

**CHITKARA**  
UNIVERSITY



**STUDENTS'**  
**HANDBOOK**  
**2015-16**

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## SECTION 1: ABOUT CHITKARA UNIVERSITY

### General

1. Chitkara University has been established under the auspices of UGC Act, 1956 vide an enactment of the Himachal Pradesh State Legislature under the “Chitkara University (Establishment & Regulation) Act 2009”. Chitkara University has also been inspected and recognized by the University Grants Commission and listed as one of the private universities vide its notification dated June 2009. Thus, Chitkara University is a recognized University, legally set up under an Act of the Legislature of Himachal Pradesh, with the right to confer degrees as per Sections 2(f) and 22(1) of the UGC Act, 1956.
2. Learning at Chitkara brings with it a reputation that has been earned through years of serving the career needs of the student community. It is a reputation for excellence, innovation and a standing among coveted employers for preparing graduates who have the knowledge and skills they need for success in the workplace. All out efforts are made to ensure that the students passing out of the portals of Chitkara University are 'Industry Ready' and are capable of contributing to the productivity of the organizations they join from 'Day One'. Past achievements of Chitkara institutions have induced the Industry to recognize this fact and that is borne out by 100% placements secured by all eligible students of institutions belonging to Chitkara Educational Trust.
3. Chitkara University campus is located over 20 acres of land at Atal Shiksha Kunj (HIMUDA Education Hub) at Atal Nagar, Barotiwala, District Solan, Himachal Pradesh and boasts of more than two lacs square feet of built up area. The campus is 32 km from Chandigarh and approx 8 km from Kalka Railway Station.

### Vision

4. The vision of Chitkara University is to contribute in building a knowledge society through innovation and academic excellence.

### Mission

5. Chitkara University aims to be amongst the top ten private universities in the country by the Year 2020.
6. The University provides innovative undergraduate and postgraduate education that contributes to the development of society and the individuals. The University is committed to :-
  - (a) Provide high quality undergraduate and postgraduate education.
  - (b) Provide services and resources to promote student learning, retention and academic success.
  - (c) Foster faculty, staff and student outreach through service activities.
  - (d) Provide safe and secure employee work environment.
  - (e) Support and strengthen the faculty, staff, student and administrative governance structures in order to promote shared governance of the University.
  - (f) Further the intellectual, artistic and cultural life of community and region.
  - (g) Develop an intrinsic bond between our student community and industry.

## SECTION 2 : PROGRAMME DETAILS

### Introduction

7. Chitkara University offers the following Programmes through its constituent institution i.e. Chitkara School of Engineering and Technology : -

Programme	Normal duration of the Programme (Years)
B.E.	4
M.E.	3
M.Sc.	2
M.A.	2
Ph.D.	

### Curriculum

8. Detailed curriculum for each Programme is available in the Academic Programme Guide and also with the respective Departments and Office of Dean (Academics). Students are advised to familiarise themselves with it. Curriculum for each Programme will comprise of core and elective courses, project work wherever applicable and practical work to be carried out. Students will have to select elective courses from the lists prepared by respective Departments. These electives will ultimately help them gain expertise in their chosen fields.
9. Students will have to register afresh for each Semester. Registration for various courses, including tutorials and practical classes, will be carried out at the beginning of each Semester.

### Co-Curricular Activities

10. Chitkara University will aim to develop the overall personality of its students. Thus, apart from professional studies, the campus life would be an essential part of the training of the students.

## SECTION 3 : PROGRAMME CONDUCT DETAILS

11. As per the current plan of Academics, classes will be held five days a week from Mondays to Fridays from 9 AM to 4.30 PM with a break for lunch in between. The lunch break will be staggered for different Programmes. Formal classroom sessions will generally be of 60 minutes duration. Details pertaining to the conduct of various Programmes are provided in respective Programme Guides. Modifications, if any will be notified through regular updates on university ERP application being maintained by Chalkpad Technologies.
12. Academic delivery will be in the form of classroom lectures, tutorial discussions, seminars, laboratory work, assignments, case studies, library research projects and other exercises, as applicable. Considerable emphasis will be placed on self-learning by the students. Co-curricular activities will form an essential part of the learning process. Students are advised to go through the Academic Regulations available in the Library.

