

# HOSTEL REGULATIONS

## 2023-24



## Welcome to MAHE, Bengaluru!!

Manipal Academy of Higher Education -MAHE, (Institution of Eminence Deemed to be University) is a place where we all belong to and now you belong too to MAHE, Bengaluru! We are committed to quality and are thrilled to announce our recent achievement that MAHE has been ranked 6th in the Universities category in the National Institutional Ranking Framework (NIRF) India rankings 2023 by the Ministry of Education, Government of India.

As a community, we are here to welcome you and make you feel at home. So, whether you are creative, innovative, curious, a thinker or a hands-on person, MAHE, Bengaluru has a place for you. We are here to support you and our community at MAHE, Bengaluru is committed to build a better future for you. The city of Bengaluru is the most happening city, and this is a city to live in and experience the best in academics and industry. We are committed to making your stay at the hostels a comfortable one and a memorable experience for you as a student of MAHE, Bengaluru.

MAHE hostels have a happy mix of Quadruple, Triple, Double and Single occupancy rooms to suit the varying requirements of the students. The MAHE hostels spread across the campus and outside are governed by the same rules and regulations which are aligned to promote conducive learning environment and overall development of the students. However, allotment for the first-year students is done based on preference and availability on a first come first serve basis, as per the institute-wise allocation pattern. Allocation for the subsequent years, additionally considers student academic performance and track record at the hostels. There is a dedicated team of officials and workers to make the stay of students comfortable and provide an ambience of 'home away from home.' We follow the dictum of 'Pursuit of Excellence' in managing our hostels to make the stay memorable for our students. The Hostel Management Committee headed by the Chief Student Officer looks into the day-to-day functioning of the hostel management. Each hostel has a warden and other hostel staff who take care of the requirements of the hostel and students, maintaining discipline of students, maintenance of the buildings and other facilities in the Hostels. The rules contained in this book are for the betterment of the hostels and for creating a clean and secure atmosphere for the academic advancement of the students. All students are expected to extend full cooperation to implement these rules. This will help the Management to make the stay of students in MAHE, Bengaluru hostels as comfortable and enjoyable as possible. These rules are by no means comprehensive and are subject to revision as per the need of the times.

**Chief Student Officer**  
**MAHE, Bengaluru**  
**Manipal Academy of Education**  
Govindapura, Yelahanka, Bengaluru, Karnataka - 560064.

Telephone : 080 2449 4100 / 080 2449 4141 / 7411747070 |  
Website : [manipal.edu/Bengaluru](http://manipal.edu/Bengaluru)



[Click here for Google Location](#)

## 1. OUR PHILOSOPHY FOR HOSTELS:

MAHE, Bengaluru hostels are a mélange of different types of rooms to best suit the students having varying requirements. There is a dedicated team of officials and workers to make the stay of students comfortable providing an ambience of ***'Home Away from Home.'***

The hostel environment is conducive for learning for students from all disciplines which includes Engineering, Design, Management, Commerce, Law, Public Policy, and other Liberal Arts programs and takes care of the housing, food, recreational and wellness of all students. Many students from different geographical backgrounds study, mingle and play together making it a vibrant campus at MAHE, Bengaluru.

Hostel accommodations are a valuable service that is provided to students pursuing UG courses, it is a facility that is made available to those who meet certain criteria and fulfill specific requirements. The provision of hostel facilities is based on factors such as availability, need, and eligibility. It is optional and not compulsory. While hostels play an important role in providing temporary accommodation for students, it is essential to recognize that access to hostels is not guaranteed for everyone, but rather allocated based on various considerations and prioritization. We encourage local students to opt for transport facility, provided by MAHE at cost.

All students are expected to abide by the rules and regulations defined by MAHE and other governing bodies. Necessary undertakings have to be submitted by the students, parents, guardians as applicable. We believe it is our joint responsibility to make the hostel and campus safe place for all.

## 2. REGISTRATION AT THE HOSTELS:

Hostel registration/allotment can be done only through the Hostel Management System, which is a simple online process and the same can be done by following the below steps.

