



# SYMBIOSIS INTERNATIONAL UNIVERSITY

(ESTABLISHED UNDER SECTION 3 OF THE UGC ACT 1956, BY NOTIFICATION No.F.9-12/2001-U3 GOVERNMENT OF INDIA)

ACCREDITED BY NAAC WITH "A" GRADE

FOUNDER : Prof.DR.S.B.MUJUMDAR M.Sc., Ph.D.

*(Awarded Padma Bhushan by President of India)*

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## **Notification No.SIU/28/449 dated 27 May 2013**

**Subject : Rules and Regulations for Hostel**

In accordance with the decision taken by the university authorities, it is hereby notified for the information of all concerned that the rules and regulations for hostels will be as shown in Annexure 'A'. of this notification.

These rules and regulations will be effective from the year 2013.

Authority : BoM Resolution No. A8 dated 25<sup>th</sup> August 2012.

SIU/28/13/2620  
Dated: 27 May 2013

Sd/-  
**Dr. Abhijit Deshpande**  
Offg. Registrar

### **To**

Campus Administrators, Lavale Campus, Hinjawadi Campus, Vimannagar Campus, S.B. Road Campus, Kirkee Campus, Bangaluru Campus, NOIDA Campus.

### **Copy for information to :-**

Hon'ble Chancellor, Acting Vice Chancellor, Pro Vice Chancellor, Principal Director, Symbiosis Society, Sr. Advisor to Acting Vice Chancellor, Directors of Constituent Institutes/ Colleges/ Schools, Officers of Symbiosis International University, Dean – Administration, SS, Sr. Consultant - Planning & Development, SS, Chief – HR, SS, Chief - Administration, SS, Chief – Finance, SS, Chief - IT, SS, Chief - Projects, SS, Executive – Purchases, SS, Sr. Executive – ERP, SS,



# SYMBIOSIS INTERNATIONAL UNIVERSITY

## **HOSTEL RULES AND REGULATIONS FOR THE STUDENTS**

A Student pursuing his / her studies at Symbiosis International University, may reside in Hostel, owned and maintained by University during the studentship of the academic programme. The University may provide hostel at its campuses. The information regarding hostels is being provided on the University website as well as in the prospectus. The rules and regulations are framed to ensure that the hostel property is protected; student staying in the hostel is comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates. As per University's notification no. SIU/28/293 dated 19/5/2010, clause DMC 20, the students are required to abide by these Rules and Regulations.

### **1. Admission and Termination**

#### **1.1 Admission**

Admission to a Hostel is provisional and will be confirmed only after approval from the Campus Administrator and is also subject to satisfactory medical examination and payment of fee as given below:

- a. Medical Examination: The Medical examination is conducted by Symbiosis Centre of Health Care (SCHC). The Student is required to disclose all past medical history. Any nondisclosure of past medical history is at the risk of the student.
- b. Hostel Fee: The student shall pay Hostel fee for one year as onetime payment, along with interest free refundable deposit 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 concerned institute. The fee shall be paid by Demand Draft /Electronic Transfer.

## **1.2 Mandatory Accommodation**

For all residential campuses, hostel accommodation is mandatory. The hostel is treated as an extension of the institute and observance of rules and regulations of the Hostel is compulsory for all the students.

## **1.3 Room Allotment/Shifting**

Room allotment is done by the Campus Administrator in consultation with the Director of the respective Institute. Each room can accommodate maximum of 4 students. Students shall not interchange their room with another student or shift into vacant room/ bed without prior written permission from the Campus Administrator. The Campus Administrator has the right to shift any student from his/her room to another room in the hostel.

## **1.4 No Creation of Tenancy**

No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the University, from time to time.

## **1.5 Re-allotment of Hostel Accommodation**

Provision of hostel accommodation at the time of admission, for non-residential academic programmes does not automatically ensure its continuation in the subsequent years. The student has to apply every year for re- allotment in the specified performa. Accommodation to candidates who apply for re- allotment will be provided subject to availability. Re- allotment can be denied to students with TNG, low academic performance and those indulging in acts of indiscipline.

## **1.6 Local Guardian**

The student will register details of local guardian duly authenticated by parents. A copy of hostel rules will be signed by the local guardian. Student not having local guardian will be required to get a fax/e-mail from guardian / parent for night outs.