13. **Attendance Requirement.** Students are required to attend all the classes scheduled for different courses for which they have registered. This will ensure that they are able to keep up with the curriculum being covered in their respective classes. Leave of absence would be given only on extreme compassionate grounds with the specific permission of the concerned HOD. Sanction of leave will be treated as permission just to regularize the absence of the student. A student is required to attend at least 75% of the classes that are held for a particular course to make him/her eligible to appear end term course. Any continuous absence of four weeks or more without permission will result in deletion of the name of the concerned student from the rolls of the University.
14. Formats for application forms to be used for various contingencies are enclosed at Annexures. Students are advised to make photocopies of these or take print outs for their use.
15. The University expects its students to wholeheartedly take part in all curricular and co-curricular activities.

#### SECTION 4 : EVALUATION PROCESS

16. Continuous evaluation based on the Cumulative Grade Point Average (CGPA) system on a ten point rating scale would be adopted. Internal assessment will be based on instruments of evaluation like tutorial discussions, seminars, presentations, assignments, quiz tests and mid-session examinations etc. Weightage for the internal assessment and the end-term examinations would be notified in the respective course handouts which will be made available to students through ERP application.

#### SECTION 5 : GUIDELINES FOR DISCIPLINE

17. Chitkara Group is leading education provider in the country. The University lays considerable emphasis on discipline and proper conduct by its students. It is incumbent upon all students to maintain impeccable standards of personal conduct. Students would be expected to maintain proper decorum in the campus. They would also be required to behave in a responsible manner when they are travelling in the transport provided by the University. Suitable instructions on various issues would be passed on to the students from time to time by posting these on the University website or through emails. All students are advised to read these notices regularly. It would be assumed that all students have read these notices once these notices have been put up on the website/sent through email and have been there for 6 hours. Some of the important points for compliance on issues of general nature are enumerated in the succeeding paragraphs.
18. All students are required to be in possession of their identity cards at all times in campus.
19. **Academics.** Academic dishonesty would be viewed seriously. Any act that gives an unfair advantage to a student would be deemed to be an act of academic dishonesty. Some of the acts that could be considered as academic dishonesty are listed below: -
  - (a) Plagiarism.
  - (b) **Copying.** Both the parties, the one who copies and the other who offers his/her effort for copying, would be deemed to be guilty.
  - (c) Communicating with other students during tests.
  - (d) Use of mobile phone or any other electronic device during the tests.
  - (e) Any cyber crime e.g. stealing the work of another student or deleting the work of another student or any other such act.
  - (f) Impersonation in the tests.

**20. List of Prohibited Articles/Acts.**

- (a) Consumption of Alcoholic beverages, cigarettes, tobacco in any form and chewing gum is strictly prohibited in the Campus and also in the Hostel.
- (b) Students are not permitted to come to the Campus or the Hostel after consuming alcohol outside.
- (c) Fireworks are not permitted in the campus or the hostel.
- (d) Holi colours are not permitted in side any building.
- (e) Possession, consumption and offering of narcotic drugs in any form is totally prohibited. Any violation will invite severe disciplinary action.
- (f) Stealing or unauthorized possession of items belonging to any other person would be viewed seriously and would invite disciplinary action.
- (g) Possession, accessing over the internet or displaying of any pornographic material in any form will invite severe disciplinary action.
- (h) Mobile telephones are not permitted inside the academic blocks.
- (i) Students are not permitted to keep any motorised conveyance like motorcycle/scooter/car etc in the hostels. Day scholars may travel to the University using their own conveyance, but it must be parked at the place earmarked for parking.