A brief about the various hostels and room categories before the allotment of accommodation will be helpful and listed below –

### MAHE Hostel Blocks – a glimpse

Hostel Block	Classification	Location Link	Description	Institutions
Manipal Hostel HB1, HB2, HB3	In-campus	HB1- <a href="#">Link</a> HB2- <a href="#">Link</a> HB3- <a href="#">Link</a>	<ul style="list-style-type: none"> <li>➤ HB1 North Wing for Boys</li> <li>➤ HB1 South Wing for Girls</li> <li>➤ HB2 Entirely Boys</li> <li>➤ HB3 Entirely Girls</li> </ul>	<ul style="list-style-type: none"> <li>➤ HB1- North Wing UG boys (MIT).</li> <li>➤ HB1- South Wing UG girls. (All institutions)</li> <li>➤ HB2- UG boys (MIT).</li> <li>➤ HB3- UG girls (All institutions).</li> </ul>
Manipal Hostel HBO1	Off-Campus	HBO1- <a href="#">Link</a>	➤ Entirely Boys	➤ UG boys of MLS, DLHS, SMI, MIT Phase 2
Manipal Hostel HBO2	Off-Campus	HBO2- <a href="#">Link</a>	➤ Entirely Boys	➤ UG boys of TAPMI
Manipal Hostel HBO3	Off-Campus	HBO3- <a href="#">Link</a>	➤ Entirely Boys	➤ UG boys of DOC and others in phase 2



### Category-wise hostels and the institution-wise allocation

TYPE	Type of Accommodation	Category availability	Hostels*	Institutions
AC	Quadruple Attached bath	Available for all	HB1, HB2, HB3	➤ HB3- UG Girls (all Institutions) ➤ HB1, HB2- UG Boys (MIT)
	Single Attached bath	Only Girls	HB3	➤ UG Girls (all Institutions)
	Double Attached bath	Available for all	HB1, HB2, HB3	➤ HB3- UG Girls (all Institutions) ➤ HB1, HB2- UG Boys (MIT)
Non-AC	Single Attached bath	Only Girls	HB3	➤ UG Girls (All Institutions)
	Triple Attached bath	Only Boys	HBO1	➤ HBO1- UG Boys of SMI, DLHS, MLS, DOC
	Double Attached bath	Available for all	HB3, HBO1, HBO2, HBO3	➤ HB3 - UG Girls (All Institutions) ➤ HBO1- UG Boys of SMI, DLHS, MLS, DOC ➤ HBO2 - UG boys of TAPMI ➤ HBO3 - UG boys (All institutions)
	Double Common bathroom	Available for all	HB1 and HB2	➤ HB1 South Wing- UG Girls (all Institutions) ➤ HB1 North Wing and HB2- UG Boys (MIT)
	Triple Common bathroom	Available for all	HB1 and HB2	➤ HB1 South Wing- UG Girls (all Institutions) ➤ HB1 North Wing and HB2- UG Boys (MIT)

❖ For students in HBO1, HBO3 – Transport facility is provided from the hostel to campus and back at no extra cost.

### Schedule of Hostel Facilities Fee & Other Allied charges for the Academic year 2023-24

MAHE HOSTELS - BENGALURU CAMPUS													
Schedule of Hostel Facilities Fee & Other Allied Charges for the Academic Year 2023-24													
(With effect from June 01, 2023)													
TYPE	Type of Accommodation	Schedule A (General Category)						Schedule B (Foreign/NRI Category)					
		Annual hostel facilities fees	Hostel Deposit	Utility Advance	Laundry charges*	Mess Advance	Total (INR)	Annual hostel facilities fees	Hostel Deposit	Utility Advance	Laundry charges*	Mess Advance	Total (USD)
AC	Single Attached bath	1,60,000	20,000	45,000	7,100	72,000	3,04,100	2,100	275	600	90	950	4,015
	Double Attached bath	1,10,000	20,000	45,000	7,100	72,000	2,54,100	1,500	275	600	90	950	3,415
	Quadruple Attached bath	75,000	15,000	40,000	7,100	72,000	2,09,100	1,000	200	525	90	950	2,765
NAC	Single Attached bath	1,25,000	15,000	40,000	7,100	72,000	2,59,100	1,650	200	525	90	950	3,415
	Double Attached bath	90,000	15,000	40,000	7,100	72,000	2,24,100	1,200	200	525	90	950	2,965
	Triple Attached bath	75,000	15,000	40,000	7,100	72,000	2,09,100	1,000	200	525	90	950	2,765
	Double Common bathroom	75,000	15,000	35,000	7,100	72,000	2,04,100	1,000	200	475	90	950	2,715
	Triple Common bathroom	60,000	15,000	35,000	7,100	72,000	1,89,100	800	200	475	90	950	2,515

