



## HOSTEL HANDBOOK – 2022-2023

In Amrita hostels, students get ample opportunity to interact with their peers and get enriched socially and culturally. Utmost importance is given to inculcate values that will help the residents to live in harmony with their friends and equip them to develop an integrated personality which will go a long way in shaping their future. There are eleven hostels in campus.



### THREE GIRLS' HOSTELS

Mythreyi Bhavanam	UG. Students
Gargi Bhavanam	PG. Students
Adithi Bhavanam	UG/PG Students



### EIGHT BOYS' HOSTELS

Yagnavalkya Bhavanam	I year UG
Yagnavalkya Bhavanam Annexe	I Year UG
Agasthya Bhavanam	II Year UG
Vasishta Bhavanam	III Year UG

Nachiketas Bhavanam	IV Year UG
Sri Vyasa Maharishi Bhavanam	
Gauthama Bhavanam	PG
Kapila Bhavanam	UG/PG Students

The total built-up area of the hostels is about 10 lakhs sq. feet. The girls' hostels can accommodate around 2100 students and the boys' hostels can accommodate around 4200 students.

General rules and regulations governing hostel life and administration are included in this booklet for uniform and transparent handling of various issues. In case of difficulty in interpretation of any rule or regulation, clarification may be sought from the Chief Warden. The administration reserves the right to alter the rules and regulations as and when required.



### **HOSTEL ADMINISTRATION**

The following officers/staff constitute the Hostel administration:

Chief Warden
Deputy Chief Warden
Chief Faculty Warden (CFW) for each hostel
Resident Wardens (RW) for each Hostel
Supervisors (SUP) for each Hostel

Hostels are managed by the Council of Wardens which comprises of the Chief Warden, Deputy Chief Warden and Chief Faculty Wardens who are senior faculty members of the University as its members. Each hostel is managed by a hostel committee headed by a

Chief Faculty Warden, who will be a faculty at the level of Assistant Professor or above and Resident Wardens who are directly in charge of the students of the hostel to which they are attached. One of the unique features of Amrita hostels is the mentoring system facilitated through full-time resident wardens. Each resident warden is to look after 200-250 students. Resident Wardens will interact with the students under their care on a day-to-day basis. They will monitor the academic, extracurricular activities and wellbeing of the residents and counsel them whenever required. The resident wardens in proper coordination with the parents and the class advisors act as local guardians of the students.

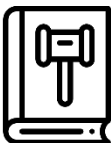


### **Admission & Allotment of Rooms**

1. Admission into the Hostel is NOT a right but a privilege extended' to facilitate a peaceful academic environment in the campus, provided the student follows the rules and regulations of the Hostel.
2. At the time of admission and at the beginning of every academic year, each resident is required to submit a duly filled-in 'Hostel Admission' form available at the link <https://intranet.cb.amrita.edu/?q=node/638>. Any change of address/telephone number of the parent / local guardian, at any point in time, has to be promptly intimated to the hostel office in writing.
3. The hostel and mess fee should be paid before the commencement of each academic year.
4. Students are generally not permitted to vacate the hostel and stay outside on their own. However, if for any valid reason, after admission is made to the Hostel or during the middle of the academic year, if the parent desires to make their own residential accommodation for his son/daughter to stay with them or with their relatives outside the campus at their own risk, they should approach the Chief Warden with a written request in which the local residential address with phone number, where they intend to stay should be mentioned and take special permission from the Chief Warden in writing to do so. A permission letter from the Chairman/Chairperson of the Department to which the student is attached is also necessary. The identity card possessed by the student should be surrendered

to the hostel office and he/she may apply for a fresh identity card. Additional details are available with the hostel office.