21. **Ragging.** Ragging is totally banned in Chitkara University. The Hon'ble Supreme Court has made it a cognizable offence. It attracts a punishment of rigorous imprisonment of three years and/or a fine of Rs 50,000. Ragging has been defined as "Any act causing, inducing, compelling or forcing a student, whether by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or forebears from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining, or injuring him by using criminal force towards him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force." Any student found indulging in Ragging would be severely dealt with and an FIR would also be lodged against him/her with the local police. Some of the acts which may be treated as ragging are listed below (though the list is by no means exhaustive): -

- (a) To compel a student to address senior student as 'sir' or 'madam'.
- (b) To perform mass drill.
- (c) To copy class notes for seniors.
- (d) To do menial jobs for the seniors.
- (e) To ask/answer vulgar questions.
- (f) To force them to look at pornographic material to 'shock the freshers out of their innocence'.
- (g) To force to drink alcohol or scalding tea etc.
- (h) To force to do acts which can lead to physical injury/mental torture or death.
- (j) To force to strip or kiss etc.
- (k) To force to do other obscenities.
- (l) To force the students to do any act which amounts to ridicule or degradation of human dignity.
- (m) To use physical force/assault of any nature.
- (n) Abusing.

22. The above list is by no means exhaustive. Suffice to mention that any act that may result in trauma, harassment or inflicting of any indignity on a fresher would be construed as an act of Ragging. Further, senior students are not permitted to visit the hostels earmarked for freshers.
23. Similarly, First year students are debarred from visiting hostels earmarked for seniors. Senior students are debarred from hosting First year students in their rooms or in the hostel premises even if they are their relatives or are known to them from earlier occasions.
24. **Punctuality.** Students are expected to be punctual for classes and all other organised activities by the University.
25. **Dress Code.** Students are required to put on the dress as laid down and provided on payment by the University, for all classes and other organised activities. The dress code for Summers and Winters will be as follows :-
- (a) **Summers**
- (i) Blue Shirt with University Logo.
  - (ii) Blue Trousers.
  - (iii) Black Leather Shoes (Oxford Pattern) with Black Socks.
  - (iv) Blue Turban for Sikh boys.
- (b) **Winters**
- (i) Blue Shirt with University Logo.
  - (ii) Blue Trousers.
  - (iii) Black Leather Shoes (Oxford Pattern) with Black Socks
  - (iv) Blue Turban for Sikh boys.
  - (v) Blue Coat with University Logo.
  - (vi) Blue Pull Over (Full sleeve) with University Logo.
  - (vii) Chitkara Tie.
- (c) BE-2012, BE-2013, BE-2014 and Freshers are required to wear the uniform as provided by the University on payment. However, during the first two weeks, the freshers may wear following dress till the time they are provided the uniform by the University:-
- (i) **Boys**
- (aa) Formal office trousers and shirts. Most acceptable colours for trousers would be black, brown, blue and grey. Preferable pastel colours for shirts.
  - (ab) Formal footwear
  - (ac) Well groomed.
- (ii) **Girls**
- (aa) Formal western wear (formal trousers/skirts with a top or a jacket) or salwar kameez/sari.
  - (ab) Formal footwear.
  - (ac) Well groomed.
- (d) Jeans, sports shoes, shoes with heels or toe exposed, caps/patka by sikh boys and floaters are not permitted.
- (e) Students are required to have sufficient pairs of uniform, catering for laundry etc, to ensure that they are always well dressed as per the laid down dress code. Additional items of uniform as on required basis are available on payment from uniform store in campus.

## SECTION 6 : HOSTEL RULES

### General

26. University will provide separate hostels for boys and girls. Wardens appointed by the University will manage these hostels. The wardens would be responsible for the discipline in the hostel and allotment of the rooms. Hostel Superintendent will head the Hostel Management Committee. Hostel supervisors and other staff who will be responsible for maintenance of the buildings and other assets will assist the wardens. In addition, resident's representatives would be nominated to join the Management Committee who will assist the wardens in the day to day functioning of the hostels. Similarly, a Mess Committee would be formed to assist in smooth running of the students' mess. Aim of setting up the Management Committee is to ensure a clean and secure living environment that is conducive for academic advancement of the students.
27. Male guests are not permitted to enter the Girls' Hostels. Similarly, girls and other lady guests are not permitted to enter the Boys' Hostels. All guests may be entertained in the visitors' room.
28. All residents are expected to be properly dressed before they come out of their rooms. They are not expected to be in under garments, wraparounds, or towels when outside their rooms or in corridors.