\* - Non-refundable

### 3. ALLOTMENT OF ACCOMMODATION

The schedule of hostel room allotment portal Go Live institution-wise is as under -

Institute	Date
Manipal Institute of Technology, BLR	12 <sup>th</sup> July 2023 – 02:30 pm onwards (Rank – 1 to 12000)
Manipal Institute of Technology, BLR	13 <sup>th</sup> July 2023 – 11:30 am onwards (Rank – 12001 to 29025)
Manipal Law school	03 <sup>rd</sup> July 2023 - 11.30 am onwards
Department of Commerce	8 <sup>th</sup> July 2023 - 11.30 am onwards
Department of Liberal Arts, Humanities and Science	8 <sup>th</sup> July 2023 - 11.30 am onwards
Srishti Manipal Institute	10 <sup>th</sup> July 2023 - 11.30 am onwards
T.A.Pai Management Institute	17 <sup>th</sup> July 2023 - 11.30 am onwards

#### Step 1:

- Only Online system of hostel room booking & payment will be followed by applicants.
- Before login to hostel allotment, the applicants / parents are required to keep their **Credit / Debit Cards / Net Banking details (with adequate limits) ready for online payment. Applicants are required to keep their Credit / Debit Card / Net banking details duly activated with adequate limits.**
- The limits/ activation of the Cards should be done beforehand as the selection of room / seat will be valid for 15 minutes only after confirmation.
- In the case of net banking, the same should be activated before initiating the payment.
- After successful admission (after making the payment of Course fee), admitted students are required to submit online application for hostels by logging to (<https://hostel.manipal.edu/>) using **Roll No. / Reg No & Date of Birth** for all UG students other than MIT – **where they can access the same URL using Application number and OTP.(Reg No / Roll No is available in the fee Receipt)**
- All available rooms / beds will be displayed in the link. Students can select the accommodation of their choice in the available hostels based on availability and first cum first served basis.
- Once selected, the option will be available only for 15 minutes. The online payment should be done immediately.
- On confirmation of selected accommodation, they shall complete the online payment through payment gateway provided in the link.
- Hostel Fees and other Allied charges to be paid only through Payment Gateway provided in the Hostel Allotment Link.
- The Link <https://hostel.manipal.edu> → Login → Select the Hostel & Room → Payment Gateway → Print the Receipt & Hostel Allotment Order

**Step 3:** Provisionally admitted students with the hostel room allotment letter are requested to plan their visit to the hostel in accordance to the academic calendar issued and are required to inform the same to the office of Chief Student Officer, MAHE, Bengaluru Campus via mail : [cstdtofficer.blr@manipal.edu](mailto:cstdtofficer.blr@manipal.edu) with the following details:

- Student Name:
- Application Number:
- Gender: (Male/Female)

Return to [Homepage](#)

- d. Date of Birth:
- e. Course Name (with specialization, wherever applicable):
- f. Email ID:
- g. Mobile Number:

**Step 4:** At the time of reporting at Campus, students are expected to carry the hostel room allotment letter along with the other necessary documents mentioned in it and can report 2 days prior to the scheduled orientation plan for the institute.

Should you encounter any technical difficulties or have any questions regarding the hostel room allotment process, please contact our dedicated support team at **+91- 8104993356/ +91- 7829770101/ +91- 9513527741/ 080 – 24494199** from **9:00 A.M. to 5:00 P.M.** from Monday through Saturday (excluding 3<sup>rd</sup> Saturday of the month).

We look forward to welcoming you to our hostel community and wish you a successful and enriching academic year.

### **Hostel accommodation for the new admissions**

It is allotted as per the institute – wise allocation plan- within the campus hostel blocks or outside the campus, as per availability on first come-first serve basis.

Students staying in Bangalore can also request for a paid transport facility as there are various bus routes from the city for the students.

### **Hostel facility for subsequent academic years**

Hostel blocks at MAHE, BLR will be a combination of hostel blocks within the campus or outside the campus. All hostels will be governed by the common rules and regulations. Facilities across hostels based on the category will be similar.

