

Regulations Governing Students' Hostel and Mess

(Student Facilities, Services and Rules for Hostels)



MNR UNIVERSITY

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MNR Nagar, Fasalwadi-502294, Gr. Hyderabad, Sangareddy District, Telangana

The prospective students pursuing his/her studies at MNR University coming from faraway places (with various cultures, languages and socio-economic backgrounds) shall reside in the hostel, which is owned and maintained by the University. Information regarding hostels is provided on the University's website. Hostels thus serve as fit platforms for bringing together children from different backgrounds and giving them an opportunity to interact with each other, and learn about cultures other than their own. Sharing meals and stories in the hostel courtyard eventually boosts the sense of empathy among students.

Campus stay in the hostel promotes/aids in achieving professional excellence and personality; as a hostel boarder one develops a sense of independence and self-reliance. The rules and regulations of the hostels are framed to ensure that the hostel property is protected and discipline is maintained amongst the inmates and the student staying in the hostel is comfortable in an environment conducive for healthy living and learning.

Regulations Governing Students' Hostel and Mess

(Student Facilities, Services and Rules for Hostels)

1. The University shall provide boarding and lodging facilities to the students opting for hostels to the extent possible' at a reasonable cost. The allotment of hostel rooms, welfare, discipline and other matters shall be governed by the rules and regulations issued by the University.
2. The General Management of the Hostels is vested with the Chief Warden assisted by Warden and Additional Wardens. Student representatives will help in running the messes in the hostels.
 - a) The Chief Warden appointed by the Vice-Chancellor for a specified period on such terms and conditions as may be specified by the Management.
 - b) Each Hostel shall have Warden(s) appointed by the Vice-Chancellor for a specified period on such terms and conditions as may be specified by the Management
3. Each Hostel may be given names as decided by the Management.
4. Duties of Chief Warden and Warden shall be prescribed. He/ She shall
 - a) Control all the matters related to hostel and maintain complete information of the students residing in the hostel.
 - b) Supervise the Hostels in matters relating to the overall functioning, the resident students' welfare, and discipline.

- c) Inspect periodically the Hostels and be in contact with the Wardens, staff and students; be individually and collectively responsible for the smooth functioning of the Hostels.
 - d) Grant prior permission for stay of any guest according to the Hostel Rules.
 - e) Take all actions to ensure strict observation of the rules and regulations framed by the University relating to the maintenance of discipline and decorum in the Hostel by the residents; and shall promptly report to the Dean of Student Welfare all cases of misbehavior, indiscipline and sickness of the resident students in his/her charge.
 - f) Have the power to take disciplinary action, including the ordering of eviction of a resident from the Hostel; take disciplinary action against a resident student for keeping any unauthorized guest, take action for the eviction of resident students in consultation with Administration.
 - g) Take all measures for maintenance of good health, hygiene, food, sanitation and cleanliness in the Hostel
 - h) Supervise the functioning of the Mess and the working of the Mess Staff if required.
 - i) Be responsible for the overall security of the Hostels and will coordinate with the security staff of the University.
 - j) Be vested with the right to inspect Hostel Rooms at all hours.
 - k) Take all measures for proper maintenance of the hostel properties of the, concerned Hostel, as are under his/her charge
 - l) Verify periodically the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
 - m) Hold the responsibilities and functions when the other warden is on leave for the duration of his/her absence.
 - n) Arrange for medical consultation with the medical officers available in the Hospital for the boarders if they fall sick.
5. a) Students desirous of staying in the campus will be granted admission and accommodation in Hostels subject to availability of seats.
- b) Students will be separately accommodated in the Boys' and Girls' Hostel.
- c) Hostel facilities for women students shall be provided to the extent possible with strict security arrangements.
6. Following registration / admission into any school/college in the University, students should shall submit his/her application (with bio-data and two latest passport size photographs with his/her signature on the photograph). The phone number and email (if available) of the parent must be provided. Any change of address/phone number of the parent/local guardian, at any point of time, has to be intimated to the hostel office in writing following his/her admission and allotment of a hostel.