## **1.7 Safety & Personal Belongings**

The hostel warden shall provide keys of the allotted room to the respective student. The Student is personally responsible for safety of their all valuables and these should be kept in the cupboard under lock and key. The Student should not leave mobile, ornaments and other valuables unguarded. Student will not change lock and key without permission of the Campus Administrator and are advised to get duplicate keys made with the permission of Campus Administrator to guard against loss of keys.

## **1.8 Furniture & Fixture**

The student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to the student must be cared for properly. The student will be required to pay double the original cost if any item is found damaged or missing from their room due to careless / negligent handling. The student will also be required to pay twice the charges of the repair of an 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: Student is 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 may 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.

## **1.9 Electricity Restrictions**

Electric appliances shall not be permitted in the room, defiance of which shall enable the Rector /Campus Administrator to confiscate the gadget forthwith. 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

reasonable fine per default occasion will be imposed by the Campus Administrator. Table lamps can be used for study purpose after lights out time.

### **1.10 Water Timings**

Water timings have been laid down and the same are always displayed on hostel notice board. The 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.

### **1.11 Room Checking**

The Campus Administrator / Hostel Wardens/ or any other Officials of the University along with Security Guards may at their discretion inspect /check any room or student's belongings in the presence of the students living there in any time of the day or night.

### **1.12 Vehicles**

The student who have two wheelers shall get due sanction from the Campus Administrator by submitting a copy of registration papers and driving license. Vehicles with Symbiosis sticker only will be permitted inside the campus. Four wheelers of the students are neither allowed inside the Hostel/ Campus nor allowed to be parked outside along the perimeter.

### **1.13 Notice Period**

A boarder is expected to stay in the hostel till the completion of the academic year. In exceptional circumstances, other than disciplinary cases, one month notice is necessary in case a student desires to vacate the hostel. The balance of hostel fee and mess charges will be refunded after 10 days of vacating the room and on clearance of all dues. A student shall 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 written permission from the 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 Campus Administrator in the presence of a senior officer with no responsibility of the Management for the loss, if any.

#### **1.14 Expulsion from Hostel**

The University/ Institute/ Campus Administrator reserves the right to terminate the temporary occupancy of the student for any willful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases the deposit shall be forfeited and hostel fee will NOT be refunded. Students recommended for expulsion from the respective institutes, will also be expelled from the hostel and hostel fee will not be refunded.

#### **1.15 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 campus administrator must be submitted informing the warden about the student's official vacation period. On completion of the final year of the programme or when a student desires to vacate hostel accommodation at the end of an academic year, he/she should take all his/her belongings with him/her.

## **2 Attendance, Hostel Timings, Leave and Visitors**

### **2.1 Attendance Register**

Attendance is taken by the warden between 10:00 pm and 10.30 pm every night. Each boarder has to personally 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 such prescribed time, the student is not allowed to go out of the hostel. Going out of the hostel will lead to a disciplinary action.

## **2.2 Returning to Hostel**

The student shall return to the hostel before 10:30pm (11:30 pm on Saturday/Sunday/Holidays) after which gates will be closed. The gates will reopen at 6.00 a.m. the next day. Late comers will have to make an entry in the register kept at the gate, which will be informed to his / her Institute, parents and local guardians. Three late coming entries will lead to cancellation of permission to stay in hostel and fee will not be refunded. The same shall be informed to his/her parents, local guardian.

## **2.3 Outside Competitions**

The student is permitted to go outstation for participating in various competitions only after submitting proof and application along with parent's consent to the Rector and getting permission of the Rector. The student will intimate the Warden and make an entry in the Outstation Register kept with the Warden.

## **2.4 Celebration of Festivals and Birthdays**

The student shall take prior permission of the warden /Campus Administrator for celebrating any festivals and birthdays. Birthday celebration should be done at a common place for one to two hours preferably between 8.00 pm to 10.00 pm. There should not be any kind of discomfort to other students. No outside guest or interference of any kind will be allowed.

## **2.5 Medical Emergency**

It is mandatory for all students to take medical insurance and health club membership from SCHC. SCHC provides First Aid to the students. Any student, who is not well, will immediately report to SCHC to avail treatment in nature of FIRST AID 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 Rector about any previous

medical history / drug and your blood group. This would be required when emergency aid has to be administered by specialised institutions.