Hostel facility is limited and not guaranteed nor an entitlement, it can only be provided basis the following criteria-

- Availability, as per the preference provided by the student or an alternate option.
- Academic performance of the student in the previous academic year
- Student track record at the hostel

Additionally, for MAHE hostels outside the campus, frequent transport facility as per pre-defined schedule in line with the academic calendar and to support the students to use the facilities at the campus will be provided at no extra cost

- No booking / reservation will be entertained on telephone.
- Residents are to occupy only the rooms allotted to them by the warden. Mutual exchange of rooms is not permitted.
- A change of accommodation from one category to another will be allowed only at the beginning of the academic year, based on availability.

## **4. ARRIVING AT YOUR ACCOMMODATION:**


The MAHE-BLR campus is located to the North of Bengaluru and is well connected with air, train and road. Please plan your travel carefully. We would request that you only bring one other person with you to help you move in. Students can check-in two days prior to the scheduled orientation program of the institute, plan to be on the campus between 9 a.m. in the morning to 10 p.m. at night. Please fill in your hostel forms ahead of time and share the details of payment as required by the office. While planning your move to Bengaluru, it would be advisable for you to make a quick checklist of the things that you may want to arrange before you arrive or when you are here. All Hostel rooms will be thoroughly cleaned and sanitized before your date of arrival; you must follow all the hostel guidelines as attached in this dossier. Whatever arrival information has been put together, please make sure to go through it in time. [CLICK HERE](#)



Please carry your hostel allotment order with all the items indicated in the allotment order and admission letter. Be mindful of items permitted and not permitted while you report to the hostels. Report to the hostel warden for necessary guidance and support.

**ADDRESS OF MAHE-BLR HOSTEL:**

**Manipal Academy of Higher Education,  
Govindapura, Yelahanka, Bangalore- 560064.**

 [Click](#) here for Google Location

**5. HOSTEL ROOM CHANGE AND REFUND POLICY:**

- Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Chief Student Officer/Warden. However, students can pair up as per their choice within the first 7 days. They may contact their Hostel Warden for this purpose.
- Change of accommodation from one hostel to another during a term is not permitted.
- **Allotment made to a student is subject to cancellation if s/he fails to occupy the room in the prescribed time of 7 days from the date of commencement of class.** Students will also forfeit their rooms if they fail to clear all their dues to the hostel by the appointed day. In such cases they will be asked to vacate the hostel.
- Once a student vacates the hostel, she/he will not be re- allotted hostel accommodation for a minimum period of 6 months.
- Students desirous of shifting to different rooms within their present Hostels or wishing to shift to other Hostels must put their names in the 'Waiting List' being maintained at respective Hostels and also send a mail to the office of Chief Student Officer. Such students will be accommodated based on the waiting list seniority and the criteria for allotment. The email address for this communication is **cstdtofficer.blr@manipal.edu**
- A change of accommodation from one category to another will be allowed only at the beginning of the academic year, based on availability.
- Refund, if applicable in the hostel facilities fee will be given when the student is allowed to move into a lower category of accommodation. Similarly, the difference in hostel facilities fee will be collected when a student is allowed to move into a higher category of accommodation. The student must submit to the hostel accounting office the prescribed form for shifting into a different category of hostel accommodation duly signed by the Chief Student Officer.
- Residents who wish to vacate the hostel must meet the Warden for necessary formalities/advice. Permission of the students / parents and HOIs along with certain documentation is mandatory.
- The hostel deposit amount will be refunded to students at the time of vacating the hostel or completion of the program, whichever is earlier. If any amount which is payable by the students and due to the University will be adjusted against the deposit while refunding such amount.
- **New Hostel Allotment and existing students:** Students vacating the hostel anytime during the academic year will **NOT** be entitled to any refund of the annual hostel facility fees (Rent) and laundry fees. However, security deposit will be refunded in full, and utility and mess advance will be refunded after deducting the monthly charges.
- The rooms allotted to the students at the time of admission are for a limited period of up to one year or less, for an academic year. Residents are required to shift to other blocks/ rooms as and when informed by hostel authorities. This shift may be necessitated due to administrative reasons and students are required to co-operate.



**Contact information-** Manipal Academy of Higher Education Bengaluru, hostels are under the management of the Hostel Management Committee. While at the hostel these are quick points for reference, while the Hostel handbook carries all detailed information:

- Each hostel has a warden(s), guard, other attendants, and maintenance staff.
- The Wardens take care of students in the hostel and are under the supervision of the Chief Student Officer.
- The MAHE, Bengaluru Hostel Management Committee looks after the maintenance and other facilities.

