



RASHTRIYA RAKSHA UNIVERSITY

(An Institution of National Importance)

Pioneering National Security and Police University of India



RRU Student Residency Directives (Lavad Campus)

(Approved in 30th Academic Council held on 3rd October 2024, w.e.f. 1st December 2024)



"A Safe and Welcoming Space, Like Home"

1. Preamble

The residencies at Rashtriya Raksha University (RRU) are designed to provide world-class accommodation with modern amenities for students and research scholars enrolled in its academic programs. The University offers several residential blocks for both male and female students, creating an environment that supports academic, co-curricular, and extracurricular activities. The campus is equipped with facilities for academic work, indoor and outdoor games, a gymnasium, and a library.

"Student Residency" refers to any residential facility for students, whether on or off the university campus, that is owned or rented by RRU. Residencies for male students will be termed "Boys' Residency," while those for female students will be termed "Girls' Residency."

To ensure the smooth operation of RRU Residencies, these directives have been established. They apply to all student and scholar residents to promote discipline and good conduct.

1. Every student must carry their Identity Card during academic activities and when entering or exiting the campus.
2. Every student must wear the prescribed uniform during academic engagements.
3. Every student must wear appropriate attire within the hostel area, including the mess.
4. Every student must follow proper channels to convey concerns and issues.
5. Students are expected to attend school and university events.
6. Students must regularly check hostel notice boards, official emails, and WhatsApp groups to stay informed about instructions from the hostel administration.
7. Students are expected to maintain respectful and courteous behavior towards fellow students, hostel staff, and university authorities at all times. Any misconduct or inappropriate behavior will be addressed as per the university's disciplinary policies

2. Admission To Residency and Refund on Fees

- a. The University shall provide residential accommodation in its residencies to students admitted to academic programs, including Research Scholars, either within or outside the campus, subject to the availability of residency seats and the residency admission policy set by the University's competent authorities for the respective academic year/semester.



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- b. Students shall be admitted to residency at the beginning of the semester/year, generally following the process defined by the hostel administration and after payment of the prescribed fees notified for the respective academic year.
- c. Admission will be granted as per academic calendars, subject to full payment per semester/year as stated above and seat availability. Hostel admission will be awarded to individuals of commendable character and with no outstanding dues and penalty.
- d. Joining the mess is mandatory for all hostel students, as specified in the fee structure and refund directive of the respective academic semester/year. Students are automatically members of their respective residency mess.
- e. Charges and facilities may vary for students residing in hostels inside and outside the campus. Students are advised to choose their residency accordingly.
- f. The University reserves the right to relocate students to any inside/outside campus hostel, room, or seat based on the situation and requirements. This includes changes in directives, hostel facilities, fees/charges, mess arrangements, and any others.
- g. Students must apply for residency admission every semester/year according to the process defined by the hostel administration. Residency admission will not be granted to students with a poor disciplinary record or who have not demonstrated good conduct.
- h. A late fee of Rs. 100 per day will be charged for up to 20 days for delayed payment of hostel and mess charges. After 20 days, hostel admission may be given. The due amount may be deducted from the student's security deposit if necessary.

3. Hostel/Mess Fees and Refund

- a. There is no refund or cut-off policy for hostel & mess fees in cases of personal/official/medical or any leave, university assignments, internships, etc.
- b. However, the University may announce a refund policy in the event of admission cancellation or other special circumstances, subject to the approval of higher authorities and if deemed necessary. The refund process (if any) will commence after the end of the academic year, and the amount will be deposited into the students' accounts within two months of the refund initiation process.

4. Room Allocation and Vacant Process

- a. The Hostel administration will generally provide hostel seats on a sharing basis with a mattress, study table, chair, and almirah. Students must report to the hostel administration, complete



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hostel admission formalities, and take possession of the hostel seat by signing relevant documents. Student must convey his/her arrival information in advance.

- b. Once allotted for an academic year, rooms will only be changed in special situations with the permission of the Warden.
- c. In case of room shortages, the Hostel administration may allocate more occupants than the room's capacity.
- d. Before vacating rooms, all installations should be handed over intact, along with furniture, to the assistant hostel warden. Students must clear all dues, fill out the Room Vacating form, and complete hostel vacating formalities.
- e. Students are expected to cooperate during maintenance work or any special situations that require them to temporarily vacate allocated hostel seats.