5. Students will generally be provided with essential furniture and fittings in each room. Residents of the hostel should ensure that lights & fans are switched off and their rooms locked when they leave their rooms. Rooms once allotted to the students for an academic year will not be changed except under special circumstances with the permission of the Chief Faculty Warden.
6. Resident warden's/Hostel authorities may inspect/enter any room, at any time to satisfy themselves that the students maintain discipline and cleanliness/tidiness/hygiene.
7. The hostel is an integral part of the University. Any act of indiscipline in the hostel will attract penal action from the hostel administration/University.
8. The student shall vacate the Hostel on completion of the End-semester examination of the academic year with a grace period of three (3) days only. He/She shall seek re-admission in the subsequent academic year for continuing his/her stay in the hostel if required.



### **Code of Conduct**

- All residents are required to maintain high standards of behaviour expected of students of a prestigious university such as ours. They are expected to be courteous with everyone both inside and outside the campus.
- The student should ensure that he/she always upholds the dignity and reputation of Amrita University and he/she shall not do anything directly/indirectly that may bring discredit/damage to the reputation of Amrita.
- The silent hours in the hostel will be from 11.00 pm to 5.30 am which should be observed by all residents.
- All students are required to carry their valid Identity Cards issued to them by the University.
- The rooms, common areas and surroundings should be kept clean and hygienic.

- The student needs to be regular and punctual during the academic sessions (Theory/Practical/Special class) in the university and he/she shall not absent himself/herself from academic sessions and stay back in the hostel room during such sessions except in case of illness duly recommended by our medical officer.
- Students shall return to the respective Hostels after attending the academic/non-academic sessions including late-hour library work, laboratory practical etc. in the academic blocks and shall remain in the Hostel Rooms allotted to him/her before 10:00 P.M (9:00 P.M in the case of girls' students) every day.
- Rooms are allotted to each student on his/her personal responsibility. He/She should see to the upkeep of the room and its premises. Students should bring to the notice of the Resident Warden, any maintenance work (Civil, Carpentry or Electrical), needed in their rooms/common areas.
- Students shall occupy the room allotted and he/she shall not change the room without prior permission or occupy some other room allotted to other residents or found to be spending most of their time in some other's rooms under any pretext. The violation of this rule will be viewed seriously and may entail even expulsion from the Hostel.
- Every resident of a room is responsible for any damage to the property in the room/common areas of the hostel premises during his/her occupancy of that room/hostel and will be required to fund the repair if any. He/she is required to fill in 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.
- The use of electrical appliances such as immersion heaters, electric stove/heaters/electric iron/induction cookers is forbidden in any of the rooms allotted. The electrical wiring in the hostel is not designed for such a heavy load.
- Private cooking in the hostels/student's room is strictly forbidden. Such appliances, if found will be confiscated and will not be returned and disciplinary action will be initiated.

- The student shall not indulge in non-academic activities such as multi-level marketing for gains, misusing electronic and communication devices such as mobile phones or indulging in gambling in any form.
- Playing loud music, dancing or creating objectionable scenarios either by action, words or creating noise loudly to the level of indecency to disturb co-students are strictly prohibited.
- The student should not play any musical instruments, MP3 player, possess professional video cameras or any other digital devices inside the Hostel premises. The use of audio systems which may cause inconvenience to other occupants is not allowed. Bringing such musical/electronic instruments inside the Hostel premises is a gross violation of the University rules and the prohibited instruments are liable to be confiscated by teaching/non-teaching staff and will not be returned. Besides, violation of this rule will entail further disciplinary action against the student.
- Smoking, chewing, or using drugs or narcotic items either in the Hostel premises or in the University campus is strictly prohibited. If a student is found to be under the influence of liquor/drugs or in possession of liquor bottles, cigarettes, cigars tobacco, narcotic substances or other similar items he/she is liable to be sent out of the Hostel summarily without further enquiry.
- Possession, consumption and distribution of tobacco, alcohol or narcotic drugs in the University premises are strictly prohibited. If liquor, narcotics or similar substances are found in any room, all the inmates of that room will be jointly responsible for the violation and they shall be summarily expelled from the Hostel as well as from Amrita University. If any of the above-mentioned items are found/seized, the student shall not plead ignorance/innocence and he/she will agree that he/she will be bound by the punishment that is awarded to all the inmates of that room. He / She shall not challenge the punishment given to all the inmates of that room jointly. The administration reserves the right to take strict disciplinary action, amounting to even expulsion at short notice from the hostel and rustication from the University.

