with this guideline will result in the student being categorized as overstaying on leave. In such

cases, students are advised to promptly extend or modify their leave according to their originally planned schedule. Disciplinary actions will be taken against those found in violation of this regulation.

### 3.6 Silent/ Study Hours

Silence should be maintained between 10:00 PM to 06:00 AM. No one is allowed to move into the hostel premises/corridors after 10:00 PM. Residents are kindly requested to keep noise levels to a minimum, refraining from activities that may disrupt the concentration of fellow residents. Whether you are preparing for exams, engaged in research, or simply seeking a tranquil space for personal study, adhering to these silence/study hours ensures that everyone can make the most of their academic endeavours. We appreciate your cooperation in maintaining a respectful and supportive environment for all residents during these focused study periods.

## 4. Students Hostel Leaves Guidelines

As previously mentioned, students residing on campus are required to seek approval through the hostel leave application process before leaving the premises. To cater to the diverse needs of students, various leave options are provided. If a student wishes to venture outside the campus, they must submit a hostel leave application for consideration.

***UMS Navigation → Residential Services → Hostel Related Services → Apply Hostel Leave***

### 4.1 Leave Types and Entitlement

Students in each academic term can avail of the below-listed leaves as per their need, subject to prior approval by the concerned authority.

#### ➤ Day Leave

This leave is to be used for short time movement outside the University Campus.

*Leave Entitlement:*

- ✓ **Diploma Programmes = 40/Per Academic Term**
- ✓ **UG/PG Programmes = 75/Per Academic Term**
- ✓ **PhD Programmes = 150/Per Academic Term**

#### ➤ Night Leave

Night leaves can be availed only when the student has to stay outside the hostel premises for purposes related to Travelling or Visiting back home.

*Leave Entitlement:*

- ✓ **60 Leaves for Academic Term I, i.e. July- December**
- ✓ **60 Leaves for Academic Term II, i.e. Jan-May**

**Note:** Students availing Night Leave/Extended Night Leave should plan their return to the campus after the permissible timings as per leave category i.e. 05:00 AM on next day. (Example: A student on night leave from 1st Jan- 2nd Jan, should return only after 05:00 AM on 2nd Jan up to hostel attendance time)

#### ➤ Extended Leave (Day Extended/Night Extended Leave)

This leave is part of existing Day/Night leave only. This option can be used to extend the Existing Leave Hours (Maximum by 3 Hours) in case of unavoidable circumstances to reach the hostel on time while on a Day/Night leave.

*Leave Entitlement:*

- ✓ **30 for each category for Academic Term I, i.e. July- December**
- ✓ **30 for each category for Academic Term II, i.e. Jan-May**



**Note:** Extension chance can be availed maximum 8 times in a month (Applicable for both Day Extended Leave & Night Extended Leave)

### ➤ **Emergency Leave**

This leave can be applied only by the warden in exceptional conditions like Medical/Other Emergencies **after hostel attendance time**. However, approval will only be given following thorough verification and explicit consent from the parent(s), subject to the availability of leave entitlement in the student's account.

*Leave Entitlement:*

- ✓ **04 for Academic Term I, i.e. July- December**
- ✓ **04 for Academic Term II, i.e. Jan-May**

### ➤ **Extended Leave (Within Campus)**

This leave type is specially provided for female students residing in hostels, offering them the flexibility to step out of hostel premises after hostel attendance is marked. Students who opt for this facility should ensure they return to their hostel premises no later than 3 hours after the attendance start time. Access is only granted to the designated areas within the campus. Male students movement must remain within the designated areas of the campus and are also required to return to their respective hostels within 3 hours from the start time of attendance.

## 4.2 Leave Timings

Students are permitted to take leave starting from 05:00 AM on any given day. Students taking leave are expected to adhere to the entry and exit time guidelines corresponding to the applied leave category.

