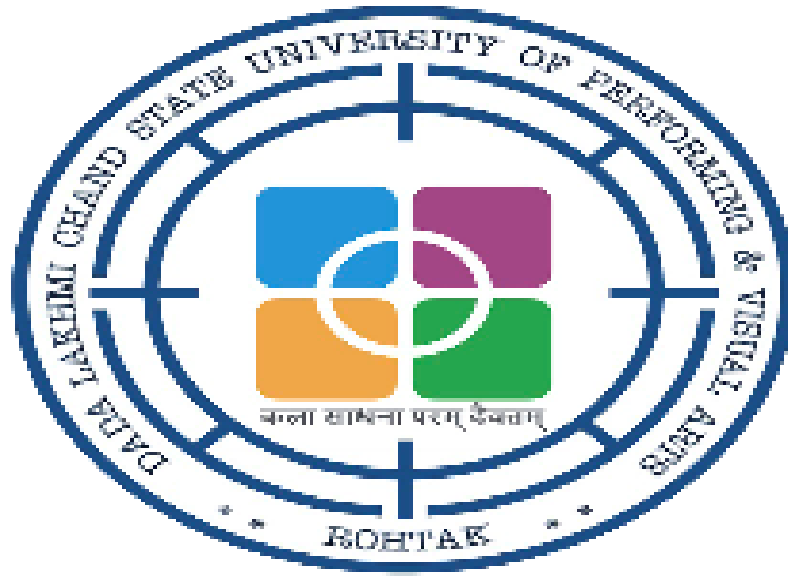


Dada Lakhmi Chand
State University of Performing & Visual
Arts,
Sector-6 Rohtak - 124001



Girls Hostel Prospectus
Session 2024-25

About the University

Dada Lakhmi Chand State University of Performing & Visual Arts, Rohtak, came into existence in 2014 through Haryana Act No. 24 of 2014 by integrating four Government Technical Institution, 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).

The campus is spread over 36 acres of land, beautifully designed by world renowned Architect Raj Rewal, with a healthy and verdant campus. It is centrally located in the state of Haryana, at a distance of about 75 Kms from the national capital, 90 Kms from IGI Airport, New Delhi and about 200 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, equipment and IT Infrastructure. Central facilities like Auditorium, Seminar halls, Central Library, etc. are also available for academics and extra-curricular activities. A girl's hostel with a capacity to accommodate 175 students is already available in the campus, Housing facility for both faculty and non-teaching staff is also available in the campus.

Presently, there are four Faculties in which 14 Under Graduate Degree level programmes are being offered. Besides, one postgraduate programme was started in each of the faculties from the academic session 2019-2020. Also, 16 diploma and certificate programmes are also being run for more professional learning. The University is already offering PhD programme in the field of Computer Science and Planning & Architecture.

A Regional Centre of the University in Village Aterna, Distt- Sonapat in which various programmes in Humanities and Social Sciences, including Cultural and Folk Media Studies would be offered, is also under consideration of the state Government. The plan to set up a separate faculty of humanities and social sciences is also under active consideration of the university, which would enable students to gain a robust foundation in the social life-world, where they would manifest as artists in future. The university is gearing up to take on all programmes under the National Education Policy (NEP-2020) with effect from 2024.

OFFICERS/ OFFICIALS OF THE UNIVERSITY

1.	Chancellor	His Excellency Sh. Bandaru Dattatreya, Governor of Haryana
2.	Vice-Chancellor	Sh. Gajendra Chauhan
3.	Dean Academic Affairs	Dr Ajay Kaushik
4.	Registrar	Dr Gunjan Malik Manocha
5.	Faculty Coordinator	Dr Shelly Khanna, Design Sh. Jatinder Sharma, Film and TV Sh. Prakash Das Khandey, Visual Arts Sh. Ajay Bahu Joshi, Planning and Architecture
6.	Dean student Welfare	Sh. Gianinder Singh
7.	Library Consultant	Dr Prem Singh
8.	Controller of Examinations	Sh. V.P. Nandal
9.	Chief Warden	Dr Sima
10.	Proctor	Dr Sunil Kumar
11.	Warden	Ms. Shalini Sheoran