### Allotment and Vacating the Hostels

29. University will allot rooms and beds to students as per its laid down procedure. The allotment would be valid for the complete academic year. Residents will not change over to any other room on their own. Residents may be required to shift to other blocks/rooms in organizational interest as and when directed by the hostel authorities.
30. Residents are advised to check all fixtures and fitments in their respective rooms at the time of occupation. Any damage to the hostel property in their respective rooms would have to be made good by the Residents.
31. Residents would be required to vacate the hostel at the time of proceeding for long vacations

### Maintenance and Upkeep

32. Residents must tidy up their rooms every day before leaving for classes or going out of the hostel.
33. Any request for repair or maintenance should be entered in the register kept for the purpose with the hostel supervisory staff. Students should handover room keys to the hostel supervisors to get the desired repairs and maintenance work carried out. Students must bring to the notice of the supervisory staff any failure or breakdown in electric supply. They should not attempt to repair the defects in the mains or in the distribution system.
34. When leaving their rooms the residents must switch off all lights, fans and water taps.
35. Residents are advised not to deface the walls of the hostels by pasting posters etc. Similarly, no alterations of any nature are permitted.



36. Any wilful damage to property of hostel will be made good by Students of the Hostel for which cost as decided by Hostel Management Committee will be paid by Student/Students responsible for the damage. In case it is not possible to pinpoint the culprits who have caused the damage the cost of repairs would have to be borne by all students of the hostel/floor as the case may be.
37. The rooms and surroundings must be kept neat and clean. Services of cleaners would be provided by the hostel. Their services must be obtained while the residents are in their respective rooms.
38. Cooking in the hostel rooms is not permitted.
39. Electrical gadgets like hot plates, heaters, electric irons, electric kettles, immersion rods, heat convectors etc are not permitted in the hostel rooms of students.
40. Pets of any kind are not permitted in the hostel premises. Feeding of stray dogs and cats or any other animals is not permitted in the hostel premises.

#### **Residents' Mess**

41. All residents would be necessarily required to dine in the Students' Mess. They would be expected to adhere to the laid down timings.
42. Shorts, Payjama Kurta, Bermudas, Lowers, Track Suits and Chappals are not allowed in the Students' Mess.

#### **General Conduct**

43. Playing of loud music and disturbing other residents is not permissible. All residents are expected to maintain the decorum by not disturbing their roommates or their neighbours.
44. Playing of any outdoors games in the corridors of the hostels is not permitted.
45. The Wardens or their representatives may enter any room for verification at any time of the day or night.
46. All residents must return to the hostel latest by 9.00 PM. They should be in their respective rooms by 9.30 PM in winters and 10.00 PM in summers and stay there till 5.00 AM next day.
47. Any absence from the hostel at night must be with the specific permission of the warden.
48. Residents are not permitted to allow their rooms to be used by any other person. Day scholars are not allowed to enter the hostels.
49. Visitors must be entertained in the areas specifically earmarked for them.
50. All residents must inform the warden about any disciplinary or other problems concerning them or their roommates/neighbours.

51. Residents are not permitted to keep television sets in the hostel rooms.
52. Residents are advised not to keep any valuables or jewellery etc in their rooms. All expensive items must be kept under lock and key when the residents are not in their rooms. The management will not be held responsible for loss of any valuables. All rooms, when the residents are not present, must be locked.
53. Residents are not permitted to bring any type of private conveyance to the hostel.

#### **Complaints and Representations**

54. All complaints shall be made in writing and addressed to the warden.
55. Residents are not permitted to convene meeting of any sort in the hostel premises without the prior permission of the warden.