## 4.3 Leave Conversion Options

In certain circumstances, a student who went on leave may not return on or before leave end time and want to extend/convert the existing leave into greater duration or other category of leave. This feature allows for a **Leave Upgrade** in case of delays due to unavoidable circumstances, or a **Leave Downgrade** if a student returns earlier than anticipated while on sanctioned hostel leave. Students are allowed to convert one type of leave into another only before completing the Check-In process, based on the following options and conditions:

### **Option 1: Conversion from Day Leave**

A student who has availed a Day Leave can convert it into:

#### **Upgrade Possibilities:**

- a) Can **convert** it into **Day Extended Leave**
- b) Can **convert** it into **Night Leave**
- c) Can **convert** it into **Night Extended Leave**

### **Option 2: Conversion from Day Extended Leave**

A student who has availed a Day Extended Leave can convert it into:

#### **Upgrade Possibilities:**

- a) Can **convert** it into **Night Leave**
- b) Can **convert** it into **Night Extended Leave**

#### **Downgrade Possibilities:**

- a) Can **convert** it into **Day Leave<sup>#</sup>**

### **Option 3: Conversion from Night Leave**

A student who has availed 01 Day Night Leave can convert/extend it into:

#### **Downgrade Possibilities:**

- a) Can **convert** it into **Day Extended Leave\***
- b) Can **convert** it into **Day Leave<sup>#</sup>**

### **Upgrade Possibilities:**

- a) Can **convert** it into **Night Extended Leave**
- b) Existing one-day Night Leave can be **extended** to multiple days as **Night Leave or Night Extended Leave**.

### **Option 4: Conversion from Night Extended Leave**

A student who has availed 01 Day Night Leave can convert/extend it into:

### **Downgrade Possibilities:**

- a) Can **convert** it into **Day Extended Leave\***
- b) Can **convert** it into **Day Leave<sup>#</sup>**
- c) Can **convert** it into **Night Leave<sup>@</sup>**

### **Upgrade Possibilities:**

- a) Existing one-day Night Extended Leave can be **extended** to multiple days as **Night Leave or Night Extended Leave**.

Additionally, approved *Night or Night Extended Leave* of more than 01 day may be further extended as continued Night or Night Extended Leave.

### **Note:**

- ✓ All leave conversions must be initiated and approved prior to the Check-In. Post Check-In requests will not be entertained.
- ✓ Students are advised to check the maximum duration limits and hostel attendance timings before requesting any leave conversion.
- ✓ Leave conversion is subject to approval by hostel authorities and availability of sufficient leave balance as per institutional guidelines.

\*Maximum up to **Hostel Attendance Start Time + 3 Hours** of Leave Start Date

<sup>#</sup>Maximum up to **Hostel Attendance Start Time** of Leave Start Date

<sup>@</sup> Maximum up to **Hostel Attendance Start Time** of Leave End Date

## **4.4 Leave Entitlement Extension**

The option, to extend the given leave entitlement is applicable only if the student has already exhausted the allocated leave quota due to some medical, placements, OJTs, or some other emergency situations. Maximum up to 10 days leave extension request can be applied at student's end subject to approval from competent authorities with proper verification of documents and with parents' consent.

### **Other Important Points**

- ✓ Academic attendance is the responsibility of the student and therefore before proceeding on hostel leave, student must ensure that the academic attendance in regular classes is not affected.
- ✓ **Discretion of the Authority:** For security/any unforeseen reasons, the higher authority at the University reserves the right to change the hostel leave entitlement at any point of time.
- ✓ **Check Out:** A leave slip will be generated automatically in Students' LPU Touch Account after the checkout done by the warden and the same will be verified by the security personnel deputed at the University main gate when the student leaves the University Campus.
- ✓ **Check In:** When the student returns from the sanctioned period of leave, the student is required to show the leave slip to the security personnel deputed at the university main gate who will verify the leave slip by doing the check-in and allow the student entry into the campus. It is required for all students to report to the hostel warden immediately after returning from a sanctioned period of leave and before the hostel's attendance time of the day.

- ✓ Parents will be informed through appropriate communication channels about each leave application, check-out, and check-in to ensure they are kept well-informed about their ward's movements.

Students can view the hostel leave slip through the following path on UMS:

**UMS Navigation → Residential Services → Residential Facilities Booking → Hostel Leave Slip**

## 5. Anti-Ragging Guidelines

Ragging is strictly prohibited in the university in accordance with the UGC regulations on curbing the menace of ragging in educational institutions. University has established a comprehensive process to prohibit, prevent, and eradicate any behaviour by individual students or groups that qualifies as ragging.

