

# Hostel - Rules and Regulations

In Amrita hostels, students get ample opportunity to interact with their peers and get enriched culturally. Utmost importance is given to inculcate values which 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 nine hostels in the campus.

## Two girls' hostels

Mythreyi Bhavanam	UG. Students
Gargi Bhavanam	PG. Students

## Seven boys' hostels

Yagnavalkya Bhavanam	I year UG
Yagnavalkya BhavanamAnnex	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

The total built up area of the hostels is about 10 lakhs sq. feet. The girls' hostels can accommodate around 1800 students and the boys' hostels can accommodate around 4000 students.

General rules and regulation 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 Chairman Council of Wardens (CCWH). The administration reserves the right for alterations in the rules and regulation as and when required.

## Hostel Administration

The following officers/staff constitute the Hostel administration:

Chairman - Council of Wardens (CCWH)
Vice Chairman Council of Wardens (VCCWH)
Chief Faculty Warden (CFW) for each hostel
Resident Wardens (RW) for each Hostel

Hostels are managed by Council of Wardens which comprises a Chairman, Vice-Chairman 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 Chief Faculty Warden, who will be a faculty in the level of Assistant Professor or above and Resident Wardens who are direct 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. One of the unique features of Amrita hostels is the mentoring system facilitated through full time resident wardens. Resident Wardens will interact with the students under their care on a day-to-day basis. They will monitor the academic and extracurricular activities of the resident students 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 peaceful studies 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 in the link <https://intranet.cb.amrita.edu/?q=node/638>. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be promptly intimated to the hostel office in writing.
3. An affidavit executed in Rs.20 non-judicial stamp paper obtained in the name of the parent/guardian signed by notary public should be submitted at the time of admission into the hostel. Room allotment will be done only after submission of the affidavit. The text to be printed in the non-judicial stamp paper is available in the link <https://intranet.cb.amrita.edu/?q=node/638>.
4. The hostel and mess fee should be paid before the commencement of each academic year.
5. Staying in the hostel is mandatory for all students. However, students who are staying with parents in Coimbatore are permitted to commute as day scholars. They are advised to utilize

college transport facility. No students shall stay outside the hostel without prior written permission from the CCWH.

6. 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 CCWH 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 CCWH in writing to do so. A permission letter from the Chairman/Chairperson of the Department to which the student is attached is also necessary.
7. 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 Chief Faculty Warden.
8. Resident wardens/Hostel authorities may inspect/enter any room, at any time to satisfy themselves that the students maintain discipline and cleanliness/tidiness/hygiene.
9. Hostel is an integral part of the University. Any act of indiscipline in the hostel will attract penal action from the hostel administration/University.
10. 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 behavior 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 to 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, for any maintenance work (Civil, Carpentry or Electrical), needed in their rooms.
- ❖ 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 during his / her occupancy of that room 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 cooker are forbidden in any of the rooms allotted. Electrical wiring in the hostel is not designed for such 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, using electronic and communication devices such as mobile phone/indulge in gambling in any form.
- ❖ Playing loud music, dancing or creating objectionable scenario either by my 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 is 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 the loss/damage to the

property as determined by the Hostel authorities. If any fittings/fixtures in any room is 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.
- ❖ Use of powered vehicles by students in the campus is banned.
- ❖ Residents should not arrange any functions, birthday parties or meeting within the hostel or outside within the campus without permission of the concerned authorities.
- ❖ 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 minimum cash in hand, money should be deposited in the bank. They should keep all valuable items such as Laptop, Mobile phones, ATM card 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 Resident Wardens. It is allowed only before 8pm at a specified location in the hostel.

### **Ragging**

- ❖ 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 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 offense 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. P. N. Kumar 09943984528 / Dr. K. Bagavinar 8903342204 for complaints related to ragging

- ❖ Fresher's 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 : 5pm to 6.30pm
- b. Holidays : 7am to 6.30pm

Visitors are not allowed in the hostel after 6.30 pm. Guest of a resident may be permitted to stay in the hostel on payment basis. Parents are strongly encouraged to visit the campus and interact with class advisors/hostel wardens periodically.

