

## **UNISPACE HOSTEL FACILITIES**

### **POLICIES IN FORCE & RULES AND REGULATIONS**

#### **1. Mandatory hostel rules to abide with:**

- a) Hostel in time is sharp 10:00 pm that needs to be adhered without fail.
- b) Late coming is permitted only in case of medical emergency with creation of incident report.
- c) Smoking of any narcotic substance and alcohol consumption in the premises is strictly prohibited, and if not adhered to would lead to termination of hostel admission on immediate basis without refund of fees and security deposit.
- d) Students are expected to refrain from any misdemeanours in the hostel and campus premises.
- e) Energy and water to be utilized wisely to save wastage.
- f) Any kind of usage of electrical equipment is prohibited in the hostel rooms like kettle, induction hot plates, irons, water heating rod etc. to avoid any fatal electrical hazards. If found so same would be confiscated by management.
- g) Loitering in the common areas and using other's rooms is not permitted.
- h) Celebration of birthdays with cake in the room is not permitted.
- i) No profanity is tolerated inside the hostel premises.
- j) Damage of hostel property is an act liable for penalty.
- k) Grouping and gathering creating nuisance shall lead to written warning. Three subsequent warnings would lead to termination of hostel admission on immediate basis.
- l) No bursting of crackers or graffiti on hostel walls is permissible, same would lead to punishments and penalties.
- m) Physical attendance conducted by hostel warden every night from 10:00 pm to 11:30 pm is mandatory with students' presence and no proxy of students shall be tolerated.

#### **2. Admission process:**

- a) Provisional admission will be given in the hostel based on academic performance in the previous semester.
- b) Students should apply one month before the last working day of previous semester for hostel accommodation.

- c) Application form and KYC documents with attached one stamp size and one passport size photograph will be submitted to the Campus Administrator or Warden for hostel accommodation.
- d) Admission form for hostel accommodation has to be endorsed by the Hostel Director and Rector.
- e) Admission in the hostel will be provisional subject to Allowed to Keep Term (ATKT) Rule.
- f) Admission Form to be filled during check-in by the students in the hostel.

### **3. Issues related to parents / relatives / visitors:**

- a) Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details.
- b) Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students. The visiting hours shall be respected for any visits.

### **4. Use of electronic / electric equipment:**

- a) Fixtures: Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall be cared for properly. Students shall be required to pay double the original cost of any item found missing from their room. Students shall also be required to pay twice the charges of repair to items that are found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear.
- b) Interchange of Furniture/Fixture: Students shall not interchange any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel.
- c) Assets in Common Areas/Corridors: Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/ wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the occupants of the hostel.

### **5. Move in checklist:**

- a) Kindly get a medical certificate from an MBBS medicine practitioner for your ward stating that he / she is MENTALLY AND PHYSICALLY FIT (No fixed format is required. The Doctor can state it on his letterhead).
- b) Get a color passport size photograph of each student, mother, father and guardian.

- c) Carry some basic medicine for common cold / cough / fever, band aids, a small bottle of antiseptic liquid, a small cotton ball etc for your own safety. We have a first aid center in the Hostel.
- d) Carry cloth hangers, bed sheets, pillow, pillow covers, blankets and other toilet items such as soap, toothpaste, toothbrush with you. If you are not comfortable carrying it along while reaching to the Hostels, it can be bought here locally.
- e) Laundry charges are to be handed over to the "Laundromint" Office in the Hostel when you arrive.
- f) Kindly reach Hostels from 1000 hrs to 1700 hrs for stay. Also inform us 2-3 days prior to your day of arrival in Hostels.

#### **6. Celebration of birthdays:**

- a) Birthday celebrations inside the hostel is permitted subject adherence to points mentioned.
- b) Any such activities should not encourage large students gathering or loitering causing any discomfort or nuisance for fellow students in the hostel premises.
- c) There shall not be any kind of physical discomfort to students.
- d) No outside guest will be allowed.
- e) Violation of the rule shall be penalized.

#### **7. Attendance of students in hostel:**

- a) Undertaking form will be taken from students for attendance.
- b) Attendance of the students in the hostel will be taken strictly between 10:00 pm to 11.30 pm.
- c) Any late comer will have to sign in a separate register.
- d) The late comers will be fined as per rules.

#### **8. Housekeeping services:**

- a) Housekeeping would be cleaning the rooms thrice a week only (Tuesday, Thursday, and Saturday) between 8 am to 7 pm
- b) No valuables and to be kept open.
- c) No cleaning of personal utensils or washing of clothes of the students is permitted by housekeeping team.

#### **9. Hostel rules and regulations:**

- a) It should be clearly understood by all residents that no tenancy shall be created by their occupation or use of hostel premises and property and that each of them

is merely permitted by Management, under the rules and regulations framed by the Management which can be changed, altered, modified, varied wholly or partly, and can be replaced by Management at their discretion and without assigning any reason for same. Upon such revocation the resident shall not be entitled to stay and/or enter the Hostel/Institute or any part or portion thereof. If she/he does not leave, she/he shall be liable to be forcibly removed.

