



Gujarat National Law University

Gujarat National Law University
Administrative Directive
GNLU/AD/ODSW/102

Rules for Use of Washing Machine Facility in the Halls of Residence

1. The washing machine facility (“**the Facility**”) in each Hall of Residence shall be availed of in strict compliance with the following schedule, notwithstanding the fact that a given day is a holiday as per the GNLU Academic Calendar or is any other University-designated holiday except for during the period of vacation:

<u>Laundry Day</u>	<u>Batch</u>
Sunday	1 st Year
Tuesday	2 nd Year
Wednesday	3 rd Year
Thursday	4 th Year
Friday	5 th Year
Saturday	PG Students

2. The Facility shall remain closed on all Mondays for maintenance purposes.
3. On each designated Laundry Day, the Facility shall be utilized only in the time slots and in the manner as stipulated hereunder:
- Slot #1: 0900hrs to 1300hrs – Open to the entire batch.
 - Slot #2: 1400hrs to 1900hrs – Open to students in the batch with Registration Nos. 1 – 99.
 - Slot #3: 1930hrs to 2330hrs – Open to students in the batch with Registration Nos. 100 and beyond.
4. Each load of laundry in each washing machine shall contain a minimum of 20 clothes (excluding socks and handkerchiefs) and a maximum of 25 clothes (including socks and handkerchiefs and other small items).
5. No student shall be permitted to wash more than 25 clothes at a time.
6. A nominal fee as prescribed hereunder (“**the Fee**”) shall be levied from a student each time the Facility is being utilized by a student (“**Wash**”):
- Up to 10 clothes per Wash – Rs. 30/-
 - 11-25 clothes per Wash – Rs. 50/-



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7. The Fee levied in accordance with Rule 6 shall be used for the procurement of washing powder, and the upkeep and maintenance of the Facility.

8. **Procedure for Utilizing the Facility**

- i. A student seeking to utilize the Facility shall pay the Fee to the designated warden of the Halls of Residence.
 - ii. Upon payment of the stipulated Fee, the designated warden shall issue the relevant laundry coupon ("**the Coupon**").
 - iii. No student shall be permitted to utilize the Facility without producing the Coupon so procured and his/ her Student Identity Card to the designated person seated in the Laundry Room ("**the Launderer**").
 - iv. Upon producing the Coupon and the Student Identity Card, the Launderer shall enter the concerned student's name in a register kept for the purpose and collect the clothes to be washed.
 - v. One student is entitled to use the Facility for a maximum of one time in a day.
9. Students shall be responsible for removing any metallic materials, including coins, keys, etc. from the clothes before depositing the clothes for washing in the Laundry Room. The student(s) found in violation of this rule shall not be allowed access to the Facility for the remainder the semester during which the violation occurred.
10. No student shall be permitted to wash clothes with excessive mud stains. The student(s) must ensure that excessive mud from the laundry is removed prior to their washing in the Facility.
11. No student shall be permitted to wash shoes, slippers, sneakers, doormats, bags, comforters, caps, hats or any such items in the washing machines.
12. No washing powder other than the one provided or prescribed by the University shall be used in the Facility.
13. The University, the Launderer, the wardens or any other staff of the Halls of Residence shall not be responsible for:
- i. any harm or loss caused to the laundry; or
 - ii. any liability arising from any untoward incident, including but not limited to electric shocks, arising out of the improper use of the Facility.
14. The Hostel Administration and a class representative shall adjudicate upon all cases of damage(s) caused to the washing machines. Compensation for any damage caused by a User(s) shall be recovered as a fine from the User(s) causing such damage. For the purpose of this Rule, the class representative shall be nominated by the Dean Students' Welfare.

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15. Notwithstanding any individual action that may be prescribed for violation of a particular rule, non-compliance with any of the rules by a student(s) shall result in the following action(s):
- i. Infraction #1 : Fine of Rs.1000/-
 - ii. Infraction #2 : Fine of Rs.2000/-
 - iii. Any additional infractions: Bar on use of the Facility for one academic year.
16. The University, in the larger interest, may suspend the services and withdraw amenities upon recommendation by the Dean Students' Welfare.
17. These Rules are subject to amendment and changes from time to time.




~~Registrar~~
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