

CORBU HOUSE (BOYS HOSTEL), SECTOR-12, CHANDIGARH.

RULES AND REGULATION (Effective from January ,2025)

Notice.218(HR)-Arch-College-2025/ 270

Dated: 17/1/2025

The Rules of the Corbu House, framed by the Committee, duly appointed by the Principal vide dated 18.09.2024 and approved by the Competent Authority are placed below and shall be effective from the Session January 2024.

These rules shall apply to all residents of the Corbu House from Chandigarh College of Architecture and other institution whose bonafide students have been allotted a room/accommodation with the approval of their Head of department.

These rules may be amended with the approval of competent Authority, if required.

HOSTEL MANAGEMENT

- 1.1 The Corbu House (Boy's Hostel) is managed under the overall control of the Principal, Chandigarh College of Architecture, Sector-12, Chandigarh.
- 1.2 A faculty member of the Chandigarh College of Architecture, designated as the Warden Corbu House (Boy's Hostel) oversees the functioning of the hostel.
- 1.3 Residents and parents can contact Sh. Bheem Sain Malhotra, Warden Corbu House (Mob. No. 9878459300), Sh. Manjeet Singh, Hostel Clerk (8570029002) and Sh. Jagpal Sharma, Hostel Attendant (Mob. No. 9816386827) at all times for help and guidance.
- 1.4 Sweepers have been appointed to clean the toilets and common spaces. They also clean the rooms at the residents' risk and responsibility during the times noted in their duty charts. Residents are advised to get their rooms cleaned only in their presence.

1.5 Office Timings

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| a. Hostel Warden (Monday to Friday) | 03:30 A.M. to 05:30 P.M |
| b. Hostel Clerk(Monday to Friday) | 02:00 P.M to 05:30 P.M |
| c. Hostel Attendant (Monday to Friday) | 09:00 A.M to 05:30 P.M |

2. ADMISSION PROCEDURE:

- 2.1 All rights of admission to the Corbu House (Boy's Hostel) are reserved with the Principal, Chandigarh College of Architecture, Chandigarh. He/She can refuse admission to any student without assigning any reason.
- 2.2 Bonafide students of Chandigarh College of Architecture, and Colleges under Chandigarh Administration. Punjab Engineering College and PGI, Chandigarh are allowed admission to the Hostel on the recommendation of the Principal/ HoD of the respective institution and subject to availability.

- 2.3 Admission to the hostel will be open every year in July/August and January/February i.e at the beginning of each academic session. If any student takes admission in between the academic semester he has to pay full academic session fee i.e. 6months.
- 2.4 Students seeking admission must apply on the prescribed form available with the Hostel Office. Form may also be downloaded from College Website cca.edu.in
- 2.5 The complete form must be countersigned by the Parents/ Guardians of the applicant and the Principal/HoD of the institution to which the applicant belongs.
- 2.6 Old residents are also required to seek fresh admission to the hostel at the beginning of every academic session (i.e July/ August) or January/February.
- 2.7 The hostel room will be allotted to the Non-CCA students only for a Semester(6 months). After this period, students must submit a fresh application duly signed by authorized head. Applications will be scrutinized and room allocation will depend on availability.
- 2.7 Admission to old residents is granted / confirmed subject to the following;
- a. Receipt of a duly completed admission form.
 - b. Satisfactory conduct / discipline during the previous semester, reported by Warden Corbu House.
 - c. Clearance of all previous dues
 - d. Failing compliance of any of the above the admission will not be granted. If an old resident delays the submission of admission form a daily fine of Rs 50/- will be charged upto max 2 Weeks). Thereafter his room will be allotted to another applicant. After two weeks, room will be allotted after the approval of Principal, CCA with a fine Rs.100 per day fine.
 - e. If a resident pays his rent allotment fee but does not deposit the Welfare fund with in time he shall have to be pay a fine of Rs.50/per day after last date of admission separately from the above said fine at point (d) for non- depositing of Welfare Fund.
- 2.8 Ordinarily hostel rooms will not be allotted to the Tri-city students (Chandigarh Mohali, Panchkula), Preference will be given to the out station students.
- 2.9 Ordinarily hostel rooms will not be allotted to UT pool students, Preference will be given to the all India quota students.
- 2.10 Thesis students will get an extra room for thesis work if the rooms are vacant (applicable only for CCA student), subject to the availability.

3.0 FACILITIES PROVIDED;

- 3.1 Each room will be supplied with one Bed, one study table and one chair by the hostel authorities. Residents are required to sign the stock register on issue of the furniture.
- 3.2 Every resident shall be responsible for the safety of the furniture issued to her and Maintenance of the room allotted to him. Damage done to the furniture/ room in his possession will have to be made good by the resident concerned. Repair charges for any damage done to the furniture will have to be paid by the resident Concerned.