#### **Laundry Service**

56. University provides laundry service to all students residing in hostels on payment of nominal fee. Students should give only their own clothes for washing to laundry service. It is mandatory for all residents of hostels to avail this facility and pay the corresponding fee for availing this service. No exceptions will be made in this regard. In case of any kind of unintentional damage to clothes of students in laundry, decision will be taken by Dean (Administration) after giving due consideration to the complaint of the student concerned and the response of the laundry operator.

#### **Medical Help**

57. Two doctors will be available in the campus from 9.00 AM to 4.00 PM on all working days. Doctor staying in the campus will also be available in the university dispensary from 7.00 PM to 8.00 PM and 24 Hours on call in case of emergency only. Any student requiring hospitalization would be transferred to the nearest hospital using an ambulance provided by the University.

#### **SECTION 7 : TRANSPORT RULES**

58. University will provide buses to the day scholars. This facility will be provided on annual basis and will be open to all admitted students. All rights to avail the transport facility are reserved with the University and can be denied to any student. No student shall be entitled to claim this as a matter of right. Transport facility will be provided on First Come First Serve basis. University buses will run on pre-determined routes laid down by the University. Students will be assigned routes and pick up points. Routes and pick up points are subject to change from time to time.
59. Students will board the buses from the assigned boarding point/location only. They will board only that bus that has been allocated to them. They will not board any other bus.
60. Students staying in the hostels are not permitted to travel in the buses until and unless they have been specifically authorized to do so.
61. University has the full authority for the inspection of the transport vehicle or any of personal belongings of students during transit or otherwise in or outside the University at any time.

62. Students are required to carry the Bus Pass at all times during transit and should produce the same as and when the concerned authorities ask for it.
63. Students are liable to pay for any damage caused by them to the transport vehicle or property therein either alone or jointly with others. In addition disciplinary action could also be initiated against them.
64. Students will maintain proper discipline while travelling in the transport and will not cause any disturbance to fellow students or the bus driver/conductor.
65. Playing music or playing cards etc is not permitted in the buses.

#### **SECTION 8 APPLICATION FORMS**

66. Application forms for use during various contingencies are enclosed as Annexures.

#### **Conclusion**

67. These instructions are by no means comprehensive. Any issue, not expressly provided herein, would rest at the absolute discretion of the University authorities who also reserve the right to modify these instructions. It would be the earnest endeavour of the management to make the environment in the University as comfortable as possible. Cooperation of the residents would help the management in achieving this aim.



**CHANGE OF ADDRESS/MOBILE/E-MAIL**

(To be submitted to Office Coordinator Mentorship Cell)

Student ID..... Student Name.....

Father's Name.....

Programme..... Semester.....

Change Required:  Permanent Address  Correspondence Address  
 Mobile No  Email Address

**Previous Address:**

<b>Permanent Address:</b>	<b>Father's Mobile No:</b>
<b>Correspondence Address:</b>	<b>Father's Email:</b>
	<b>Mother's Mobile No:</b>
	<b>Mother's Email:</b>

**New Address:**

<b>Permanent Address:</b>	<b>Father's Mobile No:</b>
<b>Correspondence Address:</b>	<b>Father's Email:</b>
	<b>Mother's Mobile No:</b>
	<b>Mother's Email:</b>

Reason for change in Address.....  
.....

*Signature of Parents*

*Signature of Mentor*

*Signature of Student*

**FOR OFFICE USE ONLY**

Request Accepted & Forwarded to office of Dean (Academics) for updating of Address

*Coordinator Mentor Cell*

Data Updated as per request.

**REQUEST FOR MIGRATION**

(To be submitted to Office of Registrar)

Student ID..... Student Name.....

Programme..... Semester.....

Father's Name.....

Permanent Address.....

.....

Correspondence Address.....

.....

Contact Numbers.....

Migration Required to (University/Institute).....

Reasons for Migration.....

.....

Current Sem. Fee..... Paid..... Vide R. No. .... Dated.....

Balance..... Balance Paid Vide R. No..... Dated.....