5. Residency Leave

- a. To seek leave from the residency, boarders must apply using the prescribed form manual/digital and obtain prior written permission from the competent authority of the respective School (if required) and Assistant Warden/Warden. No fees refund will be provided on any leaves.
- b. Absence from the residency without prior permission from the Warden is considered an act of gross negligence and misconduct, liable for disciplinary action as per directives.

6. Campus Timing

- a. To facilitate academic and research activities, the University keeps the library and other academic working spaces open 24x7. However, the utilization of academic working spaces is subject to permission from the respective School Director/Branch Head.
- b. Inside Campus hostel students shall not be allowed to leave the campus after 8:30 P.M.
- c. Students leaving the campus are expected to return after 10 P.M. Security personnel will deny entry to boarders in absence of prior information and approval from to hostel office. Exceptions to return times may be granted by the Warden in extreme circumstances, upon prior request with valid reasons and proof.
- d. Day Scholar and outside hostel students shall avail the permission of the school director and hostel office to use the University Infrastructures in restricted timing.
- e. The Outside Hostels timing will announce by the concerned hostel warden from time to time along with other information.

7. Visitors



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- a. Normally, Visitors are allowed in the residency premises subject to approval of Hostel Administration.
- b. All visitors entering the university gate must provide their signature and relevant particulars in the Visitor's Register kept at the hostel office and deposit their photo ID proof.

8. Issues and Concerns

- a. The hostel Students will raise their infrastructure/logistics issues by entry in the issues/complaint register. The general issues will resolve within 48 hours or depends on the nature of the issues.
- b. The Hostel Students raise their concerns with following proper channels for example, Hostel Representative, Blocks/floors Asst. Hostel Warden, Hostel Warden Girls/Boys, Chief Hostel Warden/Hostel Head.

9. Medical facilities:

- a. All cases of illness must be immediately reported to University Medical Center and then after the hostel office, and students should follow medical advice. In case a student refuses medical treatment, the students shall be responsible for any further issues. The University has the medical insurance policy for the students. Students can take benefits as per the terms and conditions laid down in the medical insurance policy. Students will contact Student Support and Alumni Branch of this University for the understanding the medical policy.

10. General Instructions:

- a. The student shall adhere all the terms and conditions written/conveyed any information or terms & conditions from the university and hostel administration from time to time.
- b. Students shall pay all dues in time; failure to do so may result in disciplinary action initiated by the hostel administration as per the directives or the instructions of the university from time to time.
- c. The University reserves the right to change hostel directives/charges, clauses, decisions, shifting, and other hostel and mess-related concerns from time to time.
- d. Prior approval from the Warden is required for using any electric appliances.
- e. Boarders are not permitted to move common room articles, dining hall utensils, furniture, or other residency articles without written permission from the residency Warden.
- f. The payment should be made by boarders on their own for things purchased/or received services from residency shops and the university will not be responsible on behalf of boarders in case of non-payment.



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- g. Boarders are responsible for ordering items through courier, food, parcel services, etc., at their own risk. Any loss or damage to items within the room, hostel or hostel office, including their own belongings stored in the hostel area, will be the responsibility of the boarders.
- h. Boarders are prohibited from shifting rooms without permission, as well as from shifting/exchanging furniture and other assets between rooms.
- i. Student hostel-related matters/concerns must first be communicated to the hostel administration via email at hostel.office@rru.ac.in.
- j. Students must follow instructions sent via the hostelstudents@rru.ac.in email group. If their official email address (RRU) is not registered, they must inform hostel.office@rru.ac.in.
- k. All hostel-related information will be communicated via hostel group email id.
- l. Rooms, common areas, and surroundings of the hostel must be kept clean and hygienic, and notices should not be pasted on walls or scribbled upon.
- m. Allocated Rooms and nearby places are responsibility of each student. They should ensure the upkeep of their room, the hostel, and its environment.
- n. The hostel team will conduct inspections inside the rooms at anywhere and anytime and take note of any damage or inappropriate behavior.
- o. The Hostel Administration may issue an SOP for further clarification, if necessary.

11. Discipline

Considering the mandate of Rashtriya Raksha University, boarders are expected to maintain the highest level of discipline and demonstrate good conduct. Any violation of behavior is subject to punishment. Given the status of RRU as an Institute of National Importance, the level of punishment will be stringent.

- a. The student must maintain discipline within the hostel and university premises. Disciplinary action will be taken against any unacceptable behavior. Students expelled or rusticated from the hostel will not be eligible for a refund.
- b. Hostel and university instructions will be communicated to boarders periodically via email and notice boards in hostel office/blocks/mess. It is the responsibility of the boarder/hostel representative to stay updated with such communication.
- c. Every boarder must familiarize themselves with the directives.
- d. Residencies will be closed during semester breaks/vacations or as notified by the University authorities. During such breaks/vacations, boarders may be required to vacate their residency rooms as per the instructions of the hostel office.



