

# HOSTEL REGULATIONS

## 2024-25



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## 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 building 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 air conditioned and non-air conditioned -Quadruple, Triple, Double, 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)

## 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.

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

## 2. REGISTRATION/ALLOTMENT:

Hostels at MAHE, B’LRU are a combination of on-campus and off-campus hostels governed by common rules and regulations set out by MAHE-B’LRU. Facilities, based on categories, are similar across all hostels. The off-campus hostel students will be provided with transport facilities at no extra cost to ply between campus and hostels. The transport will be as per pre-defined schedules in line with Academic Calendars.

Hostel facilities are limited and provided based on specified criteria. They are neither guaranteed nor an entitlement.

### i. Hostel Allotment for the new admissions

Hostel accommodation is allotted as per the Institute – wise allocation plan- either in the on-campus hostels or the off-campus hostels subject to availability on first come-first serve basis. Local / Bangalore based students are encouraged to opt for paid transport facility by MAHE, B’LRU.

Hostel registration can be done only through the Hostel Management System, which is a simple online process. No booking / reservation will be entertained on telephone/email/any other mode.

***For detailed guidelines and the URL refer Annexure I.***

The Hostel room allotment process will be enabled in a phased manner from May 2024. All hostel bookings will be done as per the institution-wise allocation plan, availability, and payment. Students are expected to go through the hostel rules and regulations, guidelines, and code of conduct before beginning the hostel booking process.

## ii. Category-wise hostels and the institution-wise allocation for New Admissions

TYPE	Type of Accommodation	Classification	Hostels*	Institutions
AC	Quadruple Attached bath	New Admissions	HB4	➤ UG Boys Only – MIT, SMI, TAPMI
	Single Attached bath	New Admissions	HB4	➤ UG Boys – MIT, SMI, TAPMI ➤ UG Girls – All institutions
	Double Attached bath	New Admissions	HB4	➤ UG Boys – MIT, SMI, TAPMI ➤ UG Girls – All institutions
Non-AC	Single Attached bath	New Admissions	HB4	➤ UG Girls (All Institutions) ➤ UG Boys - MIT
	Triple Attached bath	New Admissions	HBO1	➤ UG Boys - DLHS, MLS, DOC, MIT (Phase 2)
	Double Attached bath	New Admissions	HB4, HBO1, HBO3	➤ HB4 - UG Girls (All Institutions) ➤ HB4 – UG Boys - MIT ➤ HBO1- UG Boys of DLHS, MLS, DOC, MIT(Phase 2) ➤ HBO3 - UG boys of MIT (Phase 2)
	Double Common bathroom	New Admissions	HB2	➤ HB2 Ground Floor – UG MIT Boys
	Triple Common bathroom	New Admissions	HB2	➤ HB2 Ground Floor – UG MIT Boys

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

## iii. Allotment for the senior students:

Assignment of rooms for the senior year students will be based on the following criteria:

- Availability
- Academic performance in the previous academic year.
- Track record of the student at the hostel.

### Process post assignment of rooms for senior students

- Post the preliminary assigning of rooms, based on the above criteria, students will receive an email containing a payment link and a form to share payment details.
- Students should log in using the link, review the allocation, and make the payment in **FULL**.
- Upon successful payment, a confirmation will be generated.
- Students must then immediately share transaction details by attaching the payment receipt in the form provided.
- Students will not be allowed occupation of the allotted hostel rooms for the Academic Year, unless the above process is completed, and the payment receipt is produced at the time of reporting to the hostels.

**iv. MAHE Hostel Blocks – a glimpse**

Classification	Hostel Block (HB)	Gender	New Admissions	Senior Students	Institutions
In-Campus	HB-1-North Wing	Boys	No	Yes	All
In-Campus	HB-1-South Wing	Girls	No	Yes	All
In-Campus	HB-2	Boys	Yes (North Wing-Ground Floor)	Yes	All
In-Campus	HB-3	Girls	No	Yes	All
In-Campus	HB-4-North Wing-A	Girls	Yes	No	All
In-Campus	HB-4-North Wing-B	Boys	Yes	Yes (Restricted Floors)	New Admissions - MIT, SMI, TAPMI- Senior Students - All
Off-Campus Hostels	HBO-1	Boys	Yes	No	DoC, DLHS, MLS, MIT (Phase-2)
Off-Campus Hostels	HBO-2	MBA Hostel			
Off-Campus Hostels	HBO-3	Boys	Yes	No	MIT (Phase-2)

v. **Schedule of Hostel Facilities Fees & Other Allied charges for the Academic year 2024-25**