### ➤ **Ragging constitutes one or more of any of the following acts**

- a) Any conduct by any student or students, whether by words, spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm, or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

Fresher(s) and all other students should desist from doing anything, with or against their will, even if ordered to by the senior students and any attempt of ragging should be promptly reported to the Anti-Ragging helpline (01824-444097, 9876644331) and Hostel Warden for necessary action.

## 6. Safe & Secure Living Environment

Ensuring a secure and protected living environment is our top priority. Our commitment involves implementing comprehensive security measures, including surveillance systems and well-lit areas, to safeguard the well-being of all residents. Trained security personnel are on hand to monitor and respond promptly to any concerns. By fostering a culture of mutual respect and adherence to safety protocols, we aim to provide a living space where residents feel secure and can focus on their academic and personal pursuits.

### 6.1 Turnstiles and Biometric Cards

To ensure safety of the residents University has set-up the turnstile based secured entry mechanism which allows the users to authenticate their movement, entry/exit within the University campus.

#### ✓ **Turnstile Activation Process**

Every student will receive a student ID card equipped with biometric technology, enabling them to move seamlessly throughout the university campus. Every student is provided with an ID card by the concerned team during the induction process.

### ✓ Report and Replacement of Lost ID Card

If a student misplaces or damages their ID card, they should inform the hostel warden to obtain a temporary slip for hostel entry/exit, valid for two days. Simultaneously, the student must initiate the process of obtaining a new ID card by reporting to the relevant team.

### ✓ Unauthorized Usage of ID card

Students are cautioned against engaging in any unauthorized use of their ID cards, as such actions may result in disciplinary measures against those involved. Specifically, students are prohibited from attempting to enter or exit by using another student's biometric card.

## 6.2 Surveillance Cameras

Ensuring the safety and security of our university community is of utmost importance. As part of our commitment to a secure environment, the campus is equipped with a network of 24×7 surveillance cameras strategically placed throughout various areas. These cameras serve as an integral component of our comprehensive security measures, acting as both a deterrent to potential security threats and a tool for continuous monitoring. The presence of surveillance cameras not only contributes to the prevention of unauthorized activities but also aids in the swift identification of any suspicious incidents. This proactive security approach allows to maintain a vigilant and responsive campus environment, promoting the well-being and peace of mind of all students, faculty, and staff. Additionally, the recorded footage from these cameras serves as a valuable resource for investigating and addressing any security-related concerns that may arise. We encourage all members of the university community to be mindful of the importance of these security measures and to contribute actively to maintaining a secure and welcoming campus for everyone.

## 7 Code of Conduct

A code of conduct is established to ensure a harmonious and respectful living environment for all residents. Residents are required to follow the code of conduct that fosters harmony and cooperation among individuals. Students are strongly advised against engaging in any inappropriate activities that may lead to the violation of disciplinary norms. These norms have been established with the goal of ensuring a positive and secure residential experience for all hostel residents. Firstly, maintaining a quiet and peaceful atmosphere during designated hours, such as study or rest times, is crucial. Respect for fellow residents' privacy is emphasized, including refraining from entering others' rooms without permission. Additionally, cleanliness and hygiene standards are to be upheld, with residents expected to keep their living spaces tidy and shared areas well-maintained. Adherence to the designated check-in and check-out times is essential to ensure smooth administrative processes. Respect for the rules and regulations set forth by the university management, including those related to guests and events, is integral to fostering a positive community atmosphere. Overall, the basic code of conduct in hostels revolves around consideration, responsibility, and cooperation to create a comfortable living environment for everyone. Students are advised to follow the provided guidelines during their stay in the hostel. Kindly refer to the following guidelines:

### ✓ Respect for Others

- Be considerate and respectful towards fellow residents and staff.
- Keep noise levels to a minimum, especially during quiet hours.
- Respect the privacy of others and avoid entering their rooms without permission.

### ✓ Hygiene and Cleanliness

- Maintain personal hygiene and cleanliness in shared spaces.
- Dispose of trash properly in designated bins.
- Report any maintenance or cleanliness concerns to hostel staff promptly.

✓ **Common Areas**

- Keep common areas tidy and organized.
- Respect designated hours for common area usage.

✓ **Prohibited Activities**

- No smoking inside the hostel premises.
- Illegal substances, including drugs and alcohol, are strictly prohibited.
- Gambling and other illegal activities are not allowed.