7.
 - a) The decision of the Warden is final in the allotment of rooms. Rooms once allotted to the students for an academic year, will not be changed except in special situations.
 - b) Students should stay in rooms allotted to them, otherwise they will be withdrawn from the hostel. The hostel administration will generally provide for each occupant one cot, table, chair and a shelf.
 - c) On allotment, the student shall pay such fee as may be prescribed by the University from time to time, report at the hostel and will take possession of the room after signing the inventory of the furniture, electrical and other items.
 - d) The Hostel administration, in case of shortage of rooms, can allot more than the normal capacity.
 - e) Before vacating the rooms, the electrical installations and furniture should be handed over intact to the Deputy Warden.
 - f) The student should fill up the Clearance Form and submit to the Deputy Warden, who will inspect the room for being clean before signing it and submitting to the warden
 - g) If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the warden, suitable disciplinary action will be initiated against such illegal occupants.
8. Hostel rooms shall be reallocated afresh to the boarders at the beginning of every academic year on the basis of year of study.
9. Every Hostel shall maintain such registers and records, as may be prescribed and shall furnish such statistical information as the university may require, from time to time.
10. Following are the AMENITIES available for inmates of the hostels:
 - a. Hostels are well equipped with modern cooking and dining amenities
 - b. Safe R.O. drinking water to the students are ensured
 - c. Television with DTH facilities is also available in boys and girls
 - d. Hot water facility is provided to both boys and girls hostel
 - e. 24/7 Wi-Fi facility is provided to the students A canteen is also available for staff and students A stationery shop including Photo-copying and printing (Xerox -black and white and colour) facility is provided in the campus to cater the needs of staff and students.
 - f. Transport for medical emergencies is available in all the hostels including nighttime at free of cost

11. Code of Conduct and Discipline:

- 11.1 Every student in the hostel shall have to observe the following code of conduct discipline. In addition to these rules and regulations, the hostel residents have to abide by further hostel regulations issued by the University from time to time.
- 11.2 All residents are required to maintain standards of attire, manners and behaviour expected of students of a prestigious institution of national repute.
- 11.3 They are expected to interact courteously and fairly with every one inside and outside the hostel.
- 11.4 All residents are required to always carry their valid Identity Cards issued to them by the college and produce it whenever demanded.
- 11.5 The rooms, common areas and surroundings of the hostel should be kept clean and notices shall not be pasted on walls and walls shall not be defaced.
- 11.6 Each boarder should see to the upkeep of his/her allotted room and its premises in the hostel, taking personal responsibility.
- 11.7 Students should bring to the notice of the Deputy Warden by making entries into the maintenance register of any pending maintenance work (Civil, Carpentry, Electrical, and Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the hostel administration requires the rooms for this purpose. On such occasions, the management will try to provide alternate room.
- 11.8
 - a) The resident of a room is responsible for any damage to the property in the room during his/her occupancy of that room and will be required to replace/repair at their own cost.
 - b) In case of damage to or loss of hostel property the cost will be recovered from the students who are responsible for such damage or loss, if identified, or from all the students of the wing/hostel are liable.
- 11.9 The resident shall not move any furniture from its proper allotted place and also not damage them during their stay.
- 11.10 Ragging of students admitted to the college is totally banned. Any violation of this by the senior students will be dealt with very severely as per the college norms and guidelines issued from time to time by the competent authorities.
- 11.11 First year students (Freshers) should report incidents of ragging. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.
- 11.12 In the hostel premises following are strictly prohibited:
 - a) Smoking
 - b) Consumption of alcoholic drinks
 - c) Consumption of drugs of any form
 - d) Entering into college / hostel premises intoxicated
 - e) Gambling

