

## HOSTEL RULES & REGULATIONS

### ALLOTMENT OF ROOMS

#### Allotment/ Vacation/ Shifting

Hostel accommodation is allotted purely at the discretion of the Chief Warden and on condition that the student agrees to abide by all the rules and regulations of the hostel. The Chief Warden may refuse hostel facilities without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. Students may be required on disciplinary grounds to vacate their rooms at short notice. Similarly students may be required to shift to alternate accommodation at short notice due to administrative reasons. The Hostel Management reserves the right to break open any room which is not vacated, pack up the contents and store it. No complaints of breakage or loss will be entertained.

1. All students are required to bring 3 passport size photographs for hostel admission at the time of counselling.
2. The hostel facilities fee/ deposit may be paid at the time of counselling or registration/admission.
3. Every attempt will be made to provide hostel accommodation to all students. Students of the senior classes may be permitted to stay in private houses of relatives or friends with the prior permission of the Dean/ Director and written consent of parent/ guardian. The application must be submitted in the prescribed form and approval must be obtained before taking up residence outside the campus.
4. It is mandatory for all first year students to stay in the hostels and be a member of the mess in the hostel. In exceptional cases permission may be granted by the Dean/ Director to stay out before joining the hostel. However, when a first year student vacates the hostel, his hostel fees less deposit and utilised utility fees will be forfeited.
5. Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Warden/ Chief Warden. However, students can pair up as per their choice within first few days. They may contact their Hostel Warden for this purpose.
6. Change of accommodation from one hostel to another during a term is generally not permitted.
7. Allotment made to a student is subject to cancellation if he/she fails to occupy the room in the prescribed time. Students will also forfeit their rooms if they fail to clear all their dues to the hostel by the appointed day. In such cases they will be asked to vacate the hostel.

8. The Chief Warden reserves the right to break open rooms in case of any violation of hostel rules, suspected unlawful activities or on the basis of security risk perceived.
9. Once a student vacates the hostel, he/she will not be re-allotted hostel accommodation for a minimum period of 6 months. Every attempt will be made to provide hostel accommodation to all students.
10. The rooms allotted to the students at the time of admission are for a limited period of up to one year or less. Residents are required to shift to other blocks/ rooms as and when informed by hostel authorities. This shifting may be necessitated due to administrative reasons and students are required to co-operate. Residents must occupy rooms specifically allotted to them. Residents shall not change over to any other room except with the written permission of the Chief Warden. Allotment of a room made to any student is subject to cancellation if he/ she fails to occupy it in the stipulated time or is found absent from the room without prior information or any valid reason. Residents will also forfeit their allotment if they fail to clear all their dues to the hostel by the scheduled date.
11. Residents who wish to vacate the hostel must meet the Caretaker for necessary formalities/advice. Permission of the students' Parents and HOIs along with certain documentation is mandatory. While planning to vacate the hostel refund rules given at the end of this book must be consulted.
12. When there is a vacant seat in the room, the duplicate key of the room must be deposited with the Warden of the block to facilitate allotment of the vacant seat to another student.
13. No student should stay away from his/her room during the night except with prior written permission of the warden. Any student, who wishes to leave the campus temporarily or otherwise, should obtain the permission of warden in writing. Those applying for permission must state the date and time of his/her intended departure and return as well as the destination and enter all these details in the in-out register maintained in every hostel.
14. Students are requested to avoid singing aloud, shouting or making all types of noises which are likely to distract the attention of those who may be studying in their rooms or hostel libraries.
15. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
16. The students are advised not to keep large amount of cash or valuables in the room. The student is responsible for the safety of his/ her belongings inside the room.

17. All visitors including parents/ guardians must be entertained only in the visitors lounge and during visiting hours only. A visitor's pass will be obtained from the office of the chief warden, well in advance by concerned student.

18. Any damage/breakage to hostel property will be charged to the occupants of the room/ block with a fine. Disciplinary action will also be initiated.

19. Cooking in hostel rooms is not permitted.

20. All instructions/ notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board everyday to acquaint themselves with latest information/orders.

21. Substance abuse, consumption of alcohol and smoking or chewing of tobacco and its related products is strictly banned in the hostels and in the University Campus.

22. Playing of loud music and disturbing the quite atmosphere by any other means is not permitted as it disturbs the fellow hostel mates. You may use earphones while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.

23. Neither is partying in the rooms, in the corridors or anywhere in the hostel permitted whatever be the occasion.

24. Fire Hazards and Safety: Candles and incense are a fire hazard and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the Hostel premises throughout the year. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire.

24. In case of Fire: Residents must raise an alarm and call the hostel Caretaker. They should also alert the Manipal Security.