- 3.3 Before vacating the hostel at the end of the session every resident shall personally hand over the charge of the room and obtain clearance from the Hostel Office.
- 3.4 Penalty for leaving the hostel without handing over charge of room is Rs.500/-.
- 3.5 Students should bring with them their own bedding, bed linen, locks and bulb/tube rods.
- 3.6 The Hostel Authorities shall in no case be responsible for the residents' articles/property. Students are advised not to bring costly items or keep excessive cash with them. They may open an account in the State Bank of India Branch in the college premises (if needed).
- 3.7 Facilities like Wi-fi, Sports, Television and laundry exist in the hostel.
- 3.8 All rooms in the hostel are single-seater cubicles. No double sharing of room can be allowed.
- 3.9 All securities will stand lapsed after one year of the resident leaving the hostel.

4.0 ALLOTMENT OF ROOM:

- 4.1 Allotment of room for each session is done at the beginning of the academic year (i.e July/ August) and January/February or with the approval of Principal, CCA/ Warden Corbu House in an exceptional case.
- 4.2 Allotment is done in consultation with the residents strictly on seniority basis. Decision of the Warden Corbu House will be final in case of any dispute arising out of the above.
- 4.3 No resident is allowed to change his allotted room without prior permission of the Hostel Warden even if such a change is mutual.

5.0 MESS RULES

- 5.1 Every resident is a compulsory member of the mess.
- 5.2 The hostel mess and canteen caters to both vegetarian and non-vegetarian to the students.
- 5.3 The hostel mess is run under the supervision of the Hostel Office and with the help of the hostel committee.
- 5.4 Meals will not be served before or after the fixed hours the timings for which are as follows;

Breakfast	08:00 A.M to 09:30 A.M
Lunch	1:00 P.M to 2:15 P.M
Dinner	07:30 P.M to 9:00 P.M.

5.5 All residents are required to dine in the dining hall during the specified hours only. Food will not be served in the residents' room, the common room or the Visitor's room. If a resident takes the Mess utensils within his room, a fine of Rs.100 will be imposed on him.

5.6 Residents must be punctual for meals, must be properly dressed while in the dining hall and maintain decorum.

5.7 The mess is run on contract basis and charges of diets (Breakfast, Lunch and Dinner) as well as canteen items are fixed keeping in view the terms and conditions of the contract.

5.8 The mess is run on diet basis for lunch and dinner. Charges to be paid are for the actual number of diets (Breakfast,lunch and dinner) taken by a resident or an amount equals to 75 diets (full 25 days) whichever is more. Exemption is given only in case of authorized long leave availed by residents (official tour and college vacation) duly certified by the Hostel Warden in case of CCA Students and the Principal/HoD for residents from other institutes.

5.9 Snacks, Breakfast and tea are served as canteen items.

- 5.10 a) Residents guests will be served meals at the usual rates.
b) The contractor will not supply food to anyone outside the hostel or who is not a resident of the Hostel. However, faculty members/ staff may be allowed Tiffin facility in consultation with the Hostel Warden for which the charge on payment shall be as per guest charges of the Mess.

5.11 MESS FINES: If a resident has not informed the mess contractor beforehand about not taking any meals, he will pay a fine equal to the rate of the diet.

5.12 PAYMENT OF MESS DUES:

(a) The list of mess dues outstanding against each resident's name shall be displayed by the 4th of each month. Discrepancies, if any, should be brought to the notice of the Mess Manager and the mess contractor by the 6th of the month after which the resident will be bound to pay the amount shown against her name.

(b) Mess dues are to be paid via online latest by the 10th of each month after which residents will be required to pay fines at the following rates: -

- i) Upto 11th to 17th of each month Rs.100/-
- ii) Upto 18th to 24th of each month Rs.200/-
- iii) Upto 25th to last day of each month Rs.300/-

- Residents who delay in paying their dues for more than a month will not be served meals in the hostel mess.
- The Hostel Warden may expel any student from the hostel if the dues remain unpaid for more than 40 days.
- Residents are advised to periodically check their mess registers for any discrepancy.

6.0 SUMMER VACATION/ CLOSING OF HOSTEL

- 6.1 If any students is on long vacation, then he has to inform Corbu Office, regarding the same in writing.
- 6.2 Foreign students who are continuing their course may also be allowed to stay in the hostel during vacation on the recommendation of their Principal.
- 6.3 Ex-Final year foreign students may also be permitted to stay in the hostel on payment of guest charges at Rs.150/-per day for a maximum period of 10 days.
- 6.4 If a resident, stays in the hostel room after the completion of their session and does not deposit the rent fee and realotment fee and do not want to keep the room for the next session, then he has to pay the rent fee as per the Guest room charges per day.

7.0 VISITOR OR GUEST RULES:

- 7.1 Female visitors shall meet the residents in the visitor room only and during the office hours specified below: -

All days of the week

10:00 A.M to 01.00 P.M.