### **Issue of Gate Pass**

- ❖ Residents of the hostels are required to get the 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 Advisor. 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 gate pass indicating the date and time (In/Out details) to resident warden through CMS. They can check the status of 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. Gate pass is also given to go to 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 entire campus.
- ❖ 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 **timings of the hostel mess, table manners and observe decorum and decency in the mess hall**. As a resident of the Hostel, he/she will wear **clean and decent dress** as prescribed by the Hostel authorities **while using the Dining Hall, 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.
- ❖ Students can entertain their guests in 'staff mess' only.
- ❖ Hostellers without ID cards are not allowed to enter the mess hall.
- ❖ 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 (6.5'×2.5'), table, cupboard, 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 large seating capacity
- ❖ Medical supervisors in each hostel to attend to medical emergency
- ❖ Round-the-clock clinic with 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



## **Hostel Timings**

### General

Hostel gate open	5.30 am
Breakfast with Morning Tea	7.15 am – 8.20 am
Lunch	12.30pm – 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 10.00pm**

**Girls 8.00pm**

**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 5.30 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 city pass by the CFW.
2. Students entering the hostel after 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 - 5.30 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

## Contact Information of Hostel Authorities

Chairman - Council of Wardens Dr. K. Bagavinar ccwh@cb.amrita.edu / 0422 2685510		
Vice-Chairman Council of Wardens Mr. S. Adarsh vccwh@cb.amrita.edu / 0422 2685000 (Extn: 5733)		
Hostel Name	Chief Faculty Wardens	Resident Wardens
Yagnavalkya Bhavanam	Dr. R. Saravanan r_saravanan@cb.amrita.edu 0422-2685000(Extn: 5524)(Working hours only)	rwyb@cb.amrita.edu 0422-2685305
Yagnavalkya Bhavanam Annexe	Mr. Vijay Narayanan n_vijay@cb.amrita.edu 0422-2685000(Extn: 5514)(Working hours only)	rwyba@cb.amrita.edu 0422 2685316
Vasishta Bhavanam	Mr. S. Adarsh s_adarsh@cb.amrita.edu 0422-2685000(Extn: 5733) (Working hours only)	rwwb@cb.amrita.edu 0422 2685974

<b>Hostel Name</b>	<b>Chief Faculty Wardens</b>	<b>Resident Wardens</b>
Agasthya Bhavanam	Mr. C. Arunkumar c_arunkumar@cb.amrita.edu 0422-2685000(Extn: 5796) (Working hours only)	rwab@cb.amrita.edu 0422-2685971
Nachiketas Bhavanam	Mr. P. Gopakumar gopan@amrita.edu 0422-2685000(Extn: 5332) (Working hours only)	rwnb@cb.amrita.edu 0422-2685307
Sri Vyasa Maharishi Bhavanam		rwsvb@cb.amrita.edu 0422-2685309
Gauthama Bhavanam	Dr. K. Bagavinar k_bagavinar@cb.amrita.edu 0422-2685000(Extn: 5510) (Working hours only)	rwgb@cb.amrita.edu 0422-2685970
Gauthama Bhavanam	Dr. P.Balasubramaniam bala@amrita.edu 0422-2685000(Extn: 5423) (Working hours only)	rwgb@cb.amrita.edu 0422-2685970
Mythreyi Bhavanam	Ms. R. Aarhi r_aarhi@cb.amrita.edu 0422-2685000(Extn: 5796) (Working hours only)	rwmb@cb.amrita.edu 0422-2685311
Gargi Bhavanam	Dr. P. R. Janci Rani b_janci@cb.amrita.edu 0422-2685000(Extn: 5055) (Working hours only)	rwgib@cb.amrita.edu 0422-2685313