- Any student found to be indulging in undesirable activities such as physical assault, damage to property etc., will be liable for disciplinary action including expulsion from the hostel at short notice. The student will be liable to compensate for the loss/damage to the property as determined by the Hostel authorities. If any fittings/fixtures in any room are found damaged, the cost of the damage will be collected from all the residents of the room.
- Residents are required to park the cycles only in the space provided for them in an orderly manner and lock it properly.
- The use of powered vehicles by students on the campus is banned.
- Residents should not arrange any functions, birthday parties or meetings within the hostel premises.
- The residents are responsible for the safe keeping of their personal belongings. They are advised to desist from bringing and keeping ornaments and expensive items/gadgets in the rooms. Except for minimum cash in hand, money should be deposited in the bank. They should keep all valuable items such as cash, laptops, Mobile phones, ATM cards etc., locked. They should also lock the room even when they are out for a short period. Hostel authorities are not responsible for loss, theft/damage to any of the personal belongings including cash, mobiles, watches, laptops etc.
- Residents are expected to be decently dressed when moving around in the hostels, dining halls and surroundings.
- Birthday celebrations are allowed only with prior permission from the department class advisor before 8 PM at a specified location on the campus. Birthday celebrations in the hostel premises is banned.

## **NO Ragging** Ragging is offensive

- Ragging is strictly banned. The student shall not indulge in any form of ragging/teasing/physically/ verbally hurting other co-students. Involvement in such ragging/teasing/physical violence/harassing of women students by words or

action will be viewed seriously including expulsion from the Hostel and University summarily.

- Ragging which is a 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”.
- Call: Dr. A S. Ramkumar 9944205630 / Dr. K. Bagavinar 8903342204 for complaints related to ragging
- Freshers are encouraged to report incidents of ragging. Those who do not report after being subject to or witness to ragging are also liable to be punished.
- When the persons committing or abetting ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, to ensure community pressure on the potential perpetrators not to indulge in ragging.
- All senior students, hostellers as well as day scholars, are required to sign an anti-ragging undertaking form.

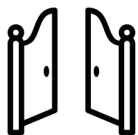


### **Visitors and Guests**

Parents/ Guardians are allowed to visit their wards as per the following timings.

- a. Working days: 5:15 pm to 7.30 pm
- b. Holidays: 7 am to 7.30 pm

Visitors are not allowed in the hostel after 7.30 pm. Guest of a resident may be permitted to stay in the hostel on a payment basis with prior permission from the Chief Warden before arrival. Parents are strongly encouraged to visit the campus and interact with class advisor's/hostel wardens periodically.



### **Issue of Gate Pass**

- Residents of the hostels are required to get permission from the resident warden through a computerized Campus Management System (CMS) as and when they want to go out of the campus. Two gate passes/month are normally given during weekends. In addition, special gate passes are given during festival holidays and during vacation.
- On regular working days, students need to apply for a gate pass through CMS to their respective Class Advisors. Based on the recommendation of the Class Advisor, the resident wardens can sanction the gate pass whereas during holidays the resident warden can sanction the gate pass directly.
- Hostel residents can access the CMS through any computer or their mobile phones within the campus intranet. A hostel resident can apply for a gate pass indicating the date and time (In/Out details) to the resident warden through CMS. They can check the status of the applied gate pass (Hostel residents can keep a maximum of two sanctioned gate passes on his/her account). The system also has an option for them to cancel the gate pass.
- Residents are permitted to go home during longer weekends. Gate passes should be applied at least 24 hrs. in advance. A Gate pass is also given to go to the city during other weekends. However, they are expected to return by the specified time (Ref. Hostel Timings).