**THE WARDEN AND RESIDENT WARDEN CAN BE CONTACTED THROUGH:**

SL No	Designation	Level	Contact No.	Mail id
1	Warden on Duty - Female (24/7)	L1	+91 9513520565	<a href="mailto:hb1girls.blr@manipal.edu">hb1girls.blr@manipal.edu</a> , <a href="mailto:hb3girls.blr@manipal.edu">hb3girls.blr@manipal.edu</a>
2	Warden on Duty - Male (24/7)	L1	+91 9513520034	<a href="mailto:hb2boys.blr@manipal.edu">hb2boys.blr@manipal.edu</a> , <a href="mailto:hb1boys.blr@manipal.edu">hb1boys.blr@manipal.edu</a> , <a href="mailto:hbo1boys.blr@manipal.edu">hbo1boys.blr@manipal.edu</a> , <a href="mailto:hbo2boys.blr@manipal.edu">hbo2boys.blr@manipal.edu</a>
3	Operations Manager	L2	+91 7829770101	<a href="mailto:prashant.d@zolostays.com">prashant.d@zolostays.com</a>
4	Key Accounts Manager	L3	+91 9886890699	<a href="mailto:surya.n@zolostays.com">surya.n@zolostays.com</a>
5	Resident Warden	L4	+91 8104993356	<a href="mailto:poojary.sachin@manipal.edu">poojary.sachin@manipal.edu</a>
6	Chief Student Officer, MAHE	L5	080 24494199	<a href="mailto:cstdtofficer.blr@manipal.edu">cstdtofficer.blr@manipal.edu</a>

**ESCALATION MATRIX IN ADDRESSING FINANCE RELATED GRIEVANCES:**

Hostel Finance			
1	Finance, MAHE	080 24494140	<a href="mailto:madhushri.hegde@manipal.edu">madhushri.hegde@manipal.edu</a>
2	Finance, MAHE	+91 9686423208	<a href="mailto:shiva.r@manipal.edu">shiva.r@manipal.edu</a>

## Hostel Rules and Regulations

- ANTI- RAGGING:** Ragging in any form is banned inside and outside the campus. The Supreme court has also defined ragging as a criminal offense. Strict action will be initiated against those involved in any form of ragging leading to suspension and or withdrawal from the hostel/ college after due enquiry process by the Committee. Punishment for ragging under the Karnataka Education Act of 1983 can be imprisonment up to one year. MAHE BLR has an anti-ragging committee that has been formed as per the guidelines to address any complaints regarding this. For more details kindly refer these links: For [AICTE](#), For [UGC](#)
- SUBSTANCE ABUSE:** Substance abuse, use or deal with any kind of intoxicating material including alcohol, drugs of any kind, gutka, tobacco, cigarettes or any other sedative materials is strictly banned in the hostels and on the university campus. Any deviation will lead to enquiry including checking with breath analyzer and conduct of drug test and strict action that may have an impact on the academics or hostel stay or both will be taken. Kindly refer the [link](#)
- LIVING ARRANGEMENTS**

**Mess Facility** - Vendors approved by MAHE, BLR campus cater to food and beverages and other mess requirements of all students in the hostels. Membership in the Mess is compulsory for all Hostel students. Refer link for [mess timings](#).

**Medical Facility** - Students are issued with their medical cards, which you can use at most of the Manipal Hospitals with nominal charges. If you are living in the University Hostels, the Hostel Warden will assist you in all your emergency needs. The closest hospital for MAHE-BLR will be Manipal Hospital, Hebbal. The University also has a Disability Support Service, and we offer you a range of support once you register with your respective School office and the Hostel officers will ensure that you are guided to any of these hospitals for health care.

**Stationary Store** - While the main campus has a store that supplies all stationery and essentials, students must plan their requirements ahead of time to ensure that all essentials are made available in the stores. Any specific requirement may need time for procurement by the store manager.

**ATM centers** – ATM centers are on campus while at MAHE-BLR, hence students are requested not to carry too much cash.

**Laundry Services** – This is compulsory and charged as mentioned in the annual fee structure. 08:00 AM to 08:00 PM on all days except a few public holidays which will be communicated accordingly.