HOSTEL ADMISSION PROCEDURE

- A) Immediately after the first Counselling, when admission is secured, 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 girl students of various departments desiring hostel accommodations should submit the application form as attached to the prospectus duly filled in with the prescribed last date for submission in the hostel office, along with the attested photocopies of the admission receipt. The admission form should be confirmed & recommended by HOD/FC/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 hosteller must have hostel identity card issued by the office.
2. Admission to the hostel will be purely on merit (last exam) as well as on distance basis. Students residing in municipal limit of Rohtak town and within the radius of 30 km of the municipal limit will not be given hostel accommodation.
3. Hostellers 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 Hostel 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 the relevant proof.
6. If the students do not avail a hostel seat when it is offered to them, they will lose their priority in the waiting list.
7. Hostellers are required to always abide by hostel rules and regulations.
8. Bed, Chair, and Table and Mattress with Cover are provided to every student.
9. Hostellers 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 jewellery 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. Hostellers 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 rule will result in expulsion from the hostel.
17. No hosteller 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. Hostellers 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 behaviour and antecedents of students, they may refuse accommodation to her in order to ensure discipline and peaceful atmosphere in the hostel.
21. If any hosteller is found misbehaving, disrespecting and disobeying with hostel staff a disciplinary action can be taken by university authority.
22. All residents shall under all circumstance, inform the Warden about their absence from the hostel. The concerned person shall sign the register maintained for the purpose at the hostel gate.
23. All type of leaves must be taken at least one day before
24. If the hosteller is absent from hostel without information. Supervisor/Warden will inform the parents with in 24 hrs. If no response is received from parents or students within 5 days, her name will be struck off.
25. For stay with local Guardian prior information to Warden must be provided, along with request by the local guardians and conformation by the parents.

RULES FOR RFEFUND OF THE HOSTEL CHARGES AND SECURITY CHARGES

1. Any student who is allotted a seat in the hostel and later withdraws within 45 days from the start of the admission in the hostel of the same year, she will be refunded 50% of the total hostel charges. During “even semester” if a student does not stay even for a day and decides to withdraw she will be charged for the full academic year.
2. Hostel Security and Mess Security is refunded within one year after leaving the hostel, otherwise it will be forfeited.
3. The hostel welfare charge is integral component of Hostel Charges and it shall be at the disposal of Hostel Warden along with Student Welfare secretary and it shall be used for purposes specified for expenses or welfare funds and subject to auditing like other funds of the university.

SEAT DISTRIBUTION MATRIX

Committee proposed that distribution of seats in hostel will be as per the screening of previous years.

	FPA	FOD	FVA	FFTV
Seat % Share*	30%	35%	30%	05%

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 hosteller 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 without permission, the admission will be cancelled and fee will be refunded as per rule. Those students will be re-admitted, if sheets are available, with re-admission fee and permission from Chief Warden.
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 hosteller shall be responsible for any damage.
7. If any hosteller wants to make any representation to the higher authority she should submit that to Hostel Supervisor/Warden/Chief Warden.
8. The competent authority may expel any hosteller at any time; if they are not satisfied with her health or conduct.
9. Previous year defaulters will not be admitted in next session.
10. 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 will be imposed.
11. Cooking of any type and ironing of clothes are strictly prohibited in the rooms without permission.

12. Music system, PC or laptop may be used in the rooms, but the volume may be adjusted at the decibel which does not disturb neighbours. 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.
13. Every student on leaving her room shall switch off the light and fan.
14. Hostellers 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 8:00 PM in summers (1st April to 30th September). Violation of this rule could lead to disciplinary action.
15. A hosteller 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 two days with prior permission of the Warden/ Chief Warden. Charges for female guest will be Rs.100/- per day. (Meals charges extra)
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 hosteller 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	7:30 AM	_____	08:45 AM
Lunch	1:00 PM	_____	02:30 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 hosteller 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 up to 7th of each month, otherwise on 10th of month her meals in the mess would be stopped. Long pendency of dues /fee/fine may lead 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. 3000/- (One time)
4.	Mess Security (Refundable)	Rs. 5000/- (one time)
5.	Hostel Welfare charges	Rs. 1200/- (per Annum)
	Total	Rs 27200/- (per Annum) for new students Rs 19200/- (per annum) for old students

Note: - Mess charges are not included in the above fee structure. Students have to pay mess charges separately on monthly basis.

