

# Hostel Rules

Hostel accommodation is provided with the understanding that the resident student will strictly abide by the Hostel Rules currently in force or as may be enforced from time to time. Accommodation in the Hostel cannot be claimed as a matter of right. The Institute Administration may refuse accommodation to any student who is known to have grossly violated the Hostel Rules or whose presence is likely to disturb the peace and tranquillity of hostel. Violation of hostel rules will make the student liable to disciplinary action including **permanent expulsion** from the hostels. Students must remember that hostel is the home of the student on the campus and therefore, he/she should behave on the campus as well as outside in such a manner as to bring credit to him/her and to the Institution. A student once admitted in the hostel, will continue to be a hostel inmate throughout the year unless otherwise debarred from the hostel on disciplinary grounds. Every student must be acquainted with all the rules and regulations of the Hostel. He must observe them strictly. Ignorance of rules will not be considered as an excuse.

## 1. HOSTEL MANAGEMENT

1.1 The following officers constitute the Hostel Management:

- a) The Chief Warden
- b) Dy. Chief Warden
- c) Faculty Warden
- d) Residents Wardens

1.2 Each hostel is managed by a Residents Warden who is resident in the hostel.

1.3 The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

## 2. ACCOMMODATION

2.1 Statutorily, hostel accommodation is available to B.Tech. / BSc / BCA / BCom / BA students, only during a working semester. Student will have a right to occupation of a room during vacation on request, if he/she is doing any course work / project work / Institute work / Hostel work.

2.2 Hostel accommodation is available to M.Tech./M.B.A./ M.C.A./ M.Sc. students for a maximum length of stay for Two years / Two years / Three years / Two years respectively. They can retain their room during odd semester vacation. At the year-end they have to vacate the hostel.

2.3 Hostel accommodation is available to Ph.D. scholars throughout the year subject to a maximum of 5 years Ph.D. scholars shall vacate the hostel even in the middle of a semester once they are relieved from the Institute.

2.4 Hostel accommodation may be provided to project staff who are registered for a research degree at the Institute and working in any projects of Amrita Vishwa vidyapeetham, based on their request for rooms for a limited period, which could be extended, if rooms are available. They are required to pay room rent, and any

other charges as decided by the Hostel Management. The project staff residing in hostels are governed by the same rules, applicable to regular students of the Institute.

### **3. CONDITIONS OF ALLOTMENT**

- 3.1 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. The telephone number of the parent with STD code, must be provided. Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing, at once.
- 3.2 The Hostel Management will generally provide minimum furniture and fittings for each room consisting of one each of cot, table, chair, ceiling fan with regulator and, a tube light fitting.
- 3.3 Rooms once allotted to the students for an academic year will not be changed except on special situations.
- 3.4 In special occasions the Hostel Management, can allot more than four persons per room.
- 3.5 If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Resident Warden immediately and should vacate the hostel.
- 3.6 The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.
- 3.7 Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. The electrical installations including the fan should be handed over intact, in addition to the furniture.

### **4. CODE OF CONDUCT**

- 4.1 All residents are required to maintain standards of behaviour expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 4.2 All residents are required to carry their valid Identity Cards issued to them by the Institute in college, Ashram , Mess hall & Canteen and are subject to shown on the demand of warden / security person / Mess staff.
- 4.3 The rooms, common areas and surroundings should be kept clean and hygienic. Everybody should clean their rooms' their own. Notices shall not be pasted on walls and walls shall not be scribbled on.
- 4.4 The hostel management is authorized to make spot checks on a weekly basis; if rooms are found dirty, in the interest of hygiene and untoward hazard, the rooms will be cleaned by hostel authorities and the student will be charged for the service provided. Please understand that unhygienic conditions are breeding grounds for bugs and rodents.
- 4.5 Rooms are allotted to each student on his/ her personal responsibility. He/she should see to the upkeep of his / her room, hostel and its environment. Students

should bring to the notice of the General Administration office, through the Warden, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.