MAHE HOSTELS - BENGALURU CAMPUS											
Schedule of Hostel Facilities Fee & Other Allied Charges for the Academic Year 2024-25											
TYPE	Type of Accommodation	Schedule A (General Category)					Schedule B (Foreign/NRI Category)				
		Annual hostel facilities fees	Hostel deposit	Laundry charges	Mess advance	Total (INR)	Annual hostel facilities fees	Hostel deposit	Laundry charges	Mess advance	Total (USD)
AC	Single Attached bath	2,15,000	20,000	7,100	72,000	3,14,100	2830	275	100	950	4155
	Double Attached bath	1,62,000	20,000	7,100	72,000	2,61,100	2140	275	100	950	3465
	Quadruple Attached bath	1,15,000	15,000	7,100	72,000	2,09,100	1520	200	100	950	2770
NAC	Single Attached bath	1,70,000	15,000	7,100	72,000	2,64,100	2240	200	100	950	3490
	Double Attached bath	1,32,000	15,000	7,100	72,000	2,26,100	1740	200	100	950	2990
	Triple Attached bath	1,17,000	15,000	7,100	72,000	2,11,100	1540	200	100	950	2790
	Double Common bathroom	1,15,000	15,000	7,100	72,000	2,09,100	1520	200	100	950	2770
	Triple Common bathroom	1,00,000	15,000	7,100	72,000	1,94,100	1320	200	100	950	2570

### 3. ARRIVING AT YOUR ACCOMMODATION:

The MAHE-B'LRU campus and hostels, located in the north of Bengaluru, are well-connected by air, train, and road. Please note the following:

- Check-in is allowed up to 2 days prior to the Orientation program, between 9:00 AM to 6:00 PM.
- New students should carry the Hostel Allotment Order, duly filled in and signed by both the student and parent, along with pasted recent photographs. Additional photographs are recommended as a contingency.
- Registrations for hostels, mess, laundry, wi-fi or any other services to be completed at the time of onboarding at the hostels.
- Senior students must bring a printed copy of the allotment letter at check-in; rooms will not be allotted without submission of this form.
- Students are advised to bring only one other person to assist with the moving-in process.
- Residents are to occupy only their allotted rooms; mutual room exchanges are not permitted.
- The students' /parents/ guardians to regularly check their emails for any information regarding hostels, arrivals or any other details.



#### ADDRESS OF MAHE-B'LRU HOSTEL:

Hostel block	Classification	Address
HB1	In - campus	Manipal Academy of Higher Education, Govindapura Village, Yelahanka, Bengaluru- 560064 Karnataka
HB2		
HB3		
HB4		
HBO1	Off - campus	MAHE Bengaluru Hostels, JM Complex, Bagalur Main Road, Opp. Reva University, Srinivasa Nagar, Bengaluru- 560064 Karnataka
HBO2	Off - campus	Manipal Academy of Higher Education, Near Gate no 1, Govindapura Village, Yelahanka, Bengaluru- 560064 Karnataka
HBO3	Off - campus	#112, Khushi Township, Gopalpura Village ,Bagalur Post, Budigere main road, Bangalore -562149 Karnataka

#### 4. HOSTEL ROOM CHANGE AND REFUND POLICY:

Students are required to occupy the rooms allotted /assigned to them upon arrival.

##### **For new admissions:**

Requests for changes in room categories are allowed only at the beginning of the academic year, subject to availability. Requests for category changes must be submitted to the Chief Student Officer - [hostels.maheblr@manipal.edu](mailto:hostels.maheblr@manipal.edu) within 15 days of room occupation and will be evaluated based on availability.

If approved for an upgrade, the difference in fees must be paid, with proof of payment required before moving. Conversely, for downgrades, the differential fees will be adjusted against future hostel fees.

Requests for changing roommates must be submitted in writing to the Chief Student Officer- [hostels.maheblr@manipal.edu](mailto:hostels.maheblr@manipal.edu) within the first 30 days of reporting to the hostels. Requests will be reviewed and approved based on the availability of similar category rooms.

Students seeking to move to hostels other than their allotted hostel must add their names to the 'Waiting List' maintained at their respective hostels and send an email to the office of the Chief Student Officer-hostels.maheblr@manipal.edu. Accommodation will be arranged based on waiting list and specific allotment criteria.

**For all hostel residents:**

- Rooms assigned to students upon admission are typically available for a limited period, usually up to one academic year or less.
- Hostel residents must be willing to relocate to other blocks or rooms as directed by hostel authorities, which may be necessary for administrative or maintenance reasons.
- During semester breaks as well as at the end of each Academic Year, students will be required to vacate their hostel rooms temporarily and store their belongings in designated cloak rooms for a specific period. Students are expected to cooperate accordingly.
- Allotments made to students will be canceled if they fail to occupy their rooms within the prescribed 15-day period from the start of classes.
- Upon vacating the hostel, students will not be eligible for re-allotment of hostel accommodation for a minimum period of 6 months.
- Hostel Residents who wish to vacate the hostel must meet the Warden for advice on the necessary formalities that they need to complete and ensure the same is done.
- The hostel deposit amount will be refunded to students upon vacating the hostel or upon completion of the program, whichever comes first. Any outstanding amounts owed by students to the university will be deducted from the deposit before the refund is processed.
- Students vacating the hostel anytime during the academic year will **NOT** be entitled to any refund of the annual hostel facility fees and laundry fees. However, the security deposit will be refunded and mess advance will be refunded after deducting the monthly charges and other dues.