- b) Admission given is provisional and will be confirmed once the wards parents pay the fees that's stands confirmation of hostel bed allocation. However, the hostel admission shall be allocated on first cum first service.
- c) Any misleading or false statement or information in the application form shall render the admission for termination and on such termination, students shall not be entitled to stay and/or enter the hostel or part thereof. If she/he does not leave the premises of the Hostel, she/he shall be liable to be forcibly removed from the hostel.
- d) The Management reserves the right to terminate the occupancy of the student for any wilful disobedience or defiance of authority, non-observance, or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited, and fees will NOT be refunded.
- e) For residential campuses, hostel accommodation is mandatory. The hostel shall be treated as an extension of the Institution and observance of rules and regulations of the Hostel shall be compulsory for all boarders.
- f) Change/Inter-Change of Room: A student shall not change/interchange her/his room with another student or shift into a vacant room without the previous written permission of the Rector/Campus Administrator. The Rector/Hostel Administrator has the right to shift a student from her/his room to another room in the hostel at any time without assigning any reason.
- g) The hostel warden shall provide students, keys of the allotted room. Students shall NOT use other lock and key for locking their rooms. Students are responsible for their possessions of all valuables, and they should be kept in the cupboard under lock and key. Students shall not leave mobiles, ornaments, and other valuables unguarded. Students cannot change lock and key without the permission of the Rector/Campus Administrator and are advised to get the duplicate keys made against loss of keys with the permission of Rector/ Campus Administrator.
- h) The Rector/Hostel Administrator has the discretion to inspect any room at any time.

- i) Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.
- j) Students shall take prior written permission of the Rector/Campus Administrator before giving any information or interview regarding Hostel to any member of the Press, Radio, Television, or any other media or before making any speech containing any information regarding the Hostel.
- k) During the vacation, belongings should be kept in the cupboard under lock, however, students may avail common storage facility for limited quantity. One month before the vacation period, an application endorsed by the Director of the Institute to the hostel Rector must be submitted informing the Rector about the student's official vacating period. When the student has completed an academic year and is to vacate the hostel, student must take along all of her/his belongings.
- l) In case a student wishes to vacate the hostel, it would be considerable in case of medical conditions confirmed by the concerned doctor and cancelling of college admission by respective college only else once the admission for hostel is taken and confirmed it is mandatory valid for complete academic year and vacating the hostel would stand to forfeiting the hostel fees and security deposit to the Unispace Hostel Facilities Administration.
- m) The student shall pay hostel fee along with deposit for one year at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective program of the respective Institute in which the student is studying.
- n) Students residing in the hostel will be staying at their own risk, liability, and consequences.
- o) Dress Code: The students should be decently dressed when they are out of rooms. The decision, as to what constitutes a decent dress remains vested with the Hostel authority.
- p) No gambling of any kind shall be allowed on the premises of the hostel.
- q) No student shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostel.
- r) Alcohol / Drugs / Smoking: Students shall not bring, take and/or drink any alcohol/intoxicating drink, drug, or substance of any kind whatsoever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behaviour shall invite strict disciplinary action leading to rustication from the Institute.

- s) If any common property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property. Students shall not drive any pegs or nails into walls or stick posters on walls, windows, and doors.
1. Fixture: Student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to students must be cared for properly. Students will be required to pay double the original cost of any item found missing from their room. Students will also be required to pay twice the charges of the repair to items that found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear. Interchange of Furniture/Fixture: Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities will be expelled from the hostel.
  2. Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.
- t) Hostel authorities will not be responsible for any loss of money, jewellery, or personal belongings of any student. Students are advised not to keep any cash/jewellery or any costly items in the room.
- u) Ragging: Ragging in any form in the premises is strictly prohibited. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the Institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offence. Please report any incident immediately to any member of the Anti-Ragging Committee/Warden/Campus Administrator/Security Personnel/Director directly at any time of the day/night.
- v) Electricity Restrictions: No electric appliances shall be permitted in the room, failing which the Rector/Campus Administrator will have the right to confiscate the gadget. The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not used. While leaving the room students should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion. Table lamps can be used for study purpose after 12.30 am.
- w) Attendance Register: Attendance will be taken by the Rector before 10:00 pm every night. Hostelite has to sign the attendance register every day between 10:00

pm to 11:30 pm. After that the student is not allowed to go out of the hostel. Going out of hostel will lead to fine. The repeat of the non-compliance would lead to termination.