### **Hostel Mess**

- Pure and wholesome vegetarian food is served in buffet-style in the hostels.
- Non-vegetarian food is not permitted anywhere inside the mess halls.
- No diner shall waste food.
- Mess charges are collected as a single annual payment in advance.

- All residents are expected to cooperate with the hostel administration by conserving water and electricity.
- The student needs to follow the **timings of the hostel mess, and table manners and observe decorum and decency in the mess hall**. As a resident of the Hostel, he/she will wear a **clean and** decent **dress** as prescribed by the Hostel authorities **while using the Dining Hall and going out of the campus**. He / She shall not take any food items to the rooms under any pretext.
- Food will not be supplied in the rooms. Residents of hostels are not allowed to take any food items, cups, saucers, plates, tumblers and other utensils of the hostel mess, to any place outside the mess hall or to their rooms under any circumstances.
- Residents can entertain their guests/day scholars in 'staff mess' / canteens only.
- Hostellers without ID cards are not allowed to enter the mess hall during breakfast and lunch on working days.
- All diners shall interact with the mess staff in the dining hall in a courteous manner.



#### **Facilities in the Hostels/Campus**

Neatly furnished room with one steel cot (6'×2.5'), table, cupboard, and plastic armchair per student.

- Dedicated library facility within the hostel
- Laundry & ironing facility
- Night canteen in the hostel
- Round-the-clock power supply
- Hot water during early morning hours
- Well-furnished mess halls with a large seating capacity
- Medical supervisors in each hostel attend to medical emergencies

- Round-the-clock clinic with a dedicated medical team on campus
- Mini Stationary store in girls' hostel
- Power Laundry facility (payment should be made at the beginning of the semester)
- Beauty Salon (Naturals)



### Hostel Timings

#### General

Hostel gate open	5.30 am
Breakfast with Morning Tea	7.15 am – 8.20 am
Lunch	12.30 pm – 2.00 pm
Evening Tea and Snacks	5.00 pm – 5.30 pm
Dinner	7.15 pm – 8.30 pm
Boys night canteen	9.00 pm – 10 pm
Girls canteens	3.30 pm – 10.15 pm (Also 9.30 am – 12.30 pm on holidays)

#### City Pass (Late comers will be warned/debarred/ fined)

Boys (Other than I semester) 6.00 am – 9.00 pm

Boys (I semester) 7.00 am – 8.00 pm

Girls 7.00 am – 8.00 pm

#### Return to Hostel from rest of the campus

Boys 10.00 pm

Girls 9.00 pm

Marking Attendance 10.15 pm to 11.00 pm

Study/Silent hour 11.00 pm to 12 Midnight (own room only)

Sleep time/ Silent hour 12.00 Midnight to 5.00 am (Own room only & Wi-Fi off)

1. Students reporting late from city pass will be warned. Repeated offenders will be penalized by impounding their next turn of the city pass by the CFW.
2. Students entering the hostel after the closure of gates too will attract penalties as above.
3. Gauthama Bhavanam will close at 12.00 midnight for the benefit of staff/ students engaged in research, projects etc.
4. Wi-Fi will be turned off from 12 midnight to 5.00 am for all I, II- and III-year hostels. Students entering other rooms or staying outside of their own rooms between 10.30 pm - 5.00 am will be reported, investigated for involvement in unlawful activities and their rooms checked for banned substances within 24Hrs.



### **Rights of Hostel Administration**

1. Any breach of rules will attract enquiry and disciplinary action. The hostel authorities reserve the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
2. The Hostel authorities reserve the right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards/intranet.

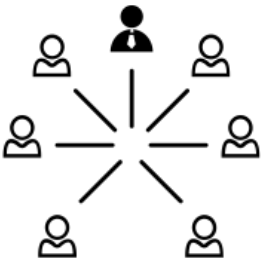


### **Personal counselling:**

The professional Counselors are available on the campus stationed at Academic Block -1 in the evening hours available for personal counselling.