02:00 P.M to 05:00 P.M

- 7.2 All visitors/ guests entering the hostel building (i.e. the residents room, dining hall, common room etc.) will be required to make entries in GUEST REGISTER kept for this purpose. The entry is to be made both at the time of entering and leaving the building.
- 7.3 The friends of the residents will not be allowed to stay in his room. The permission will be granted only for academic work. For academic work the permission of stay of male student of CCA and their institute in his room should be taken from Principal, Chandigarh College of Architecture.
- 7.4 Residents will be charged @Rs100/-per day for male guests staying with them during academic work for 3 days. After 3 days permission shall be taken by the Principal of respective Colleges.
- 7.5 Any type of smoking/ drug intake/ alcohol consumption is not allowed in Guest rooms as well as Hostel premises.

NOTE:

- (i) Wards should fill the guest entry register and inform the Hostel Office. All the particulars about the guest should be clearly filled in the Guest Performa and also attached the guest ID proof with guest Performa.
- (ii) Guest Room will be allowed to the family members (Father & brother) of the residents of Cobu House (Boy's Hostel) with the permission of the Warden upto seven days. Beyond seven days the permission for stay of guest will be seeked from Principal, Chandigarh College of Architecture.

- (iii) If any resident will avail the guest room facility in hostel, he will pay Rs.150/- per day per guest.
- (iv) All guest charges will be deposited with the college cashier in advance and guest Performa/application with ID Proof should submit in the hostel office for office record before arrival of guest.
- (v) The Hostel Office Staff may personally check the hostel rooms and the mess to ensure that no guest is staying in the hostel in an unauthorized manner. Fine at double the rate of guest charges will be imposed on defaulters.

8.0 RESTRICTIONS:

- 8.1 Subletting of the rooms is not allowed.
- 8.2 If any students, or outsider was found in any room, the room allotment of that student is cancelled immediately.
- 8.3 For security purposes, frisking of carry bags, incoming material may be carried out.
- 8.4 Physical checks, and checking of room will be carried out at any time with at the sole discretion of Hostel Authorities.
- 8.5 Consumption of Alcohol , smoking and any type of drugs is strictly prohibited.

9.0 CONDUCT AND DISCIPLINE

- 9.1 Ragging in any form is completely banned. Anyone found indulging in ragging in the hostel premises will be liable for Legal Action in addition to rustication from the hostel.
- 9.2 Residents are expected to observe good manners and polite behavior with their fellow residents, hostel and mess staff.
- 9.3 Disciplinary action shall be taken against and fines imposed on any resident found guilty of misbehavior and breach of discipline.
- 9.4 Residents must switch off their lights while going out of their rooms or while going to sleep.
- 9.5 Residents are not permitted to cook in their rooms or use any private electrical appliance. Defaulters will be fined Rs.500/- each time and the electrical appliance confiscated (not to be returned).
- 9.6 Non-payment of dues, misconduct or violation of hostel rules by residents may result in imposition of disciplinary fines. Students who habitually flout hostel rules and / or whose dues remain unpaid for more than 40 days will be expelled from the hostel. In such a case,

Hostel In-charge will have the authority to get the resident's room locked/opened for possession without any liability whatsoever.

9.7 All applications regarding complaints etc. will be addressed to the Hostel Warden and submitted to the Hostel office.

9.8 Any type of smoking/ drug intake/ alcohol consumption is not allowed in Guest rooms as well as Hostel premises.

9.9 Uses of heavy electric appliances is not permissible. If found, a fine of Rs500/- imposed on that resident. If the using the heavy electric appliance then the electric item confiscate.

10 HOSTEL FEES AND SECURITIES:

The following fees and securities are to be paid by the residents; -

10.1 AT THE TIME OF ADMISSION

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| a) Mess Security | Rs.1200/- | Refundable on the residents leaving. |
| b) Mess Advance | Rs.3000 /- | Refundable |
| c) Equipment Fes | Rs. 250/- | |

10.2 CHARGES TO BE PAID IN JULY AND JANUARY:

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|---|-------------------------|
| a) Room rent, electricity and Water charges | Rs 1020/- |
| b) Amalgamated Fund | Rs 300/- |
| c) Corbu House (Boy's Hostel) | Rs.2700/- (for CCA) |
| Welfare Fund | Rs.6500/- (for Non-CCA) |

11 REFUND OF SECURITIES:

11.1 The hostel and mess securities will be refunded to a resident only after he has cleared all the dues and handed over the possession of the room.

11.2 Securities will not be adjusted against the bills.

11.3 Applications for refund of securities must be submitted at least three days before the intended date of leaving the hostel when the resident's mess account will close and he will eat on cash payment.

11.4 If need be, the cheque for the refund of securities can be sent by post to the resident's address.