- 4.6 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
- 4.7 The students should not screen pirated / unauthorized / unlicensed movies in their computers and common rooms. Viewing or be in the possession of pornographic materials in their computers or in their mobile is not permitted. Any violation will be dealt severely. Punishment for the same will be decided by authorities.
- 4.8 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room / hostel.
- 4.9 In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Residents Warden.
- 4.10 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel room, the occupant of the room shall hand over them to the Resident Warden, failing which he/she will be charged a penal rent as decided by the Resident Warden.
- 4.11 The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- 4.12 Residents should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden. Use of abusive and harsh language against the hostel/mess staff is strictly forbidden. Serious action will be taken on any complaint received from staff/faculty against students.
- 4.13 Residents will be personally and collectively responsible for any loss / damage to the hostel property. In case of damage to the hostel property the loss caused shall be recovered directly from identified persons whenever possible. But if persons caused the damage remain unidentified, the cost of repairing as assessed by hostel authorities will be equally distributed among all hostel residents floor wise or block wise of the entire hostel community if required.
- 4.14 The residents are expected to dress moderately while visiting Ashram / Mess hall/ Gymnasium / campus premises/ nearby market places. Wearing of short/ half pants, Bermudas, Lungi etc is NOT allowed anywhere outside the hostel gates.
- 4.15 **Ragging** of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely.
- 4.16 For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, " display of noisy, disorderly conduct

doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:- Teasing, abusing, of playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do”.

*Excerpts from the Directors of Hon'ble Supreme Court of India in respect of curbing ragging in Educational Institutions*

*20. The Head of the institution (Vice-Chancellor/ Director/ Principal, etc.) should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo motto if the circumstances so demand.*

*21. Fresher's should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably.*

*22. When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.*

- 4.17 All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form.
- 4.18 Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel / room / common room / dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- 4.19 Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted within the hostel.
- 4.20 Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
  - a) He / she will be expelled from the hostel.
  - b) A record of his / her misconduct will be made in the personal file.
  - c) The cost of damage will be fully recovered from him / her together with penalty.
  - d) He / she will also be fined commensurate with the offence committed.
  - e) The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.
  - f) No recommendations will be given to him / her for studies abroad.
- 4.21 No student should keep any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel. Students must not take law into their own hands, but must report all disputes to the Resident Warden. All kinds of shouting, fighting, gambling, stealing, violent knocking, and maltreating or abusing are

strictly prohibited. Any student found hosting / harbouring an offender will be also liable to the punishments mentioned in rule 5.17.

- 4.22 Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.
- 4.23 Birthday celebration, busting crackers (during Diwali, Vishu, etc..), throwing colours (during Holi) are not allowed in the hostel.
- 4.24 Inmates are not allowed to bring bikes and motor vehicles to the hostel premises. In case of any reason, prior permission shall be taken from hostel Authority.
- 4.25 Students should not bring any pet animals into their rooms or encourage such practice.

## **CODE OF CONTACT IN THE ASHRAM PERMISES**

*Ashram is a holy place by the divine presence of Amma (Mata Amritanadamayi Devi). Amma providing dharshan in Wednesdays, Thursday, Saturday and Sunday. Evening bajans will be there from 6.00PM to 8.15PM conducted by Amma on Monday, Tuesday and Friday. Students can use this atmosphere to enrich their spiritual by attending Amma's bajan and satsungs. Since a large number of spiritual seekers are there in this atmospheres, students are required to maintain a certain level of discipline. All the points in 4.23 to 4.25, are required to maintain strictly.*

- 4.26 Assembling and talking loudly, etc. should be avoided in the Ashram premises.
- 4.27 Keep silence and talk in a low voice. Too much of noise should be avoided especially in Kalari, Near Amma's room, Juice stall, Canteen etc. places.
- 4.28 Keep silence & avoid noising during Amma's Bajan, Meditation and Satsung sections.

## **5. Movement Code**

- 5.1 On college working days, inmates have to leave the hostel to attend their classes by 08.00 AM.
- 5.2 Only such students who are sick or have other valid reasons will be permitted to remain in their room with the permission of Resident Warden.
- 5.3 Students to be there in the hostel before 6.30 PM on working days.
- 5.4 On working days, 07.00 PM -8:00PM and 9:30 PM-11:00 PM are deemed study hours during which silence must be maintained and students must remain in their respective rooms.
- 5.5 The students must return to the hostel before 9:05 PM and the hostel gate will be locked by that time. The warden is authorized to initiate disciplinary action/ charge fine on students coming late without permission. Gates will be opened at 5:00 AM.
- 5.6 Inmates leaving for home shall inform the warden on day in advance. The inmates shall get a permission letter countersigned by councellers (one day before), and submitted to warden while returning from home / outside. Reason of movement shall write in the Movement register before going home.
- 5.7 Students returning from home visit are permitted to return up to 11 PM at night and after 5:00AM in the morning, after specifically recording this information in the Movements register.