**Utilities** - Every hostel has 24-hour electricity and water supply, solar heated water facility, water cooler with Aqua guard filters, common telephone.

**Infrastructure provided** - The hostel provides a cot, a mattress, a study table, a chair, and a cupboard (keep valuables under lock and key) for each student.

**CCTV Surveillance** - The entire campus including Hostels is under CCTV surveillance

**Sports facility** - At the campus, a well-lit stadium, basketball, Cricket Ground, Volleyball, Lawn Tennis Court are available for all students to use.

#### **Annexure I: Facilities made available at the Hostel.**

On arrival, you will receive a checklist of the items available in your room. If you do not have one or need any item replaced, please let the warden know within 48 hours of arrival.

#### **Annexure II: Items to be brought by the students while reporting.**

### **4. CLEANLINESS AND HYGINE**

- The rooms and surroundings must be kept clean. The service of the cleaners must be obtained to ensure that the rooms are swept, and toilets cleaned while the residents are in the room. Residents are responsible for the cleanliness of their rooms. They should see that the rooms are properly swept every day. Housekeeping staff services to be availed for the same. Residents to ensure all wastepaper and refuse must be placed in trash can provided for that purpose
- **Environmental Policy:** MAHE-Bengaluru campus is a 'plastic/ tobacco/ drug/ alcohol free zone. Residents should ensure that these are not used for any purpose whatsoever.

### **5. MAINTENANCE OF ROOMS**

- The rooms have been painted as per schedule and will be maintained regularly by the management as per the maintenance schedule. Residents are not permitted to re-paint or do any alteration of any nature without the written permission of the Chief Student Officer.
- All maintenance complaints/requirements will be attended to by the MAHE Hostel Committee. Complaint(s) must be entered in the register(s) available with Warden of their hostels.

- The complaints will be attended to expeditiously and are monitored by the Wardens. Residents are not permitted to employ any outsiders for any such job without the permission of the Chief Student Officer.
- Use of appliances in the rooms - The electric points provided in each room are to be used for connecting table lamps. Use of any domestic electric appliance etc. is not permitted.
- University notifies a list of appliances permitted to be used in the room. Infringement of these rules will be severely dealt with. For the use of authorized electric appliances permission may be obtained from the Chief Student Officer.
- Any private unauthorized electric appliance found in any of the rooms without permission will be confiscated and disciplinary action initiated.
- Maintenance of electric supply - Residents must bring to the notice of the Warden any failures/breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system.
- The service of an electrician is available round the clock to attend to any defect in the electric system or fittings. When leaving the room, the occupants must take care to see that the fan and lights are switched off.
- Every effort must be made to economize the use of electricity. A warning "S O S" (Switch- Off Something) may be put up on the door to remind the residents before they leave the room.
- Water is a natural resource resident to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported through the Warden.

## 6. SECURITY:

- Security inside the hostels and on the campus is monitored by the Residence Manager and security personnel.
- The hostel timings will be strictly adhered to.
- Students shall always carry their student ID cards when going out of the campus.
- Any student found loitering on the campus after 10:00 p.m. is liable to be questioned by Security staff. They are liable to surrender their ID-card to security staff on duty.
- The student is responsible for the safety of his / her belongings inside the room. Residents are forbidden to keep any heavy cash / valuables in the room. Giving the room keys to any person (except the Wardens) in good faith is at their own risk. The residents must always lock the rooms and their cupboards when not inside the room.
- It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured themselves. Security of ATM/Debit/Credit cards: All residents must take care of their ATM/Debit/Credit cards.
- Any damage/breakage to hostel property will be charged to the occupants of the room/ block with a fine. Disciplinary action will also be initiated.
- Students from one hostel are not permitted to enter other hostels.
- The entry of all males is strictly forbidden inside the ladies' hostel except on university official duty with valid passes. Likewise, ladies are not permitted to enter the gents' hostels.
- The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any valid reason. This will be conducted by the security person in the presence of the hostel warden and at the discretion of the Chief Student officer/Hostel Admin. The items in the room will be listed by these officials and kept in the storeroom. A verbal report, followed by a written report will be sent to the higher authorities.

## 7. ATTENDANCE

- All Residents of the hostel inside MAHE Campus will return to the campus by 9:30 pm and the hostel gate will close at 10.30 pm. For Hostels outside MAHE Campus residents must return to hostel before



9:30 pm, outside hostel gates will close at 9:30 pm. The last bus from the campus to the MAHE-hostel block outside will leave at 8:45 pm.