Amount of fine on hostellers for violating the rules

Sr. no	Broken Rules/Regulations	Amount of Fine
1.	Students leave the hostel beyond the schedule	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 or the 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
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 information to parents and Police Report. May lead to termination (to be decided by authority)
10.	Student found with any weapon, even if licensed.	Minimum Rs 1000/- May lead to termination (to be decided by authority) & Police report
11.	Possession of indecent articles like books, magazines, posters & DVDs	Rs 1000/-
12.	Electric Appliances with permission 1.Kettle 2.Desert Cooler	Rs. 200/- Per Month Rs.500/-Per Season
13	Late Entry	Rs 200/- and inform to parents
14	Opening room By breaking the hostel lock	Rs. 1000/-

CHARGES FOR FEMALE STAFF OF DLCSUPVA

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 (Meals charges extra).

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 DLCSUPVA 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 (Meals charges extra).

Application Form No.
DADA 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 DLCSUPVA Hostel/Guest House in previous year? If yes, fill the following information:
Department _____ RollNo _____ 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)			
Allergies <input type="checkbox"/> None <input type="checkbox"/> Unknown Medical Allergies _____ _____ _____	Cardiac <input type="checkbox"/> None <input type="checkbox"/> Unknown <input type="checkbox"/> Angina <input type="checkbox"/> Arrhythmia <input type="checkbox"/> Cardiomyopathy <input type="checkbox"/> CHF <input type="checkbox"/> Congenital <input type="checkbox"/> Implanted Defib <input type="checkbox"/> MI Other	Surgery <input type="checkbox"/> None <input type="checkbox"/> Unknown <input type="checkbox"/> Abdominal <input type="checkbox"/> Hearth <input type="checkbox"/> Lung <input type="checkbox"/> Neurological Other	
Chronic Illness (Put a ✓ for the correct option)			
<input type="checkbox"/> None <input type="checkbox"/> Asthma <input type="checkbox"/> Bleeding Disorder <input type="checkbox"/> Cancer <input type="checkbox"/> COPD <input type="checkbox"/> CVA/TIA <input type="checkbox"/> Diabetic	<input type="checkbox"/> Dialysis/Renal <input type="checkbox"/> Gastrointestinal <input type="checkbox"/> Headaches <input type="checkbox"/> Hepatitis <input type="checkbox"/> HIV + <input type="checkbox"/> Hypertension <input type="checkbox"/> Paralysis	<input type="checkbox"/> Psychological <input type="checkbox"/> Seizures <input type="checkbox"/> Substance Abuse <input type="checkbox"/> TB <input type="checkbox"/> Unknown Other _____	
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:

1

2

3

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 is 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

1. I, -----S/o,D/o Mr.Mrs./Ms-----having been admitted to - -----, have carefully read THE HARYANA PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTE ORDINANCE, 2012 and fully understood the provisions contained in the said ordinance.
2. I have, in particular, perused clause 2(f) of the ordinance and I am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of conspiracy to promote ragging.
4. I hereby solemnly aware and undertake that;
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under the ordinance.
 - b) I will not participate in or abet or propagate through any act of omission that may be constituted as ragging under the Ordinance.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Ordinance, without prejudice to any other criminal action that may be taken against me under any penal law or any, law for the time being in force.
6. I hereby declare that a have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
I declared this -----day of -----month of -----year.

Signature of student

Name:

Received Hostel admission application form number _____
from _____ for admission to Hostel for The Year 2024-25.

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: _____

STATE UNIVERSITY OF PERFORMING AND VISUAL ARTS, ROHTAK

APPLICATION FORM FOR ADMISSION TO HOSTEL

Session 2024-25

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: _____

STATE UNIVERSITY OF PERFORMING AND VISUAL ARTS, ROHTAK

APPLICATION FORM FOR FEMALE STAFF OF UNIVERSITY

Session 2024-25

1. Name of the Applicant (CAPITAL LETTERS): _____
2. Mother's Name: _____ Occupation _____ Mob.-----
3. Father's Name _____ Occupation _____ Mob _____
4. Department _____
5. Category: GEN/OBC/SC/ST/PH/SBC _____
6. Date of Birth: _____
7. Permanent Address for Correspondence: _____
8. _____
Pin _____ TelephoneNo. _____ Self Mobile No. _____
Email: _____

Warden

Chief Warden

Registrar