Signature of Student



**CHANGE OF STATUS (DAY SCHOLAR TO BOARDER)**  
**(TO BE SUBMITTED IN THE OFFICE OF THE DEAN STUDENT AFFAIRS)**

Student ID \_\_\_\_\_ Name \_\_\_\_\_ Mobile No \_\_\_\_\_

Stream \_\_\_\_\_ Father's Name \_\_\_\_\_ Mobile No \_\_\_\_\_

Permanent Address \_\_\_\_\_

Reason for applying Hostel Accommodation \_\_\_\_\_

Whether expelled from Hostel earlier  Yes  No, if yes, give reason \_\_\_\_\_

\_\_\_\_\_ Date of Expulsion \_\_\_\_\_

Currently availing University Bus Facility  Yes  No, (if yes then Bus Pass to be submitted in Transport Office)

**(Signature of Student with Date)**

Hostel Accommodation:  Available  NOT Available

If available: Hostel Name \_\_\_\_\_ Room No \_\_\_\_\_ Bed No \_\_\_\_\_

**Signature of Warden**

**APPROVED**  **NOT APPROVED**

**Dean Student Affairs**

**ACCOUNT SECTION**

Received  \_\_\_\_\_ for the period from \_\_\_\_\_ to \_\_\_\_\_ for Hostel fee, vide Receipt No \_\_\_\_\_ dated \_\_\_\_\_

**Accounts Officer**

**Adjustment of Fee, if any** \_\_\_\_\_

**Dean Administration**

**Copy to: (After final approval from Dean Administration/Dean Student Affairs)**

1. Dean Academics
2. Account Office
3. Transport Office
4. Hostel Warden
5. File

**CHANGE OF STATUS (BOARDER TO DAY SCHOLAR)**  
**(TO BE SUBMITTED IN THE OFFICE OF THE DEAN STUDENT AFFAIRS)**

Student ID \_\_\_\_\_ Name \_\_\_\_\_ Stream \_\_\_\_\_  
 Mobile No \_\_\_\_\_ Hostel Name \_\_\_\_\_ Room No \_\_\_\_\_  
 Father's Name \_\_\_\_\_ Mobile No \_\_\_\_\_  
 Reason for leaving Hostel \_\_\_\_\_

**(Note: Consent from parent to be attached with this application)**

Bus Facility required  Yes  No, If yes (City/Pickup Point) \_\_\_\_\_ wef \_\_\_\_\_

**(Signature of Student with Date)**

**NO DUES TO BE OBTAINED FROM**

**Laundry**

**Hostel**

**Date of Physical  
Vacation of Hostel  
& Return of Mess Card**

Deficiency in inventory of room of hostel  
 Damage to hostel property with detail  
 (Please mention the details on the backside of this form)

**Signature  
(With seal)**

**Hostel Warden**

**Hostel Supervisor**

**ACCOUNT SECTION**

Received  \_\_\_\_\_ for the period from \_\_\_\_\_ to \_\_\_\_\_ for Hostel fee, vide Receipt No \_\_\_\_\_ dated \_\_\_\_\_

Received  \_\_\_\_\_ for the period from \_\_\_\_\_ to \_\_\_\_\_ for Bus fee, vide Receipt No \_\_\_\_\_ dated \_\_\_\_\_

**Accounts Officer**

**Dean Student Affairs**

**Adjustment of Fee, if any** \_\_\_\_\_

**Dean Administration**

**AFTER ALL THE VERIFICATION INCLUDING CONSENT OF PARENTS, STUDENT MAY LEAVE THE HOSTEL**

**Copy to: (After final approval from Dean Administration/Dean Student Affairs)**

- |                   |                   |                     |
|-------------------|-------------------|---------------------|
| 1. Dean Academics | 2. Account Office | 3. Transport Office |
| 4. Hostel Warden  | 5. File           |                     |



**LEAVE APPLICATION FORM**  
**(BOARDERS AND DAY SCHOLARS DURING 9AM TO 4AM ON WORKING DAY**  
**APPLICABLE ONLY WHEN ONLINE LEAVE THROUGH CHALKPAD NOT WORKING)**

Student ID..... Name..... Mobile No.....  
Programme .....Semester.....  
Leave required from (Date & Time)..... to (Date & Time).....  
Father's Name..... Mobile No.....  
Correspondence Address during leave.....  
..... Contact No.....  
Reason(s) for leave.....

