



SYMBIOSIS INTERNATIONAL UNIVERSITY

HOSTEL RULES AND REGULATIONS

- 1. General:** Disciplinary action as per SIU Code of Conduct shall be taken against students violating these Hostel Rules and Regulations. It should be clearly understood by all Students 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 students shall not be entitled to stay and/or enter the Hostel or any part or portion thereof. If she/he does not leave, she/he shall be liable to be forcibly removed.
- 2. Admission:** Admission given is provisional and will be confirmed by the Director of the respective institute only after a medical examination and clearance given by the Symbiosis Centre for Health Care (SCHC). Any previous medical history must be disclosed by the student.

The student shall pay hostel fee along with deposit for one year in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective programme of the respective institute in which the student is studying.

- 3. Room Allotment/Shifting:** Room allotment will be done by the Resident Campus Administrator in consultation with the Director. Every room will have a maximum of 4 students. Students shall not interchange her/his room with another student or shift into vacant room/ bed without prior written permission from administration. The administration has the right to shift any student from his/her room to another room in the hostel at any point of time as per its discretion.
- 4. Dress Code:** The students should be decently dressed when they are out of rooms. For girls, tight body hugging clothes, short tops, revealing clothes etc. are forbidden outside the room. The decision, as to what constitutes a decent dress remains vested with the hostel authority.

5. **Mess:** Student shall pay full mess fee for one year in advance at the time of admission to the hostel. If a student is sick, written application by the student endorsed by the Rector and medical certificate by SCHC should be given to Supervisor for serving food in the room.
6. **Wastage of Food:** Students are requested not to waste food. Outsiders are not allowed in the mess. Students must inform their non-availability or night out to the Mess Supervisor well in advance. Outside food / dabbas are strictly not permitted in the hostel.
7. **Guests:** Guests are allowed in mess only with prior permission of the Supervisor and on payment of charges applicable.

8. Timings for Mess:

Breakfast	-	7.30 am to 9.30 am (upto 10.00am on Sundays)
Lunch	-	11.30 am to 1.30 pm
Dinner	-	7.30 pm to 9.30 pm (upto 10.30pm on Saturday and Sundays)

These timings shall be strictly adhered to by all hostellers.

9. **Violation of Hostel Rules:** The management reserves the right to terminate the occupancy of the student for any willful 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, except the mess charges on pro-rata basis.
10. **Attendance Register:** Attendance will be taken by the Rector before 10.30 pm every night. Hostelite has to sign the attendance register / biometric attendance record every day between 10.00 pm to 10.30 pm (and 11.30 pm on Sundays/Holidays). After that the student is not allowed to go out of the hostel. Going out of hostel will lead to a disciplinary action.
11. **Returning to Hostel:** Students shall return to the hostel before 10:30pm, (11:30 pm on Sat/Sun/Holidays) after which gates will be closed. The gates will reopen at 6.00 a.m. next day. Late comer will have to make entry at the gate, which will be informed to his/her institute, parents and local guardians. Three late comer entries will lead to cancellation of permission to stay in hostel. The same shall be informed to his/her parents, local guardian.
12. **Night out Permission:** Night out shall not be allowed without substantial reason. Night out in the permissive sense is hereby abolished. The Directors may still permit

the students 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 be in the hostel by 10.30 pm sharp. When taken night out the student will stay out and will report back in the hostel only after 6.00 am in the morning. Only in case of medical emergency student can contact the Rector directly for such permission. In case where the student has the permission for more than one night out, it is to be noted that such student shall not be allowed in the hostel during the mentioned period even during the day time.

- 13. Mandatory Accommodation:** 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.
- 14. Safety & Personal Belongings:** The hostel warden shall provide keys of the allotted room to the respective students. Students shall NOT use other lock and key for locking their rooms. Students are responsible for safety of their all valuables and these should be kept in the cupboard under lock and key. Students should not leave mobiles, ornaments and other valuables unguarded. Students will not change lock and key without permission of the Rector/Campus Administrator and are advised to get duplicate keys made with the permission of Rector/ Campus Administrator to guard against loss of keys. Students residing in the hostel will be staying at their own risk, liability and consequences.
- 15. Political or Communal Activity:** 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 matter including political or communal matters.
- 16. Media:** 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, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
- 17. Storage of Baggage during Vacation:** During the vacation, belongings should be kept in the cupboard under lock. However, students may avail common storage facility for limited quantity (2 cartons). One month before the vacation period starts, an application endorsed by the Director of the institute to the hostel Rector must be submitted informing the Rector about the student's official vacation period. When the

student has completed an academic year and is to vacate the hostel, student must take along all of her/his belongings.