✓ **Quiet Hours**

- Respect designated quiet hours to ensure a peaceful living environment for all.

✓ **Internet and Technology Usage**

- Adhere to the hostel's internet usage policy.
- Respect the privacy and property of others when using shared technology resources.

## 7.1 Do's and Don'ts

Navigating hostel life effectively requires adherence to certain guidelines. Here are some essential do's and don'ts to help hostel students seamlessly integrate into their new communal living environment.

➤ **Do's**

- ✓ Always wear your ID card around the neck while moving within the campus.
- ✓ Always adhere to the timings prescribed by management for various services e.g. Class Timings, Leave Timings, Mess Timings etc.
- ✓ Always follow the instructions and guidelines by Security Officials regarding hostel movement.
- ✓ Always adhere to the hostel attendance timings as prescribed by the management.

➤ **Don'ts**

- ✓ Avoid attempting to enter hostels other than the one assigned to you i.e. **Unauthorized Entry/Exit**.
- ✓ Refrain from engaging in **gambling or betting activities**. Also, avoid from engaging in unnecessary **financial transactions**.
- ✓ Refrain from organizing or participating in **unauthorized gatherings** or parties within the residential premises.
- ✓ Do not compromise security measures, such as propping open security doors or allowing **unauthorized access**.
- ✓ Refrain from participating in any **physical altercations, abusing, or fighting** with fellow students or staff under any circumstances.
- ✓ Avoid engaging in any form of **intoxication**, including smoking, or using drugs, alcohol, or narcotics, as these activities are not permitted.
- ✓ Always refrain from **tampering with or damaging** any university property.
- ✓ Do not ignore or bypass leave check-in and check-out procedures, as they are in place for the security of all students to avoid **violation of university/hostel norms**.
- ✓ Avoid non-compliance with disciplinary actions or guidelines issued by residential authorities to prevent instances of **insubordination**.
- ✓ Avoid engaging in **eve-teasing**, as it is a form of harassment that is not only disrespectful but also illegal in many places.
- ✓ Avoid engaging in **theft** as it is a prohibited and illegal activity.
- ✓ Refrain from committing any **traffic offenses**

## 7.2 Hostel Stay Back

This pertains to the practice of students remaining in the hostel during scheduled classes hours. To ensure the academic well-being of students with a 100% attendance record, it is advised that no one stays in the hostel during scheduled class hours. Students should only remain back under valid circumstances, such as medical issues or with special permissions. In the case of a medical problem, students must provide a legitimate reason accompanied by a "Medical Prescription," or for extended illnesses, a comprehensive Medical Certificate is required. Special permissions for staying back must be sought from the relevant university authorities, ensuring that any deviation from regular hostel rules is duly authorized. This underscores the significance of adhering to university guidelines. The warden will proactively communicate with parents/guardians, providing them with relevant information about their ward's stay back. This reinforces the commitment to keeping parents informed, promoting a collaborative approach between the hostel and the student's support system.

## 7.3 Prohibited Items

Possession of such items which are not allowed to keep in hostel rooms may lead to the confiscation of such items. In view of safety and security standards, possession of few electronic equipment's and kitchen appliances (Please refer point 2.1) are not allowed as per rules and regulations. Such items may be confiscated by any University Authorities. Detailed records of confiscated items will be maintained and updated from time to time in the University Management System (UMS). Penalty imposed to student for violating the rule will be Rs. 500 for the first offense, Rs. 1000 for the second, and Rs. 2000 from third offense onwards and University officials may permanently seize the items.

## 7.4 Visitors Guidelines

University management is keen to facilitate a safe and efficient experience for individuals visiting our campus to meet their ward(s). Upon arrival, visitors are kindly requested to undergo the identity verification for security reasons. Any parent/guardian of a student (listed in university records) can meet their ward as per following schedule:

On Working Day	-	04:00 PM to 07:00PM
On Sundays/Holidays	-	09:00AM to 07:00PM

Students are required to pre-apply for an online gate pass for the arrival of their parents/guardians through the University Management System (UMS) by following the specified path:

***UMS Navigation → Security & Safety → Online Sponsored Parent Pass***

Upon arrival, the Security Guard will assist Parents/Guardians/Visitors, guiding them to the respective block or warden office where they can meet their ward. The Parents/Guardians/Visitors will meet the residents only in Visitor Room. They will not be allowed to visit the room of the residents. Parents/Visitors/Guardians are not permitted to stay in any hostels. If the parents wish to stay, then the resident student may approach Division of Residential Services (Block 30-301) for getting guest room accommodation in advance on paid basis (subject to availability).