Date..... Signature of student

Attendance Status (Remarks by student mentor).....  
Permission of Father/Mother for leave taken at..... AM/PM on..... Phone No.....

**Academic leave for above period Sanctioned/ NOT Sanctioned**

Signature of Student Mentor

-----x----- (cut here)-----x-----

**GATE PASS**

ID.....Name.....Section.....is permitted to leave  
campus at .....AM/PM on.....

Date: .....

**Dean Student Affairs**

Security Officer to finally submit the leave form in the office of Coordinator, Student Mentors on next day.



**LEAVE APPLICATION FORM (BOARDERS ONLY)  
(FOR STAYING OUT OVER NIGHT/GOING HOME)**

Student ID..... Name..... Mobile No.....  
 Programme..... Semester..... Hostel..... Room No.....  
 Leave required from (Date & Time)..... to (Date & Time).....  
 Father's Name..... Mobile No.....  
 Correspondence Address during leave.....  
 ..... Contact No.....  
 Reason(s) for leave.....

Date..... **Signature of Student**

Attendance Status (For leave on teaching working day).....

**Signature of Student Mentor**

Permission of Father/Mother for leave taken at..... AM/PM on..... Phone No.....

**Hostel Leave Sanctioned / Not Sanctioned**

**Signature of Hostel warden**

-----x----- (cut here) -----x-----

**GATE PASS**

ID.....Name.....Section.....is permitted to leave  
 campus at .....AM/PM on.....

Date :..... **Signature of Hostel Warden/Supervisor**

Hostel supervisor to finally submit the leave form in the office of Warden of the respective hostel.

**REQUEST FOR CHANGE OF HOSTEL/ROOM**

(For Boarders only)

I, ID..... Name ..... Mobile No.....

Programme ..... residing in Hostel ..... Room No..... request for shifting to Hostel

..... Room No ..... w.e.f ..... for the following reasons :-

a) .....

b) .....

Date .....

Signature of Student

**Available / Not Available**

Date.....

Signature of Hostel Warden

**Approved / Not Approved**

Date.....

Chief Warden

All Inventory of his/her room has been checked & found correct or Following deficiency/damages exist :-

a)

b)

Date.....

Signature of Hostel Warden

**Note :- After shifting of room is completed, the above form will be submitted to the office of Dean, Student Affairs by the hostel warden within 24 Hours.**

**BUS FACILITY : REQUEST FOR AVAILING/DISCONTINUANCE/CHANGE OF ROUTE**

Student ID..... Name..... Mobile No.....

Programme (Tick as applicable) BE\_CSE / BE\_ECE / BE\_CE

Applying for (Tick as applicable):-

- (a) New Bus Pass
- (b) Change of Route/Stoppage
- (c) Discontinuance of Bus Facility
- (d) Duplicate Bus Pass

Existing City (Tick): Mohali/Chd/Pkl/Zirakpur/Nalagarh/Baddi/Kalka/Pinjore/Parwanoo/Amravati Enclave/Derabassi

(a) Route No..... (b) Stoppage.....

New City (Tick): Mohali/Chd/Pkl/Zirakpur/Nalagarh/Baddi/Kalka/Pinjore/Parwanoo/Amravati Enclave/Derabassi

(a) Route No..... (b) Stoppage.....

Date.....

**Signature of student**

**FOR OFFICE USE ONLY**

Bus Pass Deposited  Yes  No

Fee to be deposited Rs..... (+Rs 5000/- for new Bus Pass)

Seat asked in Route  Available  NOT Available

Fee deposited Rs..... vide Receipt No..... dated.....