- Dr. C.S.Sowndaram, Assistant Professor – Department of Humanities/Professional Counsellor (9443922382),  
cs\_sowndaram@cb.amrita.edu
- Dr.S.A.Rajalakshmi, Assistant Professor – Department of Humanities/Professional Counsellor (9566919563), sa\_rajalakshmi@cb.amrita.edu

## Contact Information of Hostel Authorities

	<b>Chief Warden</b> <b>Dr. K. Bagavinar</b> ccwh@cb.amrita.edu / 0422 2685510	
	<b>Deputy Chief Warden</b> Dr. C. Arunkumar vccwh@cb.amrita.edu / 0422 2685511 (Extn: 5511)	
Hostel Name	Chief Faculty Wardens	Resident Wardens
Yagnavalkya Bhavanam	Dr. C. Arunkumar, CSE <a href="mailto:vccwh@cb.amrita.edu">vccwh@cb.amrita.edu</a> 0422-2685796	<a href="mailto:rwyb@cb.amrita.edu">rwyb@cb.amrita.edu</a> 0422-2685305
Yagnavalkya Bhavanam Annexe	Dr. C. Arunkumar, CSE <a href="mailto:vccwh@cb.amrita.edu">vccwh@cb.amrita.edu</a> 0422-2685796	<a href="mailto:rwymba@cb.amrita.edu">rwymba@cb.amrita.edu</a> 0422 2685316
Vasishta Bhavanam	Dr. S. Adarsh, ECE <a href="mailto:s_adarsh@cb.amrita.edu">s_adarsh@cb.amrita.edu</a> 0422-2685733	<a href="mailto:rwvb@cb.amrita.edu">rwvb@cb.amrita.edu</a> 0422 2685974
Agasthya Bhavanam	Mr. V.V. Sajith Variyar, CEN <a href="mailto:vv_sajithvariyaar@cb.amrita.edu">vv_sajithvariyaar@cb.amrita.edu</a> 0422-2685591	<a href="mailto:rwab@cb.amrita.edu">rwab@cb.amrita.edu</a> 0422-2685971
Nachiketas Bhavanam	Dr. K. Bagavinar <a href="mailto:ccwh@cb.amrita.edu">ccwh@cb.amrita.edu</a> 0422-2685510	<a href="mailto:rwnb@cb.amrita.edu">rwnb@cb.amrita.edu</a> 0422-2685307
Sri Vyasa Maharishi Bhavanam		<a href="mailto:rwsvb@cb.amrita.edu">rwsvb@cb.amrita.edu</a> 0422-2685309
Gauthama Bhavanam & Kapila Bhavanam	Mr. Anu G Kumar, EEE <a href="mailto:gk_anu@cb.amrita.edu">gk_anu@cb.amrita.edu</a> 0422-2685751	<a href="mailto:rwgb@cb.amrita.edu">rwgb@cb.amrita.edu</a> 0422-2685970
Mythreyi Bhavanam	Dr. R. Aarthi, CSE <a href="mailto:r_aarthi@cb.amrita.edu">r_aarthi@cb.amrita.edu</a> 0422-2685796	<a href="mailto:rwmb@cb.amrita.edu">rwmb@cb.amrita.edu</a> 0422-2685311
Gargi Bhavanam	Ms. G. Radhika, CSE <a href="mailto:g_radhika@cb.amrita.edu">g_radhika@cb.amrita.edu</a> 0422-2685796	<a href="mailto:rwgib@cb.amrita.edu">rwgib@cb.amrita.edu</a> 0422-2685313
Adithi Bhavanam	Dr. R. Karthika, ECE <a href="mailto:r_karthika@cb.amrita.edu">r_karthika@cb.amrita.edu</a> 0422-2685721	<a href="mailto:rwadb@cb.amrita.edu">rwadb@cb.amrita.edu</a> 0422-2686313