- x) The student shall be back in the hostel for attendance before 10:00 pm every day.
- y) Night out Permission: Night out shall not be allowed without a substantial reason. Night out in the permissive sense is hereby abolished. The Hostel Directors may still permit the student in exceptional circumstances for academic purpose, and it should be conveyed to the Rector/Campus Administrator in writing at least one day before the Night out. Hostelite/ Boarder may be permitted to go home during holidays with written permission from parent along with the copy of the ticket, to be submitted to and approved by the Rector/Campus Administrator. All residents shall invariably be in the hostel by 10:00 pm sharp. If the student comes after 10:00 pm then she/he needs to sign the late-night register. When taken night out the student will stay out and will report back in the hostel after 6.00 am in the morning.
- z) Students will apply for night out subject to submission of letter/from parents in case of personal reasons or from the Institute Director in case of academic reason to the hostel authority between 10.30 am and 5.30 pm. Disciplinary action shall be taken against the student who does not submit the night out form. Such repetitive acts will lead to rustication of the student. Under no circumstances, phone calls from parents/local guardian shall be entertained.
- aa) Only in case of medical emergency student can contact the Rector directly for such permission. In case where the student has permission for more than one night out, it is to be noted that such students shall not be allowed in the hostel during the mentioned period even during the daytime.
- bb) Pets: Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dogs by offering food, petting them etc.
- cc) Cleanliness: Students shall keep their room and surrounding areas tidy, neat, and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/balconies. The Rector has the right to confiscate any such clothes hung for drying in the balconies. No students shall store any cooked food in the room.
- dd) Hostel Staff: Students shall always treat the staff and housekeeping staff of the Hostel with due courtesy. Service of the housekeeping staff shall NOT be utilized

for private or personal work. No tips in cash or kind will be given to the staff of the Hostel. Visitors/Parents: Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9.00 am to 11.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room. Personal servants/Domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.

ee) Suggestion Box/Register: Suggestions and complaints should be either deposited in the "Suggestion Box" or should be entered in the "Suggestion Register" kept in the hostel premises. Suggestion form is also available in the Hostel.

ff) The Management has the right to discontinue Hostel accommodation given to a student on account of misconduct and/or violation of rules and regulations.

#### 10. Acts of violation and handling authorities:

Sr.No	Act of Violation	Handling Authority
1	Indulging in any political, communal, immoral, or untoward activity, any propaganda or publicity of any nature which violates harmony, discipline, and the image of the Institute	Competent Authority of the Hostel / Institute
2	Drugs/ Alcohol consumption or possession or sale or being under influence of: a) Alcohol, Tobacco, Gutka, and Cigarettes b) Narcotic drugs and Psychotropic substances	Competent Authority of the Hostel / Institute
3	Ragging: Anyone found indulging in ragging in any form in the Hostel	Director / Head of the Institute along with Anti-ragging Committee / Hostel Committee
4	Gambling: No Gambling of any kind shall be allowed in the premises of the Hostel	Rector / Hostel Administrator/ Competent Authority of the Institute
5	Wilful disobedience or proxy signatures, forging of any kind or all the types of defiance of authority, non- observance of hostel rules, causing damage to person or property or indulging in	Rector / Hostel Administrator / Competent Authority of the Institute



	anti-national or undesirable activities	
6	Indulging in Physical Fights/Quarrels/Bouts	Rector / Hostel Administrator / Competent Authority of the Institute
7	Damages: If any common property is damaged or lost	Rector / Hostel Administrator / Competent Authority of the Institute
8	Return Hour: Students shall return to the Hostel before 10:00 pm	Rector / Hostel Administrator/ Competent Authority of the Institute
9	Not signing in Attendance Register: Students shall sign the attendance register when they return to the hostel at night. The hostel warden will take attendance 10:00 pm to 11:30 pm every night.	Rector / Hostel Administrator, Competent Authority of the Institute
10	Using of Electric Iron or any appliances other than Laptop	Rector / Hostel / Administrator / Competent Authority of the Institute
11	Partying and playing loud music inside hostel room	Rector / Hostel Administrator / Competent Authority of the Institute
12	Having meals inside the hostel room unless medically advised and endorsed by the Rector	Rector / Hostel Administrator / Competent Authority of the Institute
13	Visitors: if taken to room	Rector / Hostel Administrator / Competent Authority of the Institute
14	Sticking notices or writing on walls	Rector / Hostel Administrator

**11. The following penalty shall be applicable to the students as mentioned below:**

Sr. No	Type of Applicability	Penalty applicable
1	Rash Driving in the campus	Rs. 2000
2	Damage to the Hostel property/general equipment/sports equipment/any item not mentioned	Five times to the cost and additional punishment
3	Illegal stay in the hostel (The student of the room)	INR 1000 and additional punishment
4	Unauthorized parking	INR 500 per night and additional punishment
5	Creating nuisance, dirtiness, littering any other	INR 2000 and additional punishment

6	Allowing illegal entry to outsiders, alumni or anyone inside the campus or hostel	INR 2000 and additional punishment
7	Misbehaving with Faculty/Warden/Security/HK etc	INR 2000 and additional punishment
8	Shifting of furniture/assets without consent	INR 500 and additional punishment
9	Illegal use of electric appliances in the rooms	INR 500 and additional punishment
10	Acquisition of any weapon, hazardous & banned substance inside the campus	INR 5000 and severe punishment
11	Any form of misdemeanour in infirmary, mess, hostel, inside the campus	INR 3000 and additional punishment
12	Influence of alcohol, smoking, weed and any chemical, drugs consumption	Immediate termination from Hostel without fees and security deposit refund
13	Bursting crackers in the Hostel premises - Inside and outside	INR 5000 and additional punishment
14	Grouping, Gathering and creating nuisance	Written warnings - Three warnings lead to termination from hostel