Adjustment of Fee, if any .....

Date.....

**Signature of dealing staff**

Date.....

**Manager Transport**

**Note :-**

- Processing fee of Rs 100/- for change in Route to be deposited in Accounts Section.
- Attach original cash receipt with this request application
- Keep a photocopy of cash receipt till new bus pass is received
- Rs 500/- in case of loss of Bus Pass



**APPLICATION FOR DUPLICATE GRADE CARD**

(To be submitted to office of Controller of Examination)

Student ID..... Name..... Mobile No.....

Father's Name .....Programme..... Semester.....

Permanent Address.....

.....

Correspondence Address.....

.....

Contact Number(s).....

Signature of Applicant

**FOR OFFICE USE ONLY**

Duplicate Grade Sheet Issuing Fee..... R.No. /DD No. .... Dated.....

**Accounts Officer**

Original Grade Card No..... Duplicate Grade Card No. ....

Dated.....

Prepared by

Verified by

Signed by

**PERMISSION TO STAY IN HOSTEL (FOR DAY SCHOLARS)**

Student ID \_\_\_\_\_ Name \_\_\_\_\_ Mobile No \_\_\_\_\_

Stream \_\_\_\_\_ Father's Name \_\_\_\_\_ Mobile No. \_\_\_\_\_

Permanent Address \_\_\_\_\_

Reason for applying Hostel Accommodation \_\_\_\_\_

Whether expelled from Hostel earlier  Yes  No, if yes, give reason \_\_\_\_\_

\_\_\_\_\_ Date of Expulsion \_\_\_\_\_

Hostel Facility required for \_\_\_\_\_ days (From \_\_\_\_\_ to \_\_\_\_\_).

**Note: Student will be charged for staying in Hostel as per University rules.**

\_\_\_\_\_  
**(Signature of Student)**

Hostel Accommodation:  Available  NOT Available, if available: Hostel \_\_\_\_\_

Room No \_\_\_\_\_ Charges for Hostel Room \_\_\_\_\_ per day.

\_\_\_\_\_  
**Signature of Warden**

**APPROVED**  **NOT APPROVED** Amount to be paid \_\_\_\_\_

\_\_\_\_\_  
**Dean Student Affairs**

**ACCOUNT SECTION**

Received  \_\_\_\_\_ for hostel stay of \_\_\_\_\_ days, vide Receipt No \_\_\_\_\_ dated \_\_\_\_\_

\_\_\_\_\_  
**Accounts Officer**

Duration of Stay \_\_\_\_\_ days. Deficiency Found (if any) \_\_\_\_\_

Remarks (If any) \_\_\_\_\_

\_\_\_\_\_  
**Signature of Warden**

**Students are required to follow hostel rules displayed on notice boards during their stay in hostel**

**No Dues Certificate for Leaving University**

Student ID .....Name .....Mobile No.....

Boarder/Day Scholar.....Program.....Semester.....

Father's Name.....Mobile No.....

Reason for leaving Chitkara University.....

Permanent Address.....

.....

CorrespondenceAddress.....

.....

Incharge, IT Cell

Mess Incharge  
(Boarder only)

Transportation Incharge  
(Day Scholar only)

Librarian

Accounts Officer

Hostel Incharge  
(Boarder only)

HOD, CSE Deptt.

HOD, ECE Deptt.

HOD,Civil Deptt.

HOD, Applied Sciences Deptt.

Controller of Examination

Physical Education Deptt.

Placement Section

Date.....

Signature of Student

Date.....

Dean Administration

Date.....

Dean Academics

Date.....

Registrar

**Copy to: (After final approval from Registrar)**  
Office of Registrar  
Dean Academics  
Dean Student Affairs  
Accounts Officer

[www.chitkarauniversity.edu.in](http://www.chitkarauniversity.edu.in)

**CHITKARA UNIVERSITY CAMPUS**

Pinjore - Barotiwala Highway  
Atal Shiksha Kunj, Atal Nagar,  
Barotiwala, Himachal Pradesh