## 8 RMS Guidelines

Relationship Management System (RMS) tailored for hostel students is an essential tool to address and resolve concerns promptly, ensuring a conducive living environment. This system is specifically designed to streamline the process of logging, tracking, and resolving complaints or queries raised by students residing in the hostel. Hostel students can easily submit their concerns through a user-friendly interface, providing details such as the nature of the issue, location, and any supporting information.

### 8.1 RMS Process

Students may lodge the RMS complaints/queries by using the following path on UMS

***UMS Navigation → Request Management System (RMS) → Log Request***

## 8.2 RMS Categories

- **Academic & Administrative Issues**
  - ✓ Hostel Allotment
  - ✓ Hostel Transfer
  - ✓ Behaviour of Staff
  - ✓ Hostel Leaves
  - ✓ Residential Fee Related Issues
  - ✓ Hostel Vendors
  - ✓ Any Other Issues
- **Maintenance/ Electrical Complaints**
  - ✓ Air Conditioner
  - ✓ Carpentry
  - ✓ Desert Cooler/ Air Cooler (Electrical)
  - ✓ Desert Cooler/ Air Cooler (Plumbing)
  - ✓ Electricity
  - ✓ Energy Meter
  - ✓ Gas Welding
  - ✓ Lift
  - ✓ Marking
  - ✓ Mason
  - ✓ Plumbing
  - ✓ Sewerage
  - ✓ Tailor
  - ✓ Water Cooler/ Drinking Water (Cooling Issue)
  - ✓ Water Cooler/ Drinking Water (Electrical Issue)

## 8.3 Timeline for Resolution

A student's query submitted through the RMS will be addressed within approximately 2 to 3 working days, contingent upon the availability of resources.

## 9 Hostel De-Induction Guidelines

### 9.1 Cloak Room Facility

Cloak room facility allows the students availing residential services to leave behind their baggage/belongings while proceeding to their homes in summer vacations. This facility is provided to the students who have availed residential services within the University campus for the current and the upcoming academic session as well. The eligible students must submit an online application for the same through the UMS link:

***UMS Navigation->Residential Services-> Hostel Cloak room service***

#### ➤ **Deposit of Baggage**

Upon registering at the above-mentioned link, each registered student will get Unique Luggage ID (ULI) and a one-time password (OTP). ULI must be mentioned on each of the item to be deposited in the cloak room. The student will share the OTP with cloak room staff and only upon successful authentication of OTP the luggage items shall be deemed to have been deposited in the cloak room.



### ➤ Return of Baggage

Baggage will be returned only to the concerned student upon showing his/her student ID card (or only upon verification of proper authorization). An OTP based authentication mechanism will be used before handing over the baggage to the student. The entire baggage must be collected within three days of start of academic session as mentioned in the academic calendar. Non-collection of the baggage items within the prescribed timelines will invite fine of Rs.100 per day till the time entire baggage is collected. However, if the baggage items are not collected within 07 days of start of session, then the University reserves the right to dispose the items as per the prevailing guidelines.

### ➤ Baggage Entitlement

Any eligible student desiring to utilize the cloak room facility is permitted to deposit only the items specified in the following list:

S. No	Item	Quantity
1	Blanket	1
2	Mug	1
3	Bucket	1
4	Bag/Suitcase	2

### ➤ Loss/Damage to the baggage

The University will not assume responsibility for any loss or damage to baggage resulting from factors beyond its control, such as fire, natural calamities, or mishaps. Under no circumstances will the University be liable to provide compensation of any kind.

## 9.2 No Dues Process

At the conclusion of the academic session, when a student is leaving the hostel, it is required to obtain a no-dues clearance from the hostel warden. Prior to departure, the student must inform the warden, who will then inspect the room for any damages and initiate the no-dues process through the University Management System (UMS). If there are any charges for damages/overstay/electricity are applicable to the student, the warden will record these in the student's compounding fee record. The student may settle these charges promptly at the accounts department and subsequently receive the final no-dues clearance.