- f) Intimidation or violence
 - g) Willful damage to property
 - h) Shouting and using abusive language
 - i) Cooking
- 11.13 Room services are strictly prohibited. However, for students who are sick, food may be served in room after taking permission from Warden.
 - 11.14 Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.
 - 11.15 The use of electrical appliances such as immersion heaters, electric stove / heaters are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be paid by the student.
 - 11.16 The uses of audio systems which may cause inconvenience to other occupants are not allowed in the hostels. The students should not view objectionable videos.
 - 11.17 When the students go out of their room they should switch off all the electrical / electronic appliances
 - 11.18 In case, any student has to stay out of hostel for a day or more for any reason, he/she has to inform the warden and take his permission through proper channel
 - 11.19 Senior students of boys' hostels must make entry in the in-out register available with security guard, if they leave or enter into the hostel after 6.00 pm
 - 11.20 First year boy students must take permission from the Warden for going out of the campus for any reason and must submit the out-pass to the security guards at the hostel
 - 11.21 All inmates of girls' hostels must be back in the hostel by 6.00 PM. If a girl student needs to stay out of the hostel after 6.00 pm due to any reason, she has to apply for and take prior written permission from the Warden through proper channel
 - 11.22 The students are not allowed to be in the hostel during class hours unless permitted by the Warden after informing the Academic Officer-in-charge
 - 11.23 Birthday celebrations are not permitted inside the hostel.
 - 11.24 Residents shall not play outdoor games inside their rooms or in areas around the hostels
 - 11.25 Residents proceeding on leave on any working day must submit an application form duly approved by the Head of the Institution
 - 11.26 First year girl students will be allowed to go home during holidays, only if they are accompanied by their parents or local guardians
 - 11.27 Students should return back to their hostels within prescribed time unless permitted by the Warden or the Dean.
 - 11.28 There shall be silent hours maintained from 9:00 PM to 6:00 AM in the hostels.
 - 11.29 Girl students residing in the hostel shall follow strictly the following specific rules and regulations.
 - a) Inmates of the Girls' shall be allowed to meet only such visitors in the visitors room on Sundays /Holidays and other approved days as have been permitted in writing, by their legal/or local guardians. (Time will be specified by the Warden).

- b) Girl students who desire to go out of the Women's Hostel for a few hours to make purchases or for any other valid reason shall leave the hostel only after obtaining prior permission from the Warden. A record of the permission so given will be maintained in a Register.
 - c) No women student residing in the Women's Hostels shall accommodate guests in her room. In exceptional cases of near female relations, the student may approach the Warden who may, if satisfied, permit her to stay for a day in the Common Room attached to the Hostel.
- 11.30 A hostel resident should obtain the prior permission of the Warden for any temporary absence from the Hostel. In the case of a student remaining absent from the hostel for more than 10 days without prior permission, it will be presumed that he has left the hostel, and the hostel authorities reserve the right to take possession of the room. The luggage of the resident concerned, if any, will be deposited in the storeroom of the hostel. If the luggage is not claimed within three months, the Hostel authorities may dispose it off in any manner considered suitable. Alternatively, the hostel authorities may charge a penal rent @ Rs. 10/- per day in addition to the normal charges for such a period of absence.

12. Mess Administration

- 12.1 All the inmates of a hostel will compulsorily become a permanent member.
- 12.2 Each hostel mess (Boys and Girls Mess) will have a mess committee consisting of one representative from each of the hostel and one overall student representative to be nominated by the Head of the College.
- 12.3 The mess committee will prepare the semester menu in advance in coordination with warden and display it on the notice board.
- 12.4 The mess committee will monitor the quality and quantity of the food being served and ensure that the menu prepared in advance is followed by the caterer.
- 12.5 The mess committee will ensure cleanliness of the dining area and create awareness among the diners the importance of maintaining decorum, not wasting food, etiquettes and saving.
- 12.6 The monthly mess bill will be prepared by the hostel office, taking into consideration the number of days for which reduction is sought (n-4 rule will be followed).
- 12.7 The refund of excess mess amount will be calculated on a yearly basis and the refunds will be credited into the resident's bank account directly.
- 12.8 No student can claim mess reduction unless he/ she had intimated his / her absence in advance by applying for mess reduction in the prescribed form

13. DISCIPLINARY MEASURES

Hostel boarders found violating the regulations of code of conduct and discipline are subjected to disciplinary action by University administration

- 13.1 Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, playing inside the hostel premises, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments-
- a) Suspended / Expelled from the hostel
 - b) A record of his / her misconduct will be made in his personal file which may also reflect in the conduct
 - c) The cost of damage will be fully recovered from him/her
 - d) He/she will also be fined commensurate with the offense
 - e) No recommendations will be given to him/her for higher studies
 - f) Availing room service or taking food or mess utensils to the room will attract disciplinary action
- 13.2 Any student found to have used any or in possession of narcotic substance including Tobacco products, Alcohol, Drugs and the like, will be proceeded legally under the Narcotic Drugs and Psychotropic Substances Act (NDPS Act) and will also be expelled from the hostel
- 13.3 Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Enquiry Committee appointed by the Principal. The Hostel Administration will implement the recommendation of the Enquiry Committee. Depending on the seriousness of the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel