

HEALTH SCIENCES CAMPUS - HOSTELS

Hostel Rules

1. Hostel rooms are allotted as per a laid down criteria and rules.
2. Rooms are allotted for a period of one year or less.
3. Hostel fees has to be deposited before occupation of rooms.
4. Hostel facilities would be denied if dues not cleared within the stipulated time.
5. Rooms once allotted would not be changed unless for administrative purposes or with prior permission of the Chief warden
6. Rooms allotted are subject to cancellation if, unoccupied within a stipulated time / absent without prior permission / or any other invalid reason.
7. Upkeep and cleanliness of the room is the **responsibility of the inmate**. Problems, if any, are to be reported to the caretaker and would be attended immediately.
8. Housekeeping staff is available in the hostels from 0900 (09 am) to 0100 (01 am)
9. Maintenance staff are available on a 24 x 7 basis (on call, after working hours)
10. Vacation of hostel is with the concurrence of the parents and permission of the Chief Warden
11. Hostel room could be denied to any resident not abiding by the laid down Rules and Regulations.
12. Damage to hostel prosperity, such as driving of nails, painting / defacing of walls, damage to furniture / fixtures would be recoverable from the resident in addition to fines.
13. Hostel facilities would be denied to students found indulging in smoking / substance abuse. Possession of such substance would be presumed as it being consumed.

Hostel Maintenance and Upkeep

1. Maintenance services are centrally provided by an autonomous organisation.
2. Complaints and monitoring of the services are on-line.
3. Complaints regarding maintenance in the rooms can also be entered in the complaint register available with the Caretakers, who would register the same on-line.
4. Maintenance services are available round the clock.
5. Housekeeping services too are available from 0900 to 0100 in the night.

6. Housekeeping staff is responsible for the upkeep of the rooms, washrooms and the surroundings.
7. The entire university and its premises are environment friendly and facilities are made available to maintain high standards. Residents are advised to abide by the bylaws and
 - (a) Avoid dumping waste and food material in the commodes.
 - (b) Avoid littering the surroundings.
 - (c) Dispose waste in the receptacles provided for the same.
 - (d) Special bins have been provided for the disposal of sanitary pads / towels / napkins in girls' hostels. Girl residents are expected to make use of them rather dumping them in toilets.
 - (e) Report any environment degradation issues such as leaking pipes, overflowing gutters etc.

Hostel Conduct and Discipline (DOs & DONTs)

1. Regularly check Notice Boards for information and latest instructions – Ignorance would not be taken as an excuse.
2. Substance abuse – consumption of alcohol, smoking, chewing of tobacco, tobacco products in the Hostel premises and University campus is strictly prohibited. **Defaulters are likely to be severely dealt with and even asked to leave hostel.**
3. Inmates would not be permitted to enter hostel if found drunk or in an inebriated state, under substance abuse.
4. Possession of alcohol, cigarettes or prohibited substance on person / in hostel rooms would be considered to be for consumption and would be dealt with as consumed.
5. Cooking in the rooms, is not permitted.
6. Carrying food to the rooms / obtaining food from outside to be consumed in the room, too is prohibited.
7. Pets in hostel, are not permitted.
8. Feeding of stray dogs / cats within the hostel premises, is not permitted.
9. Playing of loud music or games in corridors is prohibited.
10. In consonance to the Indian tradition and ethos, Public Display of Affection (PIO) in and around university premises is strictly prohibited.
11. Fire safety measures exist in the hostels. However, to prevent instances of fire in the hostel the following are prohibited

- (a) Safety candles, incense sticks.
 - (b) Combustible / inflammable material and chemicals.
 - (c) Busting of crackers.
12. Inmates are advised to switch off all electricals before leaving the room..
 13. Cooking in the rooms, is not permitted.
 14. Partying in rooms of corridors or any other premises of the hostel are strictly prohibited.
 15. **Ragging of any form is strictly banned within or outside the campus. Strict and prompt disciplinary action leading to forfeiture of hostel or suspension from hostel / college. Ragging is considered as a criminal offence under the Indian Law (Supreme Court ruling). In the event of ragging please report to the anti-ragging squad on 99456 70913.**
 16. Inmates are to bring to the notice of Warden / Chief Warden of any discipline matter / untoward incidences coming to their notice.

Substance Abuse

1. Substance abuse is a major problem on our Educational campuses and in society as a whole.
2. Prohibited Substances – Cannabis, Heroin, Benzodiazepines, Barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic Acid, Diethylamide, Amphetamine, Methamphetamines, MDMA, Phencyclidine, GHB, Methqualone, Inhalants and other drugs mentioned in the Narcotic Drugs and Psychotropic Act 1985.
3. University adheres to the following policy:
 - (a) Possession, use and / or distribution of substance of abuse are prohibited on premises owned or controlled by the university.
 - (b) University Squads would carry out random checks on students / residential premises.
 - (c) Possession, use and / or distribution of substance of abuse would attract disciplinary action which may include expulsion.

Safety and Access Doors

1. Hostels are secured by access controlled doors.
2. Entry to and exit from hostels is through access controlled doors that can be operated with combo cards only.

3. All the hostel entrances and the access controlled doors are under 24 hours CCTV cover.
4. Rooms are secured by individual locks and both, main and duplicate keys are held by students.
5. Hostel staff do not have access to individual rooms.
6. Security of Rooms and their belongings are the responsibility of students themselves.
7. Students are advised
 - (a) Not to leave rooms unlocked even when visiting friends in adjacent rooms.
 - (b) Not to keep valuables with them, if required, secure deposit them in bank lockers.
 - (c) Do not lend your keys to anyone.
 - (d) Do not lose your room keys, for the cost of a lock change would have to be borne by the student.
 - (e) Do not lose your ATM / Debit Card and do not disclose your PIN to anyone.
 - (f) Do not lose your Passport for a replacement involves a Police FIR and investigation.
 - (g) Common areas in hostels would soon come under CCTV surveillance.