- 18. Medical:** It is obligatory for all students staying in the Hostel to undergo medical checkup provided by Symbiosis Centre of Health Care (SCHC). It is mandatory for all students to take medical insurance and health club membership from SCHC. Any student, who is not well, will immediately report to SCHC and avail treatment given by SCHC. In case of medical emergency, the student will be shifted/referred to the Hospital. In case of hospitalization, minimum 24 hours stay in the hospital is essential for claiming reimbursement of expenses from medical insurance agency, provided other conditions and details of Medi-claim policy supplied by SCHC are fulfilled. (Emergency Medical Help Line numbers are displayed in all the Hostels / Mess). Please inform the hostel authority warden any previous medical history / drug and your blood group. This would be required when emergency aid has to be administered.
- 19. Silence:** Strict silence shall be observed in hostel from 12.00 am to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations, which may cause disturbance to other inmates in the hostel premises, will not be entertained. Recreational facilities will be turned off at 10.30 pm.
- 20. Gambling:** No gambling of any kind whatsoever shall be allowed on the premises of the hostel.
- 21. Firearms:** Any type of storage or possession of firearm, ammunition, explosive and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from hostel and institution.
- 22. Alcohol / Drugs / Smoking:** Students shall not bring, take and/or drink any alcohol/intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the Institute.
- 23. Room Damage Charges:** If any common property is damaged or lost, the same shall be charged in equal shares to the students who are responsible for the damage or loss or in general use of that property. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
- 24. Furniture & 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 property. Students will be required to pay double the original cost if any item is found missing from their rooms. Students will also be required to pay twice the charges of the repair to item that is found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.

- a) **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 as imposed by the Campus Administrator, students involved in such activities will be expelled from the hostel.
- b) **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.
- 25. Ragging:** Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to expulsion 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 this is also an offence. Students should report any such incident immediately to any member of the Anti-Ragging Committee / Warden / Campus Administrator / Security Personnel / Deputy Director / Director directly at any time of the day / night.
- 26. Outside Competitions:** Students are permitted to go outstation for participating in various competitions only after submitting proof and application alongwith parents consent to the Director and getting permission of Director. The permission will be intimated to the Warden and entry also made in the Outstation Register kept with the Warden.
- 27. Electricity Restrictions:** Electric appliances shall not 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 be switched off when the bathroom is not in use. While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, a fine decided by the Campus Administrator will be imposed on every such occasion. Table lamps can be used for study purpose after lights out time.
- 28. Celebration of Festivals and Birthdays:** Student shall take prior permission of the Rector/Campus Administrator for celebrating any festivals and birthdays. Birthdays should be held in a common place for one to two hours preferably between 8.00 pm to 10.00 pm. There should not be any kind of physical discomfort to other students. No outside guest or interference of any kind will be allowed.
- 29. Cleanliness:** Students shall keep their rooms, verandah 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.

- 30. 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.
- 31. Hostel Staff:** Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. 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.
- 32. 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.
- 33. 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 will also be available in the hostel.
- 34. Identity Card:** Students will always carry Identity cards with them when moving out of the Campus, as in an emergency/accident the institute can be contacted and informed. It can also be used for treatment in an empanelled hospital under Medical Insurance Scheme. Security personnel have been asked to check ID cards of students entering the campus. Names of those not carrying them will be reported to Campus Administrator for action.
- 35. Room Checking:** The Management/Hostel Wardens alongwith Security Guards may at their discretion inspect /cCheck any room or students belongings in the presence of the students living there-in and security guard any time of the day or night.
- 36. Vehicles:** Four wheelers are not allowed inside the Campus nor allowed to be parked outside along perimeter. Students can keep two wheelers, after getting due sanction from the Campus Administrator by submitting a copy of the registration papers and driving license. Vehicles **with Symbiosis sticker** only will be permitted inside the campus.
- 37. Local Guardian:** Students will register details of local guardian duly authenticated by them- parents. Students' copy of hostel rules will be similarly signed by the local

guardian. Students not having local guardian will be required to get a fax/e-mail from guardian / parent for night outs.

- 38. Water Timings:** Water timings have been laid down and the same are displayed on hostel notice board. Student should not leave taps open when the taps are dry, as it will result in subsequent loss of water and further aggravate the water problem.
- 39. Notice Period:** A minimum of two months notice is necessary in case a student wishes to vacate the hostel. Student shall receive the deposit cheque at the time of vacating room. If the student leaves the hostel room without notice, she/he will get her/his deposit back only after a period of two months. A student will have to vacate the hostel within five days of completion of her/his examination or any such academic requirement, whichever is later. Any extra day will be charged as per norms and for such extra days, prior permission from the Rector/Campus Administrator is required. In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Rector/Campus Administrator in presence of a senior official with no responsibility of the Management for the loss, if any.
- 40. Expulsion from Hostel:** The Campus Administrator reserves the right to terminate the occupancy of the students for any willful disobedience or defiance of authority, non-observance 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. Similarly Students recommended for expulsion from the institutes, will also be expelled from the hostel.

DECLARATION BY THE STUDENT

I have read the above Rules & Regulations and I agree to abide by them, failing which I shall be liable to disciplinary action.

Date: _____

Name of the Student: _____

Batch: 20 - 20 Programme: _____ Room No: _____

Signature of the Student: _____

Signature of the Hostel Warden

Signature of the Local Guardian

UNDERTAKING BY THE CANDIDATE / STUDENT

1. I _____, S/o. D/o.Mr./Mrs./Ms. _____
_____ have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard.
2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.
3. I hereby undertake that
 - I will not indulge in any behavior or act that may come under the definition of ragging.
 - I will not participate in or abet or propagate ragging in any form.
 - I will not hurt anyone physically or psychologically or cause any other harm.
4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and /or as per the law of the land.

Signed this on _____

Signature of the Student _____

Name _____

Address _____

Undertaking By Parent

1. I _____, F/o. M/o. _____
_____ have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
2. I assure you that my son/ daughter / ward will not indulge in any act of ragging.
3. I hereby agree that if he /she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and / or as per the law of the land in force.

Signed this on _____

Signature of the Parent/Guardian _____

Name _____

Address _____