## **2.6 Night Out**

Night out shall be permitted by the Campus Administrator only under following conditions and circumstances:

- When permitted in writing by the Director of Institute for academic reasons.
- On holidays with written consent from parents/local guardian.
- Once night out permission is accorded; student will be permitted to report only after 6.00 am in the morning. However, in case of medical emergency student can contact the warden directly.
- In case where the student has the permission for more than one night out, student shall not be allowed in the hostel during the period mentioned even during the day timing.

## **2.7 Identity Card**

The student will always carry their Identity cards provided to them by the Institute with them when moving out of the Campus, so that in case of an emergency/accident the institute can be contacted and informed. It is also necessary for treatment in an empanelled hospital under Medical Insurance Scheme. Student should co-operate with security personnel for verification and checking of Identity Card. The name of the student's not carrying, Identity card with him/her will be reported to the Campus Administrator for action.

## **2.8 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.



### **3 Mess and Dining Facility**

#### **3.1 Mess**

The student shall pay 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.

#### **3.2 Mess Committee**

A Mess Committee comprising of Directors, Warden, Campus Administrator, Faculty and students of various Institutes of a campus will be constituted. The mess committee will decide the menu, check food quality from time to time, maintain a record of such inspections and give feedback for improvement of food quality and other aspects of mess and dining.

#### **3.3 Wastage of Food**

Only members of the mess are permitted to dine in the mess. Outside food / dabbas are strictly forbidden in the Mess. Members are expected to inform their absence/dining out or night out to the Mess Supervisor well in advance, to avoid wastage of food.

#### **3.4 Guests**

Guests are allowed in mess only with prior permission of the Campus Administrator and on payment of charges applicable.

#### **3.5 Mess Timings**

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 10.30 pm on Saturday and Sundays)

These timings shall be strictly adhered to by all hostellers.

## **4 General**

### **4.1 Dress Code**

The students should be decently dressed when they are out of room. For girls, tight body hugging clothes, short tops, revealing clothes etc. are forbidden outside the room.

### **4.2 Silence**

Strict silence shall be observed in hostel from 12.00 midnight to 6.00 am. Care shall 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 allowed. Recreational facilities will be turned off at 10.30 pm.

### **4.3 Cleanliness**

The student shall keep their rooms, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, 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 warden may confiscate any such clothes hung for drying in the balconies. No student shall store any cooked food in the room.

### **4.4 Registration of Personal computers, use of licensed antivirus software and compliance to internet policy**

It is mandatory for all inmates to register their laptops/PCs and install licensed antivirus software. The student shall to abide by the Internet Usage Policy of Symbiosis International University.

### **4.5 Hostel Staff**

The student 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 should be given to the staff of the Hostel.

## **5 Strictly Prohibited Activities**

### **5.1 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.

### **5.2 Alcohol / Drugs / Smoking**

The student shall not bring, store, possess, consume 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 expulsion from Hostel, rustication from the Institute and action as per law of land.

### **5.3 Gambling**

No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this Rule violation will invite action as per law of the land, in addition to expulsion from the institute.

### **5.4 Misuse of Internet and Online Social Media**

Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the Institute or any other person or organization will invite disciplinary action. Student should strictly refrain from indulging in any act of violating the code of internet use.

### **5.5 Political or Communal Activity**

The student 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 any political or communal matters.

### **5.6 Information to Media**

The student shall take prior written permission of the Warden /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.

### **5.7 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 institute.

### **5.8 Pets**

The student shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Student should desist from pampering stray dogs by offering food, petting them etc.

## **6 Violation of Hostel Rules**

### **6.1 Disciplinary action**

In addition to penalties, punishment and fine provided in these Rules, Disciplinary action as per the University Code of Conduct shall be taken against student violating these Hostel Rules and Regulations.

### **6.2 Recovery of Damage/Losses to Property**

If any common property is lost/damaged/disfigured, the loss will be recovered from the students, in equal share, who are responsible for the damage or loss or in general use of that property. In case the damage/loss cannot be pinpointed to student(s), then collective fine to recover the loss will be levied by the Campus Administrator.

## **7 Suggestion Box/Register**

Suggestions and complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register kept in the hostel premises. Suggestion form will also be available in 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 \_\_\_\_\_