

## RULES AND REGULATIONS OF HOSTELS

A student seeking admission to the hostel shall give an undertaking in writing that she /he will abide by the rules of the hostel. The Parent or Guardian shall also endorse this. Violation of any of the rules or any act of misconduct will attract penalty and shall make a boarder of the hostel not eligible to continue his/her stay in the hostel.

- Every boarder must acquaint himself/herself with the rules and regulations of the hostel. He/she must obey these rules strictly. Ignorance of rules will not be accepted as an excuse.
- Chief Warden/Wardens will allot the hostel rooms at the time of admission.
- No boarder is allowed to shift from his/her allotted room to any other room without written permission from the Resident Warden/SWO.
- Rooms once allotted to the students for an academic year will normally not be changed, unless there is a convincing issue.
- Boarders are expected to keep their rooms clean, tidy and maintain cleanliness. No rubbish should be thrown into the wash basin, drain, corridors or outside the rooms or in the surroundings. The bins kept for this purpose should be used.
- Boarders on leaving their rooms shall always switch off the lights and fans. Students shall adhere to the policy of Yenepoya University campus' 'judicious utilization of natural resources'.
- Boarders shall not remove common room articles, dining hall utensils, furniture and other articles of the hostel from their normal place without the prior written permission of the hostel warden/Senior Resident Warden.
- Boarder shall not use any electrical appliances such as electric heaters, electric stoves etc. in their rooms. However, boarders may use computers and music systems in their rooms. Music should not disturb the other inmates.
- The rooms, common areas and surroundings should be kept clean and hygienic. Pasting anything on to the walls is prohibited and walls shall not be scribbled on.
- For seeking leave from the hostel, the boarder must submit the application form supported with parent request. A boarder must obtain prior written permission from the competent authority before proceeding on leave. Students are requested to get the signature of the local guardian /parents on the leave return form and submit the same to the warden/hostel office after their return.
- Boarders going out to the beaches / any water bodies with friends is strictly prohibited.
- Absence from the hostel without prior permission from the principal and proper communication to resident/assistant warden is to be considered as an act of gross negligence and misconduct and would be liable for disciplinary action as per rules.
- A female boarder has to return to her hostel by 6:30 P.M and a male boarder by 9:00 P.M. Students should strictly abide by the hostel timings. Attendance will be taken twice after 6:30 P.M. It is compulsory for each boarder to be present personally at the time of attendance. Absence during night roll call will be considered as absence without permission and will be liable for disciplinary action.
- 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.
- Ragging of any sort is strictly prohibited. Any complaint received regarding this will be dealt very seriously.

- It is the responsibility of the each and every student to safeguard his/her personal belongings such as books, laptops, jewellery, money, ATM/Credit cards etc. It is advised not to keep large amount of cash or costly items like camera, electronic gadgets, jewellery etc. in their rooms. Hostel authorities /College will not be held responsible for any such loss of personal things and such complaints shall not be entertained.
- Scribbling on the walls, misusing any of the hostel property, using speakers /loud music inside the room is strictly prohibited.
- Students may use the canteen provided in the premises but no food will be allowed/supplied to the rooms. The students cannot take any food from the mess to the rooms.
- Ordering of food from outside after 8pm is not permitted. In case of food is ordered from outside, students are required to have it in the dining room only.
- Students should not allow any guests to their rooms at any time. They shall meet the visitors in the reception area with the permission of the Warden.
- Parents should not visit their wards without the Parent Pass.
- In case a student is found to be missing or absent from hostel for more than 6 (six) hours the matter should be immediately brought to the notice of the chief warden by the assistant warden or by the students. The chief warden in turn will keep the Principal/SWOs/Security officer/Campus security officer alerted. In the event of any student remaining untraced the parents should be alerted and thereafter the concerned Principal will decide about alerting the local police for suitable help.
- All students are required to wear their valid Identity Cards issued to them by the Institute.
- There may be change in hostel rules from time to time for smooth running of the hostels. Any change in hostel rules will be notified by the hostel wardens beforehand.
- Every boarder shall leave the hostel rooms clean at the time of vacating his/her hostel seat failing which the Warden/senior Resident Warden shall not issue clearance certificate to the boarder(s).