

Undertaking for Hostel Residents

HOSTEL – RESIDENT GUIDELINES

1. 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 the student follows the rules and regulations of the Hostel.
2. The rooms, common areas and surroundings should be kept clean and hygienic.
3. Resident warden's/Hostel authorities may inspect/enter any room, at any time to ensure that the students maintain discipline and cleanliness/tidiness/hygiene and do not possess any banned substances.
4. Students shall return to the respective Hostels after attending the academic/non-academic sessions including late hour library work, laboratory practical's 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.
5. 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.
6. 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.
7. The use of electrical appliances such as immersion heaters, electric stove/heaters/and 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.
8. 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.
9. If the student wishes to become a day scholar after joining the hostel, he/she needs to fill out the form available in the intranet (<https://tinyurl.com/3d3urx9y>) also available in the hostel office which should be duly signed by the parent.
10. The student shall not indulge in activities such as multi-level marketing for gains, using electronic and communication devices such as mobile phones or indulging in gambling in any form.
11. The student should not play any musical instruments like 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. 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 hostel staff and will not be returned. Besides, violation of this rule will entail further disciplinary action against the student.

12. 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 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 the 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.
13. 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 that room.
14. The residents are responsible for the safekeeping 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 laptops, Mobile phones, ATM cards etc., locked in their respective cupboard. They should also lock the room even when they are out for a short period. Hostel authorities are not responsible for loss, theft/or damage to any of the personal belongings including cash, mobiles, watches, laptops etc.
15. Residents are expected to be decently dressed when moving around in the hostels, dining halls and surroundings. Boys should wear formal shirts / collared T-shirts and full pants. Girls should wear Salwar Kameez / Chudidar with Dupatta. All students must adhere to the Dress Code of the university, neat and tidy in their University uniform on all working days when they go for classes/labs.
16. 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. 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.
17. 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. Gate passes should be applied at least 24 hrs. in advance.
18. All residents are expected to cooperate with the hostel administration by conserving food, water and electricity.
19. 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 **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. Usage of mobile phones in mess halls is strictly prohibited.

20. 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.
21. Residents can entertain their guests/day scholars in 'staff mess' / canteens only.
22. 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.
23. 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.
24. The hostel and mess fee should be paid before the specified due date that will be mentioned in the circular from the Hostel authorities.
25. For any grievances, the resident may contact
 - Dr.A.S.Ramkumar, Head – Student Affairs in E106 - Academic Block 1. Contact number – 0422-2685050, psw@cb.amrita.edu
 - Dr.K.Bagavinar, Chief Warden in E-102 – Academic Block 1. Contact number – 0422-2685510, ccwh@cb.amrita.edu
26. The professional Counselors available in campus are 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

Declaration:

I..... (Name of the candidate) Son/Daughter of
 (Father's /Mother's Name) Resident of
 (Permanent Address) seeking admission to (Name of the program)
 at Amrita Vishwa Vidyapeetham, campus (Campus Name) acknowledge that I have read
 and understood the hostel guidelines and agree to follow the it diligently.

Name of the student:

Signature of the parent:

Roll Number:

Name:

Mobile number:

Mobile number:

Signature with Date:

(The Parent signature is not required for PG Students/ PhD Scholars)