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- e. All boarders of a room or residency are collectively responsible for any loss or damage to residency property. Those found guilty of such damage will be fined, typically two or three times the cost. Repeated offences may result in stringent action, including rustication or expulsion, depending on the severity of the offence.
- f. The boarders shall comply with the instructions issued by the hostel administration and the university from time to time.
- g. The hostel administration has the authority to determine the action/penalty for other unacceptable actions committed by any students.
- h. The University can take strict action against the following cases:

No.	Acts
Level-1	<ol style="list-style-type: none"> 1. All kinds of shouting, hooting, violent knocking or any other act of movement or behavior that is likely to cause disturbance or annoyance to others. 2. Fack complaints or issues 3. Switching on lights and fans when boarders are not inside the room. Tampering with existing electrical fittings or systems. 4. Any meeting not relating to hostel or University affairs held in hostel premises without prior permission 5. Cooking inside the hostel room. 6. The use of electric heaters, electric stove and other electrical appliances in the room. 7. Playing of audio and visual systems inside the room or in the hostel premises causing annoyance to other boarders and neighbors near the hostel. 8. Use of keeping intoxicants or any items inside the University Campus. 9. Boarders staying outside overnight or absence from hostel without permission from the Warden. 10. Use of posters, paintings, stickers, Drawings etc. inside room or on room wall/furniture. 11. Any other such act which is not listed above and may be considered in such level.
Action	<ol style="list-style-type: none"> 1. First Time: Issuing notice by the hostel office at first instance with penalty Rs. 500/- & Loss of Cost, Community Services for two days, information to School Director 2. Second Time: Issuing notice by the hostel office at first instance with penalty Rs. 1000/-, Community Services for five days, information to School Director



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	<ol style="list-style-type: none"> 3. Third Time: Refer to the Students Disciplinary Committee or appropriate Committee
Level-2	<ol style="list-style-type: none"> 1. Any form of gambling inside or outside the hostel premises and campus. 2. Damaging, misusing and stealing of any properties of hostel/university or stealing others belongings. 3. Staying in the Hostels by boarders during a semester break without permission from proper authority. 4. Keeping guest or any other un-authorized person/students/guests/visitors inside the hostel room. 5. Absence of students from the hostel after the stipulated time as fixed by the authority without prior permission. 6. Initiating quarrels or altercations with fellow boarders, residency employees, or labour contractors. 7. Engaging in any form of public display of affection (PDA) inside the hostel and university premises and areas. 8. Use of foul language or engaging in unruly or indecent behavior, including making political or religious remarks in public, remarks against individuals, Schools of the University, or the University itself, whether in person or on social media platforms. 9. Any other such act which is not listed above and may be considered in such level.
Action	<ol style="list-style-type: none"> 1. First Time: Issuing notice by the hostel office at first instance with penalty Rs. 1000/- & Loss of Cost, information to School Director. Suspension of 5 days from the hostel premises 2. Repetitive: Refer to the Students Disciplinary Committee or appropriate Committee
Level-3	<ol style="list-style-type: none"> 1. Entry of female visitors into the rooms of the boarders in Boys' hostel and male visitors into the rooms of Girls' hostel. 2. Maltreating or physical assault, abusing the hostel employees, security & housekeeping staff, canteen staff and others including outsiders, students and other University employees, faculties etc. 3. Possessing or keeping fire arms, weapons etc. or possession and consumption of prohibited items as per the university directives and government laws in the Hostel.



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	<ol style="list-style-type: none">4. Ragging in any form inside and outside the hostel.5. Organizing public protests.6. Unauthorized occupation of hostel room and locking by ex- students etc.7. Any other such act which is not listed above and may be considered in such level.
Action	Refer to the Students Disciplinary Committee or appropriate Committee
	Referred No. RRU/REGI/CoC/2023/230 dated 31/08/2023

12. SPECIAL POWERS OF THE WARDEN AND HEAD HOSTEL

- a. Notwithstanding anything contained in these directives, the Hostel Warden and Head of Hostel of this university can make decision as per circumstances and shall have the authority to initiate any disciplinary inquiry/action against any student regarding his or her misconduct and execute appropriate fines/actions.
- b. The Vice Chancellor/Pro Vice-Chancellor shall be the appellate authority.