Curfew and **OUT OF BOUND AREAS**

1. Hostels timings are to be strictly adhered to.
 2. First year undergraduate students should return to respective hostels by the following timings
 - (a) First month by 9:30 pm
 - (b) Second month by 10:30 pm
 - (c) Third month by 11:30 pm
 3. All hostel inmates are to return to hostel by mid night 12:00 pm (2400) and sign attendance sheet. Night check would be done after midnight and anyone found missing would be severely dealt with under the hostel rules.
 4. Night out pass has to be obtained from the Chief Warden through the Warden with prior permission of their parents / teacher guardians.
 5. **The following are OUT-OF-BOUND Areas for all students**
 - (a) **All Beaches in and around UDIPI and Mangalore.**
 - (b) **Swimming / entering in the Sea.**
- 5. Civil administration has 11:00 pm (2300) as city closing time. Anyone found loitering in the city area other than the library is likely to be questioned by the Civil Police.**

(c) Dinner 7:30 pm to 9:30 pm

7. Meals are to be had in the dining hall only. No food is to be carried to the hostel, except in exceptional cases with permission of Warden / Chief Warden.
8. No private caterers are permitted to supply food in and around the hostels.
9. Carrying food packets to the rooms in the hostel is strictly prohibited, as it would attract rodents and insects.
10. **Feeding of food items to stray dogs and cats is strictly prohibited. Defaulters would be severely punished.**
11. **Do not cuddle or touch the stray dogs / cats for they are not vaccinated and could be carrier of diseases.**
12. University campus inclusive if hostel premises are 'Plastic free Zones', students are advised to refrain from using plastic bags of any kind.

Sickness / Hospitalisation

1. First Aid kits and Wheel chairs are available in all hostels for minor ailments.
2. Student Clinic is available in the university's Kasturba Hospital for treatment of students.
3. Timings of the Students Clinic are:
 - (a) **8:00 am to 4:30 pm**
 - (b) **5:30 pm to 6:30 pm (at Medicine OPD)**
 - (c) **After 8:00 pm sick students are attended at the casualty and admitted in the hospital.**
4. Actions to be taken on falling sick (any time of day or night)
 - (a) Inform the caretaker.
 - (b) Caretaker will take you to the hospital in the hospital ambulance.
 - (c) Carry with you your
 - (i) **Combo Card**
 - (ii) **Medical Insurance Card**
 - (iii) **Wallet**
5. **Do not resort to self-medication or treatment from local clinics. You are covered under Medicare and would be treated well and free of cost at the University Kasturba Hospital.**

Travel in / out

1. Travel in and around Manipal
 - (a) Within campus – no transportation required as all facilities are walking distance.
 - (b) Local travel – auto rickshaw (Tuk Tuk), buses, hired taxis.

(c) Out of Manipal – Express and VOLVO buses, hired taxies, train.

2. Receiving of Parcels and Registered Letters

(a) Authorize the caretaker to collect the same on your behalf in your absence.

(b) Authority form is available with the caretaker.

General

1. Mobile telephone services through private vendors.

2. All hostel residents are required be inside their blocks by midnight. (Rule 39: Page 4 of Rule book)

3. The attendance register has to be signed by all residents, between 2200 hrs and 2400 hrs, every day. Disciplinary action will be initiated against those returning late.

4. Students are advised to be present in their rooms for Roll-call that will be conducted between midnight and 0030 hrs. Strict Disciplinary action will be taken against defaulters not present in rooms.

5. At midnight the hostel gates will be closed and will be opened at 0530 hrs in the morning. Prior Permission is required for all entry/exits during the 'Gate closed period' from the Warden/HOD.

6. Visitors must obtain visitors pass from the Warden and countersigned by the Chief Warden. The entry of males (above 12 yrs of age) is strictly forbidden inside ladies' hostel and vice-versa. (Rule 44, 46: Page 4 of Rule book)

7. It is mandatory for all students of the Hostels to return to their hostels every day before curfew time. Permission from the warden and parents is required for valid cases. Entry should be made in the students IN-OUT register to this effect, stating the address and contact number during the absence. First year students will follow the procedure laid out in Rule 71-a.

8. Hostel residents are advised to know their Wardens/Deputy Chief Warden/Chief Warden. In the event of any problems they are at liberty to approach any one of them, at any time to seek assistance / advice.

9. Students are advised to keep their rooms and premises clean at all times. Housekeeping staff have been employed for the same. Let them not get paid for a work not done. Take out time from your schedule and get your room cleaned regularly.

10. Students using two wheelers along with their pillion riders are to compulsorily wear helmets while driving.

11. Drinking is strictly prohibited amongst students. Drinking and driving is a national offence, hence even civil police is empowered to take action against such defaulters.

12. 'Speed thrills but kills'. Drive safely and within speed limits.

13. Students are requested to give practical suggestions/improvements with respect to food in the book available in the dining room. All efforts would be made to cater for the same.

14. Plumbing team is available 24 hrs on call. The contact numbers are, Service Request: extn. 31613 & for Escalations Mr. Prakash: +91 9845867813.

15. Carpentry team can be informed during the day about the "requirement and time of availability" of the student in their room after 5:00 pm.

a) NRI Hostel - Sunil Prabhu +91 9738807980.

b) Other Hostels – Madhava - +918867486644.

All emergency requests are attended to "on call" at any time.