- The main gate of the MAHE hostels will be closed at 9:30 p.m. every day. The security staff at the main gate has been directed not to allow entry to residents later than 9:30 p.m. Students found trying to enter the premises after 9:30 p.m. will be reported to the respective hostel wardens for disciplinary action. Students who wish to go to any place such as Railway station etc. for the night trains must take prior written permission at least one day in advance from the Chief Student Officer/Management.
- Latecomers to hostels who are returning late to their Hostels will be fined. The HOIs and Parents of residents coming late or who are habitual offenders will be informed. In acute cases, the resident may have to vacate the Hostel.

## 8. LEAVES AND OUTING

When a resident of the hostel wishes to leave the hostel/station on vacation/ holidays or otherwise the following action will be ensured:

- Leave Application to Hostel Warden through the parent with approval from the faculty coordinator.
- Warden to give a gate pass which will be checked by the Security before permitting the student to leave.
- Students to ensure return as per the approval and handover the gate pass provided.
- No night out for all students except for written approval from parents and HOI for institutional reasons.

## 9. MEDICAL EMERGENCIES

- Health and Wellness: If a resident falls sick, s/he or room- mate/friend must immediately inform the Warden/ person on duty who will make arrangements to take the student to the on-campus clinic and if required shift/ evacuate the student to the hospital for necessary treatment. All cases of sickness must be immediately reported to the Warden.
- Students are issued with their medical cards, which you can use at most of the Manipal Hospitals with nominal charges. If you are living in the University Hostels, the Hostel Warden will assist you in all your emergency needs. The closest hospital for MAHE-BLR will be Manipal Hospital, Hebbal.
- Services of counselors are also available at the campus. Students facing any difficulties and need help can reach out to the counselors.

## 10. COMPLAINTS AND REPRESENTATIONS:

- All complaints regarding repairs/maintenance in the Hostels must be logged in by the student using the App which the students need to download.
- These complaints are attended to expeditiously by MAHE-BLR Hostel staff. All complaints are also monitored regularly by the Warden/Chief Student Officer.
- Similarly, 'Suggestion Book' is available in all Messes. Students/members may enter/drop their suggestion regarding quality, quantity, and variety of food in these registers/boxes which are perused by Chief Student Officer for remedial action. Valued suggestions of residents are given due consideration.
- For other complaints, if any, applications shall be made in writing addressed to the Warden/Chief Student Officer and handed over to the Hostel Warden/ Senior Mess Manager at the Hostel/Food Court Mess office.
- Complaints will be resolved expeditiously by the Wardens / Mess Managers themselves. Advice and assistance of the Chief Student Officer will be taken when needed. For investigation of any of the complaints the Warden may call the concerned resident or hostel employees to his/her office.

## 11. OTHER NON-NEGOTIABLE POINTS:

- When there is a vacant seat in the room, the duplicate key of the room must be deposited with the Warden of the block to facilitate allotment of the vacant seat to another student.
- No student should stay away from his/ her room during the night except with prior written permission of the warden.
- Students are requested to avoid singing aloud, shouting or making noises which are likely to distract the attention of those who may be studying in their rooms or hostel libraries.
- Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
- Cooking in hostel rooms is not permitted.
- All instructions / notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the noticeboard every day to acquaint themselves with the latest information / orders.
- Partying in the rooms, in the corridors or anywhere except the identified places by the management in the hostel is not permitted whatever the occasion.
- **Fire Hazards and Safety:** Candles and incense sticks or other fire hazards are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted inside the hostel.
- Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the hostel premises throughout the year.
- Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire.
- **In case of Fire:** Residents must raise an alarm and call the hostel Warden.
- Anything which interferes with students' studies must always be avoided.
- Silence hours will be observed from **11.00 p.m. to 06.00 a.m.** on all days. No noise of any sort will be permitted during the Silence Hours.
- Serious action will be taken against the breach of this rule. Residents must not go to others' rooms and disturb their mates. Complaints from other residents will be investigated and action taken accordingly.
- The Warden or representative from the administrative team may enter any room for verification at any time of the day or night.
- Proxy or dummy roommates are forbidden. Strict action will be taken if accommodation is held as a proxy. They are liable to be removed from the hostel.
- Residents are not permitted to allow their rooms to be used by others including students from other hostel blocks, day scholars, family members or any guests.
- All residents are advised to extend their fullest co-operation to see that no unauthorized persons enter or stay in the hostel premises. If they happen to find any such person, they should demand the permit/ Identity Card and if it is not forthcoming, the matter should be brought to the notice of the Warden for further action.
- All hostel inmates must report any disciplinary matter or problems concerning them or their roommate/ neighbors(s) coming to their notice to the Hostel Admin/ Chief Student Officer through Warden or directly.
- In case their roommate is absent from the room or is sick/ admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Warden or the Chief Student Officer.
- No televisions are permitted to be kept in the hostel rooms by the students.
- **Vehicle and Parking:** No private vehicles are permitted on the campus.