## 9.3 Damage Charges

When a student approaches the warden for No-Dues clearance of hostel room, warden will check the student room for damage (if any) and impose the damage charges as applicable in student's compounding fee statement. Student must clear those dues before final No-Dues clearance from the hostel.

## 9.4 Electricity Charges

Every student is allocated a specific quantity of complimentary electricity units for the duration of their room assignment, based on the designated room type (Refer Table Below). Any electricity consumption exceeding the allocated units will be subject to charges as per the prescribed electricity rates set by the university.



Room Type		Free Units Per Seat Per Academic Session
Apartment Room	Apt AC One Seater	1000
	Apt AC Two Seater	750
	Apt AC Three Seater	550
	Apt AC Four Seater	500
Standard AC Rooms	Std AC 01 Seater	1000
	Std AC 02 Seater	750
	Std AC 03 Seater	550
	Std AC 04 Seater	500
	Std AC 05 Seater	400
	Std AC 06 Seater	350
Standard Non-AC Rooms	Std Non-AC 02 Seater	400
	Std Non-AC 03 Seater	350
	Std Non-AC 04 Seater	300
	Std Non-AC 05 Seater	300
	Std Non-AC 06 Seater	250
	4*2 Seater (AW) Non-AC	250

## 10 Emergency Services

Resident's safety and well-being are our top priorities. In any living environment, unforeseen situations may arise, and being well-prepared is key to ensuring a secure and protected community. This section is designed to provide you with crucial information and guidelines to follow during emergencies such as fires, medical incidents, or other unexpected events. By familiarizing yourself with the procedures outlined here, you can contribute to create a resilient and responsive community. We encourage you to take the time to read and understand this section thoroughly, empowering yourself and your fellow residents to respond effectively in times of crisis. Together, we can uphold a safe and supportive living environment for everyone in our hostel community.

### 10.1 Medical Emergencies

Students residing in campus are provided 24 hours medical facilities in the Uni Health Center. For first aid facility medical kit is also available in the hostel. Students who are not well should report to the warden for the medical help. Warden will call the Uni Health Center for ambulance facility and send the student to Uni-Health center for further medical assistance.

### 10.2 Hostel Fire Safety

A fire outbreak can happen anywhere and at any time. Hence, it is important for every student to know how to deal with emergency situations. There are some important points that every student must know how to handle the fire situation.

- ✓ Do inform the hostel warden at the earliest as they can take things under control however minor that outbreak is.
- ✓ If a fire breaks out in your hostel or if you hear a fire alarm, the first and foremost thing to do is do not fear but stay calm.
- ✓ If you know the exit, proceed to fire exit than waiting for the fire to subside.
- ✓ Never take an elevator or lift if you are stuck in case of a fire outbreak. Always take stairs and make sure you give way to people carrying out rescue operations.

- ✓ Always crawl as the amount of smoke at the ground level is less than that at a higher level.
- ✓ Do cover your mouth to prevent smoke from entering your mouth. It is wise to use a wet cloth when trapped by fire, especially when fighting heat because it transmits heat better and helps in mitigating the effect of smoke on the body.

### 10.3 Guidelines for Safeguarding Against Electrical Short Circuits

- ✓ Avoid overloading power outlets: Never overload power outlets with too many adapters or appliances.
- ✓ Keep the appliances switched off while stepping out of the room.
- ✓ Inform hostel warden: In case of any such event, notify the hostel warden as soon as possible.
- ✓ Stay safe: In case of a fire due to short circuit, please stay calm and follow the escape route, and do not use the lift. Cover your nose and mouth with a damp cloth to avoid inhaling smoke.
- ✓ Do not try to douse the fire with water in case of electrical short circuit.

### 10.4 Lift Emergency Procedures

- ✓ Do not overload lift beyond the maximum passenger load mentioned therein
- ✓ Do not stand in between door/gates.
- ✓ Push the alarm if trapped in a lift.
- ✓ Communicate on the mobile numbers displayed inside the lift for assistance.
- ✓ Do not panic and stay away from the door.
- ✓ Do not forcibly open the inside/outside door of the lift/elevator.

## 11 University Management System (UMS) Login and Mobile App

A smart web-based solution with all possible features ranging from Learning Management System to e-Governance. UMS is used to manage all academic activities of the University in an effective and efficient way. It helps to access the academic records ranging from attendance to assignments. LPU promotes a culture of paperless University. The day-to-day administration and most of the University procedures are carried out online. UMS is one such innovative step of the University to provide vital information regarding academics and other University logistics for assisting the University students.

### ➤ UMS User ID & Password

To access the UMS, go to <https://ums.lpu.in/lpuums/>



**User ID** Provisional Re. No. of the student  
(If Provisional Reg. No. is 12400010, user ID will be 12400010)

**Password** Already sent through SMS and E-mail as per details provided to university. If not received, the same can be retrieved as per the process mentioned below.

- ✓ **To retrieve a forgotten UMS password, students or parents can follow the following steps:**
  - ❖ Go to the LPU Admit portal under post admission services or access the link <https://ums.lpu.in/lpuums/forgetpassword.aspx>
  - ❖ Enter the registration number (e.g. 12400010)
  - ❖ Enter the date of birth.
  - ❖ An email will be sent to the registered email address with a link to reset the password.
  - ❖ Click on the link and follow the instructions to create a new password.

**Note:** It is important to ensure that all the information provided is accurate to successfully reset the UMS password.

### ➤ Mobile App



- Scan the relevant QR Code
- Go to <https://ums.lpu.in/lpuums> or visit [www.lpu.in](http://www.lpu.in)
- Click on relevant icon to download LPU App (LpuTouch)
- Search for LPUTOUCH in the App Store or at Google Play Store



## 12 Important Contact Information

This section provides a comprehensive guide to connect you with the essential resources and assistance you may need during your stay. In this section, you will find a compilation of vital contacts ranging from hostel management and administrative personnel to emergency services and maintenance. We understand the importance of quick and easy access to information, especially when time is of the essence. By having this resource readily available, you empower yourself to address various concerns promptly and efficiently. Whether it is seeking assistance with accommodation-related matters or reaching out during an emergency, this section ensures that you have the necessary contact details at your fingertips. We encourage you to familiarize yourself with this information, fostering a sense of preparedness and community engagement throughout your time in the hostel.

### 12.1 Warden Office

Hostel/Division	Official Mobile Number	Office Landline Number
Division of Residential Services	-	01824-444361
Boys Apartment	9915020440	01824-444695
Staff Residence	9876075107	01824-444520
Boys Hostel-01	9915020442	0182444-4521, 4522, 4523
Boys Hostel-02	9888598705, 7508183867	0182444-4524, 4525
Boys Hostel-03	9915710553, 7508183810, 9915020436	0182444-4526, 4527
Boys Hostel-04	7508183859, 9915020435	0182444-4529, 4585
Boys Hostel-05	9780036434, 9501110436, 9780036438	0182444-4530, 4531
Boys Hostel-06	9501110445	0182444-4532, 4533
Boys Hostel-07	7508182896	01824-444536
Girls Hostel-01	9915020443	01824-444081
Girls Hostel-02	9876644335	01824-444082
Girls Hostel-03	9876740090	01824-444083
Girls Hostel-04	9915020444	01824-444084
Girls Hostel-05	9870615106	01824-444303
Girls Hostel-06	9915020439	01824-444301
Girls Hostel-07	9781203876	01824-444528

### 12.2 Help Desk (For Academic Issues)

For information related to academic issues students may contact at 01824-444379 (09:00 AM – 05:00 PM) or can visit Academics Query Window at **Block 32 Basement, Window No. 5**

### 12.3 Help Desk (For Residential Services Related Issues)

For information related to Residential Services students may contact at 01824-444361 (09:00 AM – 05:00 PM) or can visit Residential Query Window at **Block 32 Basement, Window No. 3**

We hope that the information provided serves as a valuable reference throughout your stay. Your well-being and satisfaction are paramount to us, and we encourage you to explore the handbook whenever you have questions or need guidance. Our commitment to creating a safe, supportive, and enjoyable living environment extends beyond these pages, and we appreciate your cooperation in upholding the guidelines outlined here. Should you ever require further assistance or have suggestions for improvement, feel free to reach out to our hostel management team.

***Wishing you a pleasant and fulfilling experience during your tenure at our hostel!***