**Contact information-** Manipal Academy of Higher Education Bengaluru's hostels are overseen by the Hostel Management Committee. Here are some key points for quick reference regarding hostel operations, while detailed information can be found in the Hostel Handbook:

**Important Phone Numbers:**

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 8898708278	<a href="mailto:prashant.d@zolostays.com">prashant.d@zolostays.com</a>
4	Key Accounts Manager	L3	+91 9986467514	<a href="mailto:mugunthan.p@zolostays.com">mugunthan.p@zolostays.com</a>
5	Hostel-In charge	L4	+91 8104993356	<a href="mailto:poojary.sachin@manipal.edu">poojary.sachin@manipal.edu</a> , <a href="mailto:hostels.maheblr@manipal.edu">hostels.maheblr@manipal.edu</a>
6	Head- Student Services	L6	080 24494132	<a href="mailto:sujaya.prabhu@manipal.edu">sujaya.prabhu@manipal.edu</a>
7	Chief Student Officer	L7	080 24494111	<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	080 24494154	<a href="mailto:yogesh.maheblr@manipal.edu">yogesh.maheblr@manipal.edu</a>

**5. FACILITIES:**

**1. Infrastructure**

Each resident is provided with a cot, mattress, pillow, study table, chair, pedestal and a cupboard.

**2. Utilities**

Solar-heated water facilities, water coolers with Aqua Guard filtration, and 24-hour electricity and water supply are available in every hostel.

**3. Hostel Support**

MAHE-B'LRU hostels are managed by a robust team of dedicated wardens, security, housekeeping team, health coordinators, repairs and maintenance team round the clock to assist and ensure that the students have a comfortable stay.

#### 4. Mess Facility

Dining services at MAHE-B'LRU are managed by Canara Integrated Services Pvt. Ltd. and Blue Dove Hospitality Pvt. Ltd. Our esteemed partners provide students with wholesome and delectable meals. We prioritize student satisfaction and well-being by offering a diverse menu of nutritious options tailored to various tastes and dietary needs. While most menu items are unlimited, a few may have quantity restrictions in place.

Documents required for procuring a 'Mess Card'

1. Mess advances paid receipt
2. Photographs- 2 Nos

- Students must present their card for every meal session, limited to once per session. Contact the cash counter for any issues during card presentation.
- Students planning to go on leave from the hostel are requested to block/hold their mess membership during the leave period. Leaves of less than continuous five days will not be considered for a reduction in the mess bill.
- It is essential to provide prior information on the above point. Without the signature of members in the books, leave and cancellation requests will not be processed.
- During semester-end holidays, leaves shall be considered as long leave from the date of prior information at the mess office (currently located at the Academic Tuck Shop).
- Members are kindly requested to present their ID/FOOD CARD whenever necessary for verification purposes.
- Cash and credit coupons are valid for the same day only. Please ensure timely utilization.
- The food court and mess cannot be held responsible for any lost belongings. Any items found will be handed over to the Security Department of MAHE.
- After dining, please do not leave used plates on the table. Kindly clear your table and place used items on the clearance table provided.
- Sharing food is strictly prohibited. Violators will be penalized by charging double the cost of the day's charges.
- Mess clearance will be available from Monday to Saturday between 9:00 am to 5:00 pm at the mess office (currently located at the Academic Tuck Shop).
- We urge all members and non-members to adhere to the mess timings diligently.
- Outside food is not permitted in the food court/mess premises.
- Members requiring parcel food containers will be charged accordingly for the service.
- Property of food court/ mess is not permitted to be moved from its designated places/ carried outside the designated areas.
- Non-members are not permitted to use cards on behalf of active members.\

<b>MESS TIMINGS</b>			
<b>Working Days</b>			
Breakfast	7.30 am	to	9.30 am
Lunch	12.15 pm	to	02.15 pm
Snacks	04.45 pm	to	06.15 pm
Dinner	7.30 pm	to	09.00 pm
<b>National, Govt Holidays and Sundays</b>			
Breakfast	7.30 am	to	10.00 am
Lunch	12.30pm	to	02.30 pm
Snacks	04.45 pm	to	06.15 pm
Dinner	7.30 pm	to	09.00pm

Hostel residents can access the various food outlets inside the campus on a payment basis.

### 5. Wi-Fi

High-speed Wi-Fi access is available throughout the hostel premises.

### 6. CCTV Surveillance

The campus including hostels are under CCTV surveillance managed via a robust command center.