25. Anything which interferes with student's studies must be avoided at all times. 'Silence Hours' will be observed from 8.00 p.m. to 8.00 a.m. on all days. No noise of any sort will be permitted during the 'Silence Hours'. Serious action will be taken on the breach of this rule. Residents must not go to others' rooms and disturb the inmates. Complaints from other residents will be investigated and action taken accordingly.

26. The Chief Warden/ Warden or his representative may enter any room for verification at any time of the day or night.

27. The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is

absent from his room for a long period without prior information or any valid reason. This will, however, be carried out by the security person in the presence of the hostel Warden, caretaker and one more person at the discretion of the Chief Warden/ Warden. On such occasions, the items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report will be sent to the higher authorities.

28. Proxy or dummy room-mates are forbidden. Strict action will be taken if accommodation is held as proxy. They are liable to be removed from the hostel. Residents are not permitted to allow their rooms to be used by others. All visitors and non-residents including students from other hostels must leave the hostel/ other students' rooms during nights. All residents are advised to extend their fullest co-operation to see that no unauthorised persons enter or stay in the hostel premises. If they happen to find any such person, they should demand the permit/ Identity Card and if it is not forthcoming, the matter should be brought to the notice of the Warden for further action.

29. RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND OR WITHDRAWAL FROM THE HOSTEL/ COLLEGE IS ONE OF THE ACTIONS TAKEN PROMPTLY. PUNISHMENT FOR RAGGING UNDER THE KARNATAKA EDUCATION ACT OF 1983 CAN BE UPTO ONE YEAR IMPRISONMENT. SUPREME COURT HAS ALSO DEFINED RAGGING AS A CRIMINAL OFFENCE.

(UNIVERSITY RAGGING SQUAD CONTACT NUMBER 9945670913)

30. All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/ neighbour(s) coming to their notice to the Warden/ Chief Warden through block supervisor/ caretaker or directly. In case their room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Warden or the Chief Warden.

31. No televisions are permitted to be kept in the hostel rooms by the students. Students have to watch TV in the common TV room provided in the hostels.

32. The residents are forbidden to keep any heavy cash/ valuables in the room. The resident is responsible for the safety of his/her items inside the rooms. Giving the room keys to any person (except the Block Supervisors/ Caretakers/ Wardens) in good faith is at their own risk. The management will not take any responsibility for any loss of such costly articles/money. They may deposit all sums of money not immediately required by them for their expenses in the local Banks. The residents must lock the rooms and their lockers with their own locks. (Branded Lock should be used. Number locks are not be used)

33. Insurance of Laptops/ Valuables: It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured themselves.

34. Security of ATM/Debit cards: All residents must take care of their ATM/ Debit cards. They must not disclose their PIN to anybody- even to their best friends.

### **Curfew and Out of Bound Areas**

35. The hostel timings will be strictly adhered to. Library timings are up to 11.30 p.m. All residents will return to the hostel by 12.00 p.m. At 12.00 p.m. hostel gates will be closed. Students who wish to go to any place such as Railway station etc. for the night trains must take prior permission at least one day in advance from the Warden/ Chief Warden. Any student found loitering in the campus after 12.00 midnight is liable to be questioned by Security staff. They are liable to surrender their I- card to security staff on duty. Roll call will be conducted between 12.00 midnight to 00.30 a.m. Students are advised to be present in their rooms.

36. The civil administration of Udupi- Manipal have fixed 11.00 p.m. as the time for closing down and any one found thereafter in areas other than library are liable to be questioned/checked by the civil police authorities.

37. The first year undergraduate students will return to their Hostels by the timings as under:

- (a) First month - by 9.30 pm
- (b) Second month - by 10.30 pm
- (c) Third month - by 11.30 pm

After the third month first year undergraduate students must return by 12.00 midnight.

38. **Latecomers** Residents returning late to their Hostels will be fined. The HOIs and Parents of residents coming very late or who are habitual offenders will be informed. In acute cases the resident may have to vacate the Hostel.

### **Visitors**

39. Visitors' including parents and guardians must obtain visitors pass from the Wardens/Chief Warden, Manipal University, even to enter the visitors lounge in the hostels. Male relatives above the age of 12 years are not permitted to visit ladies Hostels. Similarly female relatives above the age of 12 are not permitted to visit gents Hostels. The security guards/caretakers will refuse entry without passes. In the absence of visitor's pass, residents have to meet their visitor only outside the Hostel entrances. Except the residents no one else including Parents are permitted to stay in the students' room. Visitors will be permitted to enter their wards' hostel rooms only if the student is present.

40. Students from one hostel are not permitted to enter other hostels.

41. The entry of all males is strictly forbidden inside ladies' hostel except on University official duty with valid passes. Likewise ladies are not permitted to enter the gents' hostels.

42. **Plastic Free Zone:** Manipal University Campus is a '**Plastic Free Zone**'. Residents should ensure that plastic bags are not used for any purpose whatsoever.

43. Waiting List for changing Hostels/ Rooms: Students desirous of shifting to different rooms within their present Hostels or wishing to shift to other Hostels must put their names in the 'Waiting List' being maintained at respective Hostels and the Chief Warden's Office. Such students will be accommodated based purely on the waiting list seniority.

### **Vehicle and Parking**

44. "Residents are advised not to keep a vehicle in the campus as it is not necessary". First year students are not permitted to have any type of motor vehicles. There are no shelters provided for parking these vehicles. In case of residents having vehicles, they are advised to keep their vehicles always locked. Residents' private vehicles are liable to be frequently checked by the Regional Transport Authorities. Residents are advised to update the registration as per the rules/regulations prevalent in the State of Karnataka. Residents are also advised to adhere to the traffic rules. Using vehicles without proper silencers create noise pollution and is prohibited. All vehicle owners will register their vehicles with Manipal University security and obtain stickers for parking the vehicles in the University Campus. Management does not take responsibility of the vehicles. Parking of two wheelers in the hostel corridors and under porticos is strictly prohibited.

### **Damage of Hostel Property**

45. Any damage to hostel property will be made good by the residents who are responsible for such damage. This includes driving in of nails, defacing of walls, damage to fixtures and furniture. Fine will also be levied in addition to disciplinary action.

### **Maintenance of Rooms**

46. The rooms have been distempered and painted as per schedule and will be maintained regularly by the management as per the maintenance schedule. Residents are not permitted to re-paint or do any alteration of any nature without the written permission of Chief Warden.

47. All maintenance complaints/requirements will be attended to by MSFM. Complaint(s) must be entered in the register(s) available with Block Supervisors of their hostels. The complaints will be attended to expeditiously and are monitored by the Wardens/ Chief Warden. **Residents are not permitted to employ any outsiders for any such job without the permission of Chief Warden.**

48. Residents must bring to the notice of the Block Supervisor any failures/breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The service of an electrician is available round the clock for attending to any defect in the electric system or fittings. When leaving the room, the occupants must take care to see that the fan and lights are switched off. Every effort must be made to economise the use of electricity. A warning "S O S" (Switch- Off Something) may be put up on the door to remind the residents before they leave the room.

49. The rooms and surroundings must be kept clean. The service of the cleaners must be obtained to ensure that the rooms are swept and toilets cleaned while the residents are in the room. The block supervisors are at the service of residents. The general workers are available during night also. Residents are responsible for the cleanliness of their rooms. They should see that the rooms are properly swept every day. All waste paper and refuse must be placed in receptacle provided for that purpose.

50. The electric points provided in each room are to be used for connecting table lamps. Use of any domestic electric appliance etc. is not permitted. University notifies a list of appliances permitted to be used in the room. Infringement of these rules will be severely dealt with. For the use of authorised electric appliances permission may be obtained from Chief Warden. Any private unauthorised electric appliance found in any of the rooms without permission will be confiscated and disciplinary action initiated.

51. Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported through Block Supervisors.

### **Complaints and Representations**

52. All complaints regarding repairs/maintenance in the Hostels must be entered personally by the students in 'Complaint Registers' maintained in all the Hostels. These complaints are attended to expeditiously by MSFM staff. All complaints are also monitored regularly by the Warden/Chief Warden.

53. Similarly 'Suggestion Book' is available in the Food Court Mess and 'Suggestion Box' is available in RKHS Mess. Students/members may enter/drop their suggestion regarding quality, quantity and variety of food in these registers/boxes which are perused by Chief Warden for remedial action. Valued suggestions of residents are given due consideration.

54. For other complaints if any, applications shall be made in writing addressed to the Warden/Chief Warden and handed over to the Hostel Caretaker/ Senior Mess Manager at the Hostel/Food Court Mess office. Complaints will be resolved expeditiously by the Wardens / Mess Managers themselves. Advice and assistance of the Chief Warden will be taken when needed. For investigation of any of the complaints the Warden may call the concerned resident or hostel employees to his/her office.

55. Residents of the hostels are not permitted to convene meetings of any sort in the Hostel premises without the prior permission of the Warden/Chief Warden. Disobedience of this rule will be severely dealt with.

56. Similarly students or dining members are not permitted to convene meetings of any sort in the Food Court Complex without the prior and written permission of their Dean and Director General Services. Violation of this rule will be dealt with severely.

57. There are 'Suggestion Boxes' kept in all the hostels for suggestions if any from the residents. Residents may drop their suggestions and complaints if any, duly signed with their names and roll numbers in these Suggestion Boxes which are opened periodically. Appropriate action will be taken on all suggestions/ complaints and a feedback given to the student(s). No cognizance of anonymous suggestions/ complaints will be taken.

58. The Block Supervisor, Warden and Chief Warden are available round-the-clock on telephone, and may be contacted in case of any emergency. Their telephone numbers are given in this book and are also displayed at various places in all the Hostels.

### **Sickness**

59. If a resident falls sick, he/ she or room-mate/friend must immediately inform the caretakers/block supervisors/ person on duty who will make arrangements to shift/ evacuate the student to the hospital and look after him/ her. All cases of sickness must be immediately reported to the Medical Officer, at the Out-Patient/Emergency/Trauma Department for necessary treatment. In case a resident is quite unable to leave the room and go to the Hospital, the matter must be reported to the Warden. Information regarding any resident falling sick or getting admitted in the hospital must be relayed to the hostel/ college authorities on priority.

### **Absence from Hostel**

60. When a resident of the hostel wishes to leave the hostel/station on vacation/ holidays or otherwise the following action will be ensured:

#### **(a) First Year Undergraduate Students**

The student will submit to the Chief Warden a signed application on the laid down format duly countersigned and stamped by his/ her college authorities or teacher guardian. Once permission is accorded by the Chief Warden the students will also ensure the following mandatory action is done before leaving the hostel. The application forms can be obtained from either their hostel caretakers/ block supervisors or the Chief Warden's Office.

#### **(b) Mandatory Action by all Hostel Residents including PGs, Interns and Staff**

Residents will make necessary entry in the **IN-OUT Register** available in every hostel. It is mandatory in all such absences to record departure/return date and time and place to which they are going along with the postal address and telephone/mobile number.

**(c) Disciplinary action/ penal fines will be levied on defaulters**

**CHANGE OF ROOM**

1. A change of accommodation from one category to another will be allowed only at the beginning of each quarter in a calendar year.
2. A remission in the hostel facilities fee will be given when the student is allowed to move into a lower category of accommodation. Similarly, the difference in hostel facilities fee will be collected when a student is allowed to move into a higher category of accommodation.
3. The student must submit to the hostel accounting office the prescribed form for shifting into a different category of hostel accommodation duly signed by the Chief Warden.

**DOS & DON'TS**

**Do's**

**Don'ts**

<p>✓ 1. Lock your room with a good branded lock.</p> <p>✓ 2. Lock your room always, even when going out for short durations.</p> <p>✓ 3. Keep your valuables and cash under lock.</p> <p>✓ 4. Take special care of your mobiles and give your number to only to your near and dear ones.</p>	<p>× 1. Cook in your rooms.</p> <p>× 2. Keep or feed pets in your room or campus.</p> <p>× 3. Play loud music anywhere (in your room or campus).</p> <p>× 4. Play or create disturbance in the corridors.</p> <p>× 5. Conduct or attend parties (in your room or</p>
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<p>✓ 5. Observe silence hours (8 pm to 8 am) every day.</p> <p>✓ 6. Read the notice board (both at your college and the hostel) regularly.</p> <p>✓ 7. Observe curfew hours.</p> <p>✓ 8. Contact your warden or chief warden or chief security officer in case of any problems.</p> <p>✓ 9. Enter your complete details in the in-out register</p> <p>When leaving the hostel for more than one day.</p> <p>✓ 10. Obtain visitors pass well in advance for your visiting parents/relatives or any technician from the chief wardens office.</p> <p>✓ 11. Dine in one of the messes on the campus and pay your mess bills on time.</p> <p>✓ 12. Protect yourself against malaria.</p> <p>✓ 13. Inform your block supervisor / caretaker if</p>	<p>anywhere on the campus).</p> <p>× 6. Smoke, consume alcohol or indulge in substance abuse.</p> <p>× 7. Indulge in ragging.</p> <p>× 8. Disclose your pin/secret code of your credit/debit card to anybody.</p> <p>× 9. Keep or play televisions in your rooms.</p> <p>× 10. Keep valuables or heavy cash in your rooms.</p> <p>× 11. Damage university property or assets.</p> <p>× 12. Go to any beach.</p> <p>× 13. Act in a manner that offends the local cultural and social values and local sensibilities and rule of the land.</p> <p>× 14. Loiter anywhere inside or outside the hostel campus during curfew hours.</p>
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you are sick.

✓ 14. Follow the code of conduct for the students.

✓ 15. Read the hostel rule book and follow the rules.

✓ 16. Take care – your life is precious – we value it.

× 15. Permit proxy/dummy room-mates in your room

× 16. Permit non residents to stay in or use your room.

× 17. Light lamps / candles, carry crackers or burn / burst crackers in and around the hostel premises.

× 18. Waste water or electricity.

× 19. Violate hostel rules.