## 12. SOME DOS AND DON'TS:

### Dos

- Lock your room when not present in the room, even when you are away for a short period.
- Keep your valuables and cash under lock.
- Observe silence hours (11 pm to 6 am) every day.
- Read the noticeboard (at your college, at the hostel and the notifications sent) regularly.
- Observe curfew hours.
- Contact your warden or chief student officer or chief security officer in case of any problems.
- Enter your complete details in the in-out Register when leaving the hostel for more than one day, based on approval.
- Obtain visitors pass well in advance for visiting parents/relatives.
- Dine in one of the messes on the campus and pay your mess bills on time.
- Inform your Warden if you are sick.
- Follow the code of conduct for the students.
- Read the hostel rule book and follow the rules.
- Take care – your life is precious – we value it.
- Reach out for help – counselors are available at the campus.
- Ensure you are present in the hostel and your attendance is recorded.
- Co-operate during frisking and checking of your bags.
- Ensure you avail the services of the housekeeping for keeping your room cleaned.
- Use the sports facility for the designated sports only and not otherwise.

### Don'ts

- Consume, possess – cigarettes, alcohol or banned substances.
- Indulge in ragging or activities that can harm others.
- Cook in your rooms.
- Keep or feed pets in your room or campus.
- Play loud music anywhere (in your room or campus).
- Play or create disturbance in the corridors.
- Conduct or attend parties (in your room or anywhere on the campus except the identified places approved by the Management).
- Disclose your pin/secret code of your credit/debit card to anybody.
- Keep or play televisions in your rooms.
- Keeping and using any electrical appliances in the room
- Keep valuables or heavy cash in your rooms.
- Damage university property or assets.
- Act in a manner that offends the local cultural and social values and local sensibilities and rule of the land.
- Loiter anywhere inside or outside the hostel campus during curfew hours.
- Permit proxy/dummy roommates in your room.
- Permit non-residents to stay in or use your room.
- Light lamps / candles, carry crackers or burn/ burst crackers in and around the hostel premises.
- Waste water or electricity.
- Violate hostel rules.
- Misuse of the various alarms like the fire and lift alarms
- Buying snacks or any other items in bulk for selling inside hostel.
- Excessively order items- all items will be scanned.



## ANNEXURE I

### **FACILITIES MADE AVAILABLE AT THE HOSTEL, MAHE - BENGALURU**

1. Cot and mattress
2. Individual study table with chair
3. Storage units
4. Wi-fi
5. Laundry facilities (on a chargeable basis)
6. Dining facilities (Breakfast, lunch, snacks, dinner)
7. Indoor games like chess and carrom board (common space)
8. Purified drinking water
9. Hot water facility
10. Tuck shop
11. Stationery store at the campus
12. Reprography services at the campus
13. Sick bay
14. Lifts



## ANNEXURE II

### List of items – A Checklist

#### **ITEMS TO BE BROUGHT BY THE STUDENTS WHILE REPORTING**

1. Admission letter issued by the admission office.
2. Filled in hostel registration form (emailed ahead of time)
3. Vaccination certificate (COVID)
4. Bed linen, blanket, pillow covers
5. Personal toiletries
6. Medication
7. Personal Laptops
8. Personal identity proof documents

#### **ITEMS NOT PERMITTED:**

1. Electric items like kettle, iron box, induction heater, microwave, refrigerator, TV, music system, and any other electrical items.
2. Items that can be harmful include sharp items like knives and inflammable items.

#### **ADVISORY:**

1. Do not carry any expensive items -jewelry, large amount of cash.
2. Banned items.