- 5.8 Warden will take attendance from 9.05 PM (in 1st yr hostel) on each room. All residents should be there in their respective rooms during this time.
- 5.9 In the event of any necessity for the students to stay back at the college or elsewhere on-duty which might lead to late coming to the hostel, then “Stay Back Form”, duly signed by the concerned college authorities as per rules are to be produced to the warden.
- 5.10 Students shall not remain absent from their hostels during night without the prior permission of the Warden In-charge/Warden.
- 5.11 Students going out beyond permissible hours must record their visiting details in the “Movements Register” and get permission from warden. For any movement in the next day, the movement register must be written on the present day, positively before night attendance.
- Students should enter the date and time of leaving and also the expected date and time of return. Upon return, the actual date and time of return must also be entered in the movement register.
- 5.12 If a student needs to go out on a short visit to nearby town like Kayankulam for purchase of any essential items, he should write the details in the Short Movement Register available with the warden and ensure that he returns before 9:30PM.

## **6. GUESTS**

- 6.1 A guest of a resident / day scholars may be permitted, with the prior approval by the Chief Warden, to stay in hostel for not more than a week on payment of the necessary charges, as fixed by the Hostel Management from time to time. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room. For this purpose every person other than resident of the hostel will be considered as a guest for definition.
- 6.2 Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.
- 6.3 No overnight guests are permitted in a student's room without permission of the Resident Warden. No person of the opposite sex either guest or otherwise shall be permitted to stay overnight in any part of the hostel.

## **7. VISITORS**

- 7.1 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
- 7.2 The visit of men students to the women's hostel and vice-verse is restricted.

## **8. USE OF APPLIANCES**

- 8.1 The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

- 8.2 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal computers / Laptops / smart phones is prohibited.
- 8.3 When the students go out of their room they should switch off all the electrical / electronic appliances, and keep almirah locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.
- 8.4 Students are not permitted to use smart phones in hostel.
- 8.5 Using mobile phones during study hours strictly prohibited. Seizing Phone / fine will be levied if inmates are found violating this rule.
- 8.6 Inmates can use their laptops (in sr. hostel only) in their room till 12.00 midnight. Those who wish to continue studies after 12.00 midnight can do in the common area.

## **9. COLLECTIVE RESPONSIBILITIES**

- 9.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- 9.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 9.3 Residents will be personally responsible for the safety of their belongings.
- 9.4 Residents are required to obey all traffic rules inside the Hostel campus.
- 9.5 Residents are duty bound to report to the Chief Warden / Dy. Chief warden / Faculty Warden in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 9.6 Residents are required to park the cycles only in the space provided for them in an orderly manner. No cycles / vehicles should be parked at the entrance or in the corridors.
- 9.7 Use of powered vehicles by students inside the hostel has been banned. Residents violating this rule are liable for punishment.
- 9.8 Students should not arrange any functions or meeting within the hostel or outside or within the hostel campus without specific permission of the concerned authorities.
- 9.9 Students should not arrange for any picnic outside without specific permission of the Dean / Principal / Students Affairs.
- 9.10 Students are strictly prohibited from going to the sea shore.**
- 9.11 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
- 9.12 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.
- 9.13 Any case of theft should be reported promptly to the Security Officer through Resident Warden.

- 9.14 The jurisdiction of Amrita University is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police.
- 9.15 The students when they go out should plan to return to the campus before 09:00 PM (in first year hostel) and 8.30 PM (in senior hostels)
- 9.16 Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute.
- 9.17 Amrita University will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.

## 10. MESS RULES

- 10.1 No student is allowed to stay in the hostel without being a member of any of the messes.
- 10.2 Once a student joins a mess, he / she shall be deemed to have become a permanent member of that mess throughout the semester. No change of mess is permissible during the semester.
- 10.3 Students who absent themselves on the date of reopening of the Institute after any semester vacation will be deemed to have joined the mess wherein they dined during the previous semester and will be charged accordingly.
- 10.4 The mess timings are as follows and the students should strictly adhere to these timings:

***Breakfast : 7.15 a.m. to 8.15 a.m.***

***Lunch : 11.40 noon to 1.40 p.m.***

***Snacks : 4.30 p.m. to 5.30 p.m.***

***Dinner : 8.00 p.m. to 9.00 p.m. (in first years hostel)  
7.30 p.m. to 8.15 p.m. (in senior hostels)***

- 10.5 The system of self service will be followed in all the messes
- 10.6 The quantity of food will be unlimited except in the case of special items.
- 10.7 Non-vegetarian will not be served.
- 10.8 Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- 10.9 No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- 10.10 Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls.
- 10.11 All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 10.12 After eating food, diners shall clean their plates and leave the cup, plate, waste food etc. in the designated bins.
- 10.13 All diners shall produce ID card to dine every time in the mess.
- 10.14 Students should not bring any pet animals into the mess halls or encourage such practice.

## **11. PENALTY FOR ACTS OF INDISCIPLINE**

11.1 Warden, together with the Deputy Warden reserves the right to charge fine for the following acts of indiscipline, without any further enquiry or proceedings:

1. Use of tobacco / chewing pan / any intoxicating substance in the hostel premises
2. Shouting / Whistling / Using abusive words
3. Frequent late coming to the hostel even after warnings
4. Disobedience to any staff / Warden / Deputy Warden
5. Damaging the hostel property
6. Use of electrical appliances, which are not allowed as per the rule
7. Bursting crackers and other celebrations without Warden's permission
8. Use of mobile phones during Silent hours.
9. Late entry in the hostel area.
10. Unauthorized absent in the hostel.

11.2 For all the above offenses, the Warden & Deputy Warden together will take suitable actions like Oral warning with apology letter, Charge a fine, or suspension from the college and hostel for not less than 5 days.

## **12. RIGHTS OF HOSTEL MANAGEMENT**

12.1 Any breach of these rules will invite an enquiry that will be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

12.2 The Chief Warden/ Warden or his representative may enter any room for verification at any time of the day or night. 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 be carried out by the security person in the presence of the hostel Warden and at the discretion of the Chief Warden/ Warden. 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.

12.3 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 every day to acquaint themselves with latest information/order

12.4 The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.

## **13. YOUTHE EMPOWERMENT PROGRAMS**

At AMRITA we believe that, “*education*” is not just about acquiring degree; it is also about gaining an understanding of the essential principles of life, a deeper understanding of the world, our minds, our emotions, and ourselves.

Keeping this in mind, at Amrita Hostels, various programs like Yoga, Meditation, Bhajans and Discussions with various Experts are conducted. Hostel residents are required to attend the sessions allotted to them.

Failing to attend this will be considered as a serious offence and will be reported to higher authorities.

## **14. COMPLAINTS AND HELP**

- 14.1 If any ragging or attempted ragging by senior students takes place inside the hostel premises, the matter should immediately be reported to the warden. To avoid any attempt of ragging by seniors, the first year students are strongly advised not to have any interaction with senior students during the first semester inside the hostel premises, even if the seniors are known friends or relatives. Also students should not visit seniors’ hostel during first semester. The warden is authorized to initiate disciplinary action against senior students entering into the first year hostel.
- 14.2 Students having any complaints about repair or malfunctioning electrical, water supply, drainage and/or other facilities in their room/ hostel, are asked to enter the details in the Complaints Register available with the warden and follow up with him till the rectification is done.
- 14.3 The students should hand over the room key to the warden on demand during their absence from the hostel, if any repair work is to take place in the room. Students should not leave cell phones and any costly items in the room under such circumstances.
- 14.4 The college/ ashram authorities may require usage of rooms to accommodate visiting devotees in case of heavy rush coming to have Darshan of Amma on Amma’s birthday/ other festival days and also during important functions and conferences at the college. Students will have to do a little bit of sacrifice and adjustment on their part by vacating their rooms and temporarily shifting to other friends’ rooms as and when authorities extend such requests.
- 14.5 If students have gone for holidays at such times, the warden may allot such rooms temporarily for use of the devotees. Hence students are advised to lock their items in their cup boards, leave bed and other luggage in the cloak room when they go home and leave the key with the warden if asked.
- 14.6 The students are welcome to interact with the Chief Warden to seek clarifications, guidelines and counselling during his periodic visit to the hostels. He can also be contacted at other times through prior appointment.