## 7. Laundry Services

This is a compulsory facility and the fees for the same is included in the annual fee structure. Details for the laundry facility are tabulated below:

Frequency, no. of times in a week	30-Wash cycle of maximum 6 kg per wash in an academic year. Frequency as per student's choice. Additional wash after 30 washes will be charged @ RS 236/- per wash
One wash at a time	Up to 6 kgs. Hygienic wash (Each student load will be washed separately)
Delivery time	24 hours. However, at peak time viz; festivals and holidays, vacations maximum TAT will be 48 hours
Public holidays and Sundays Services	Open 7 days a week In the event of closure on festivals and major holidays, students shall be informed in advance.
Mode of communication to students	Mobile numbers, WhatsApp & emails
Process management	1. Each student will receive one laundry bag and one laundry card at the beginning of every academic year. In the event of loss of any of these items, a replacement fee of Rs 50/- will be applicable.
	2. Students are required to utilize the kiosks for both dropping off and collecting their laundry bags.
	3. Weighing and punching on the card shall be conducted in front of the students. Please refrain from dropping the laundry bag in front of the kiosk without punching the card.
	4. E-Rickshaws will be utilized to transport laundry bags from the kiosk to the Laundromat for processing.
	5. The washing, drying, folding, and ironing processes will be carried out at the Laundromat. Once completed, the bags will be prepared for delivery.
	6. The kiosks will be operational for 2 hours during lunchtime and for 2 hours in the evening after college hours. Any changes to these timings will be communicated through further updates.
	7. If any student misses the laundry bag drop and collection timings at the kiosks, they can visit the Campus Laundromat between 9:00 AM and 8:00 PM.
Timings	The Campus Laundromat will primarily operate from 9:00 AM to 8:00 PM, with the possibility of extending operating hours depending on the volume of laundry received.
Grievance handling	All service-related issues will be address by single point of communication. First point of contact:+91 97733 43115. Second Point of Contact: +91 97733 02415

## **8. Student Health and Well Being**

**Medical:** MAHE-B'LRU is equipped with a 24/7 round-the-clock primary medical center for basic medical needs and first aid, with 24/7 ambulance services available for emergencies for both on and off-campus hostels. Wardens and health coordinators are available for immediate assistance.

- If a hostel resident falls ill, they or a roommate/friend must promptly notify the Warden/person in charge. This allows for arrangements to be made to send the student to the campus clinic and, if needed, to shift to the hospital for essential treatment. In the event of hospital referrals, students will be accompanied by either the wardens or the health coordinators.
- In case of injuries like ankle sprains or fractures, the student will be provided with wheelchair support for the first 24 hours, post which they are expected to make their own arrangements for either hire/ purchase of wheelchairs. Transport support from the hostels to the academic blocks and back while injured can be requested for. Any additional aids such as walkers etc. must be obtained by the student independently.
- Unwell students may request food to be delivered to their rooms subject to requests being made well in advance. Food while served in disposable containers will attract additional charges.
- Students are issued with medical cards which can be used at most of the Manipal Hospitals at nominal charges. The closest Manipal Hospital is Manipal Hospital Hebbal.
- Students are covered under the student insurance policy for up to 3 lakhs for inpatient care and the same is governed by the normal insurance policy terms of co-payment and conditions, as applicable for cover of the treatment or otherwise.

**Pharmacy:** The campus pharmacy offers necessary medications. Purchases made at the pharmacy will be at the expense of the student.

**Disability Support Services:** Disability support services are also available upon enrollment, providing a range of support options.

### **Emotional Wellbeing /Mental Health:**

- **Student Support Centre (SSC):** SSC at the campus is supported by professionally qualified counselors and clinical psychologists to help the students overcome any challenges and support their emotional and overall well-being requirements.
- **Online Counselling Services:** MAHE-B'LRU is also supported by YourDost a 24/7 online counseling and emotional support platform designed to foster mental and emotional wellness.

## **9. Sports and Marena Facility**

MAHE-B'LRU campus is equipped with a state-of-the-art sports facility. From well-equipped gymnasiums to sprawling sports fields, a wide range of amenities are available to cater to the student's athletic needs. Outdoor facilities encompass cricket, basketball, football, volleyball, and tennis. MARENA Indoor Sports Complex offers a gym, squash, badminton, table tennis, snooker, futsal, as well as steam and sauna baths.

## **10. Transport**

MAHE B'LRU Campus offers dedicated route buses for the convenience of 'DAY SCHOLARS'. These buses provide pick-up and drop-services on a chargeable basis, covering various parts of the city along approved routes. Interested students may choose the nearest bus stop to their residence for pick-up and drop-off.

## **11. Stationery Store**

The well-stocked stationery store on the campus caters to the student's stationery requirements. In case of any course specific stationery/material, the students can coordinate with the store for the procurement.

## **12. Documentation Centre**

Printing and photocopying facilities are available on the campus on a payable basis.

## **13. Campus Mart**

The campus has a mart, open 7 days a week, where students can purchase their essential items.

## **14. Unisex Salon**

The campus features a unisex salon to meet the grooming needs of the students.

## **15. ATMs**

Gate-1 and Gate-3 have ATMs for the convenience of the students.

## **16. E-Com /Parcel Management Services**

Parcel management support is available at Gate No-3 for the hostel students to ensure a seamless collection of online orders.



## 6. RULES, REGULATIONS & DISCIPLINARY POLICIES

[To be read in conjunction with the MAHE-B'LRU 'Code of Conduct' document]

The hostel serves as a temporary home for students from diverse backgrounds, where they embark on a journey of personal and academic growth. While we aim to create an environment where students feel at ease and can forge lasting memories, it is imperative to establish rules and regulations to uphold a peaceful and conducive atmosphere.

We recognize that some rules may appear stringent or confining at first glance. However, it is essential to emphasize that these regulations are implemented with the collective well-being and safety of all residents in mind.

Students are expected to fully comply with the rules and regulations in place. Any changes in regulations will be communicated via student learner emails and students are expected to check their emails regularly, take note of any changes and adhere to the prevailing regulations accordingly.

Please refer to Annexure-III for the penalties and consequences of non-adherence to the established rules and regulations.

### 1. ANTI-RAGGING

Ragging in any form is banned inside and outside the campus. Strict action is taken against persons flouting this rule; no leniency is shown. Suspension pending enquiry and/or withdrawal from the hostel/ college is the first action against the offender.

Please note that under the Karnataka Education Act of 1983, ragging is a criminal offence and punishable with one year imprisonment. The Supreme Court of India has also defined ragging as a criminal offence. All students admitted to constituent colleges of Manipal Academy of Higher Education and their parents are hereby informed to go through the guidelines on anti-ragging. MAHE-B'LRU has an anti-ragging committee that has been formed as per approved guidelines to address the complaints. Wardens / authorities are authorised to access the rooms with the master keys without prior intimation for reasons deemed fit.

### 2. SUBSTANCE ABUSE

To prevent substance abuse and to create a secure and conducive atmosphere for learning among the students on the campus MAHE B'LRU adheres to the following guidelines concerning the possession, use and/or distribution of substances of abuse:

Cannabis, Heroin, Benzodiazepines, barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic acid diethylamide, Amphetamine, Methamphetamines, MDMA, Phencyclidine, GHB, Methaqualone, Inhalants and any other drugs and substances mentioned in The Narcotic Drugs and Psychotropic Act 1985.

1. The possession, use and/or distribution of substances of abuse are prohibited on premises owned or controlled by MAHE B'LRU.

2. MAHE-B'LRU squads will carry out random checks on students/residential premises for substances of abuse.

3. Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion.

Offenders will also come under the purview of Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act) and will be liable for penal action.

### **Disciplinary procedures**

A student violating the MAHE policy on substance abuse will face:

- A. Immediate suspension from the college and hostels, pending enquiry.
- B. Parent/legal guardian will be informed immediately and will be expected to meet the Head of Institution (HOI) and the Chief Student Officer at the earliest.
- C. The Disciplinary committee will conduct an enquiry and submit the report to authorities who will initiate further action in consultation with the MAHE -B'LRU Management.

### **3. ALCOHOL AND TOBACCO/CIGARETTE**

The University campus is declared as “Alcohol /Tobacco free campus”.

If a student is found possessing/consuming Tobacco/Alcohol /vapes / E-cigarette/in the premises owned or controlled by MAHE-B'LRU, the Disciplinary consequences of the University will be initiated.

Students found in an inebriated state upon arrival at the hostels will face disciplinary measures equivalent to those incurred for on-campus alcohol consumption.

Possession of lighters, matchboxes, empty cigarette packets, vapes, or any other items associated with the consumption or possession of cigarettes and alcohol is strictly prohibited. Violations will be treated with the same seriousness as actual consumption or possession of alcohol.

### **4. ACCESS TO HOSTEL BLOCKS**

- Hostel residents are restricted to their respective hostel blocks only. Entry into other hostel blocks or hostels is prohibited.
- Only Parents are permitted entry into the hostels up to the reception area.
- Local guardians and siblings are not allowed access inside the hostels.
- Day scholars are prohibited from entering the hostels. Meeting with day scholars' friends or friends from other hostel blocks can happen at the food court.
- Except for those on official duty with authorized passes, no males are allowed to enter the girl's hostels. The male staff will be accompanied by lady wardens.
- The boy's hostels are also off limits to girls.
- All hostel residents are advised to cooperate fully to prevent unauthorized persons from entering or staying in the hostel premises. If they encounter any unauthorized individuals, they should request a permit or identity card. If not provided, they should report the matter to the Warden for further action.
- Violation of these access rules will be considered a breach of safety and security measures and will result in disciplinary action.

## **5. OCCUPATION, USAGE OF ROOMS AND RESPONSIBILITY FOR ROOMS**

- Proxy or dummy roommates are strictly prohibited. Holding accommodation as a proxy will result in strict action, including possible removal from the hostel.
- No student should stay away from his/ her room during the night except with prior written permission of the warden. Allowing friends to stay in your rooms is also strictly prohibited.
- Hostel residents are prohibited from allowing their rooms to be used by others including students from other hostel blocks, day scholars, family members or any guests.
- Loud singing, shouting, or any disturbances that may disrupt roommates or fellow hostel mates, intrude on their personal space, or disturb them is strictly prohibited. Observations by the hostel authorities/ fellow students will be reported and may warrant disciplinary action.
- While the students can hold / keep their musical instruments in their rooms the same must be restricted to their own space without causing any inconvenience to the roommates. Playing musical instruments in the hostel rooms is strictly prohibited. Any complaints or observations regarding this will result in confiscation of the instruments.
- If a roommate has not been assigned yet, the resident already occupying the room should use only the space assigned to them, leaving the other side free. The room must be kept habitable for the potential roommate at any time. The student initially occupying the room is expected to fully cooperate with their roommates.
- The wardens are authorized to hand over the key to the roommate upon their arrival. Therefore, students who have already occupied the room should ensure their belongings are securely stored always.
- Hostel residents are accountable for items found in their rooms and cannot deny knowledge of them. It is advisable to be mindful of the room's contents, activities, and guests. Additionally, rooms, cupboards and pedestals should be kept locked.
- Hostel residents are advised to acquire personal insurance for their laptops and valuables. Ensuring the security of debit and credit cards, cash or personal items within rooms is solely the responsibility of the hostel residents.
- Residents of a room will be equally liable if any prohibited activity is being undertaken in the room by a resident who does not belong to it.

## **6. CLEANLINESS AND HYGIENE**

- The rooms and surroundings need to be maintained spotlessly. Hostel residents are accountable for keeping their rooms tidy.
- To ensure that the upkeep of the room and the bathroom the hostel residents must utilize the

services of the housekeeping staff while they are present in the room. It is advised to securely store valuables during cleaning.

- Cleaning on alternate days is mandatory. Failure to comply with the schedule may result in the cleaning team accessing the room with the master key to ensure proper cleaning and upkeep.
- Rooms that are repeatedly refused cleaning on more than three (3) occasions may be subject to inspection for any suspicious activities without prior notice.
- Trash and other waste materials should be disposed off in designated trash cans provided for that purpose.
- Students are required to maintain cleanliness in their room, particularly their designated area, and adhere to washroom etiquette. Hostel rooms are shared spaces, and it is essential to uphold a hygienic and pleasant atmosphere.

## **7. MAINTENANCE OF ROOMS**

- The defined layout of rooms cannot be altered, changed, modified, or moved under any circumstance.
- Posters, wall art, and similar decorations are not permitted on the walls/ doors of the room/bathroom, any damage due to the same, will be charged back to the student.
- Room painting and maintenance are managed as per pre planned schedules. Hostel residents are not permitted to repaint or alter rooms.
- Maintenance issues must be reported via the hostel management application for prompt attention by the MAHE Hostel Committee. The maintenance team will address the complaints swiftly and effectively. Hostel Residents cannot hire outsiders for maintenance jobs at the hostels.
- Cooking in the hostel rooms is strictly prohibited.
- Electric points in rooms are for specific designated items only.

<b>Items Permitted in the Rooms</b>	<b>Items Prohibited in the Rooms</b>
Table Lamps	Televisions
Personal Tech Equipment Charging	Washing Machines-Portable/otherwise
Hair Dryers	Fridges
Hair Straighteners	Coolers
Electric Shavers	Table Fans
Inhalers /vaporizers of less than 500 watts	Kettles
	Induction Cooktops
	Immersion Coils
	Rice cookers/egg boilers/sandwich makers/any food cooking or heating device
	Knives/ saws/ blades/ hammers, ropes and likes
	Any item not specified in the 'permitted list'.

Possession or use of equipment/ appliances other than the ones permitted above will be **CONFISCATED PERMANENTLY**, with disciplinary action being initiated.

- Kettles provided on each floor are solely for heating water. They are not to be used for cooking or boiling any other items.
- Students may keep knives, saws, blades, hammers, ropes, etc., in their rooms if necessary for academic purposes and certified by the Academic authorities. A declaration stating the reason for holding these items must be submitted by the students.
- Hostel residents must inform the Warden of any electric supply failures or breakdowns and refrain from attempting repairs themselves.
- An electrician is available 24/7 for any electrical system issues. Residents must ensure air conditioners, fans and lights are switched off when leaving. All efforts must be made to conserve electricity.
- Water is a natural and precious resource. Hostel residents must use the same wisely and report any leaks in the bathrooms to the warden promptly.
- In case of scheduled and unavoidable maintenance of the rooms post occupation, hostel residents might have to shift to alternate rooms as advised.
- If any hostel property is damaged or broken, fines along with cost of repair/replacement will be imposed on the residents of the respective room or block, alongside disciplinary actions.
- Birthday celebrations to be restricted to the reception area of the respective hostel block. Wardens should be notified 24-48 hours in advance for arrangements. Cakes must be stored and consumed in the reception area and are not allowed in the rooms. Celebrations must conclude before the commencement of the silent hour. Parties of any nature are prohibited in the rooms.

## **8. FIRE SAFETY NORMS**

- Hostel residents are expected to make themselves familiar with the fire safety norms and compulsorily attend the fire drills when notified by the authorities.
- Activating of fire alarms without cause, removal of fire extinguishers, tampering with the any fire devices is prohibited and will lead to disciplinary action.
- Possession /lighting/burning or bursting of crackers inside / in the hostel premises is **STRICLTY** prohibited and if found either in possession or caught lighting the same, it could lead to severe disciplinary actions. This would be applicable throughout the year.
- Gasoline, paint thinner, and oil-burning lights are also not allowed inside.
- Possession of matchboxes and lighters is prohibited and will be seized permanently.
- The use of candles, incense sticks, and other fire hazards is strictly prohibited in the hostels.

- The items prohibited could pose potential fire safety hazards and therefore are prohibited.
- In the event of a fire at the hostels, residents must immediately raise an alarm and follow the fire safety protocols.

## 9. **SECURITY**

- The MAHE campus and hostels are safeguarded round-the-clock by a proficient and highly trained security team comprising guards, supervisors, and senior security officials. The security measures are further reinforced by the team of wardens.
- The campus, including the hostels, is under CCTV surveillance, monitored through a robust command center.
- Hostel residents are required to always carry and produce their ID cards including when entering or exiting the campus.
- Hostel residents in violation of curfew hours / silent hours / seen loitering on campus after 10.00 pm may face questions from security. They may have to hand over their ID cards to any on-duty security personnel.
- Security personnel may conduct body frisks if there are suspicions regarding a student's possession of prohibited substances.
- The administration reserves the right to enter rooms in cases of rule violations, suspicions of illegal activity, security concerns, uninformed absence without notice, or other valid reasons.

## 10. **SURPRISE ROOM AUDITS**

- All hostel rooms will be subject to 'surprise room audits/ checks' by the wardens and/or the security personnel.
- No prior notice will be given for room audits and students are expected to extend full cooperation.
- The room audits may be conducted at any point of time including silent hours.
- The room audits will be conducted for the entire room and belongings of all roommates, even if there is only a single resident present in the room.
- Frequency of the room audits will be at the discretion of the hostel authorities, which could also mean multiple times during a week/month.
- If any prohibited items/activities are discovered in the room, the students are expected to cooperate fully with the authorities. The prohibited items if any should be promptly handed over to the authorities and submit a statement regarding the same.

## **11. PARCEL MANAGEMENT**

- Ecommerce facility is only for 'HOSTEL STUDENTS' at Gate-3.
- Students must collect their online orders from the parcel management center within 5 days of delivery. Failure to do so absolves the center of responsibility.
- Ordering banned substances vide online orders/parcels will warrant severe disciplinary action.
- Security personnel / wardens are authorized to ask for the parcels (whether collected through e-commerce facility/otherwise) to be opened for checking.

## **12. CURFEW HOURS :**

The curfew hours at MAHE, B'LRU Hostels is from 9.30 PM to 6.00 AM. Movement into and out of the hostels is strictly prohibited during curfew hours keeping in mind the safety of the students. It is essential for students to be mindful of the curfew hours and plan their outings accordingly to avoid any delays.

Please note that unavailability of transportation or traffic jams will not excuse violations of the hostel curfew, which is set at 9:30 PM.

**Exception:** Movement during these hours is only allowed for medical emergencies or travel to/from hometown subject to prior approval and submission of relevant travel documents or for pre-approved academic activities.

### **On-Campus -Hostels**

Inside the Campus premises: Before 09.30 PM Inside the Hostel Block: Before 10.00 PM

### **Off-Campus -Hostels**

Inside the Off-Campus premises: Before 09.30 PM Inside the Hostel Block: Before 09.30 PM

The last bus from the campus to the Off-campus hostels will leave at 8:30 PM.

Students who miss the University transport are expected to make their own arrangements.

Late arrivals to the campus or hostel gates will be reported to the hostel wardens for disciplinary action.

Accumulating 5 or more late arrivals per academic year will affect your hostel allotment for future years.

The HoI/HoDs and parents of continued repeated offenders will be duly intimated. In acute cases, the resident may have to vacate the hostel.

## **13. SILENT HOURS**

Silent Hours at hostels are between 12.30 AM and 6.00 AM.

Students need to be in their own rooms during the silent hours. Entertaining friends in your room / being present in rooms other than your own during silent hours is strictly prohibited.

Note that wardens and hostel authorities are permitted to visit your rooms for any administrative purposes during the silent hours and students are expected to cooperate.

Violation of silent hours will be reported to the hostel authorities for disciplinary action.

## **14. ATTENDANCE AT THE HOSTEL**

Attendance is captured through the facial recognition system and students are expected to report for the

attendance as per the below schedule -

### **On-Campus Hostels:**

Mandatory night attendance: 9:00 PM to 10:30 PM.

Between 9:00 PM and 10:00 PM, exit from the hostel block is not allowed, but entry is permitted to accommodate the attendance starting at 9:00 PM.

### **Off-Campus Hostels:**

The MANDATORY attendance window is from 9:30 PM to 10:00 PM.

Violation of attendance protocols will be reported to the hostel authorities for disciplinary action. Accumulating 5 or more violations per academic year will affect your hostel allotment for future years.

In the event of illness preventing you from logging your night attendance, please promptly contact the wardens and keep them informed.

Unauthorized absence from hostels without prior approval and gate pass will result in disciplinary action. Following attendance protocols, if any student is found missing, wardens will attempt to reach the student via phone calls. Subsequently, parents will be contacted to inform them of the absence or confirm their awareness of their ward's absence from the hostels and their whereabouts. In the event that the student or parents cannot be reached, or parents are unaware of the ward's whereabouts, the security team and the senior officials of MAHE will be notified and immediate action, including filing a police report, will be done, as necessary.

## **15. LEAVES AND OUTING**

- Leave requests must be submitted 24-48 hours before the planned departure. Exceptions to this rule will be considered only for emergency circumstances.
- Parents, as registered in the records, must request leave for the student. This is done by emailing the student's mentor, with the student and respective hostel warden copied. Upon receipt, the mentor may approve or decline the leave, informing the student and warden accordingly. Approval may come from the mentor, academic warden, or HoD- the details of the academic approving authority will be communicated separately for each Institute/Department.
- Gate-pass will be issued by the wardens' post completion of the formalities.
- For leaving / returning to the hostels during the curfew hours, it is mandatory to provide a copy of the travel document to the wardens for the necessary approvals. Please ensure that you seek the approvals 24-48 hours in advance.



## **16. RESPECT FOR AUTHORITY**

Students will demonstrate respect for all staff and students. Students are expected to recognize and comply with the authority held by the institution/ university and its staff. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests/ instances of misbehavior with the staff could lead to intimation of parents, loss of privileges, suspension or expulsion.

## **17. OTHER NON-NEGOTIABLE POINTS**

- Animals of any type are prohibited within the hostel premises.
- All instructions and notices posted on notice boards, communicated vide official emails, hostel apps and any other means of authorized communication are considered read by all hostel residents. Excuses for non-compliance will not be accepted. It is advised to check the notice board daily for the latest information and orders.
- Playing any sport in the corridors / rooms or any part of the hostel is not permitted.
- **Birthday bumps are prohibited as they could cause severe injuries and could even be fatal.** Instances of birthday bumps will be treated as manhandling. Even if not reported by any student but noticed by the hostel team, such incidents will be addressed and handled by the disciplinary committee.
- If a roommate is absent from the room, sick, admitted to the hospital, experiencing physical/mental distress, or engaging in improper behavior, it must be promptly reported to the Warden or the Chief Student Officer.
- Weapons or replicas of weapons are not permitted on University Campus at any time. Criminal charges will be filed in every instance, as well as suspension or expulsion.
- Involvement in any criminal offence under Indian Legal System will result in suspension or expulsion from the college.
- Engaging in trade/trade activities/betting/aiding or encouraging betting within the premises/campus /hostels is strictly prohibited.
- Any form of fighting, criminal assault, harassment, threats, bullying, intimidation, or swarming will be addressed with utmost severity. Persistent disregard for these rules may result in suspensions, expulsions, and/or criminal charges.
- Vehicle and Parking: No private vehicles except cycles are permitted on the hostel premises.
- Cars/ two wheelers if used to be parked outside the hostel gates at student's own risk.

- Hostel students are strictly prohibited from using the University Route Transport system. They can, however, use the shuttle services available.
- Food orders via Swiggy/Zomato/any other must have the latest delivery time of 9:30 PM, aligning with the campus curfew hours. Students are required to collect their orders in person from the designated gate. After 10:00 PM, orders can only be placed with internal food vendors who will deliver the orders to the hostel reception. No external deliveries will be accepted at the gates post curfew hours.

### **SERVICE COMPLAINTS**

- Hostel residents are required to download and utilize the **Hostel App**. This app should be used for logging complaints regarding repairs and maintenance issues in the hostels, scheduling housekeeping sessions, and any other relevant tasks. The concerns raised are promptly attended to by the hostel team.
- For other complaints, if any, applications shall be made via email to their respective hostel blocks with a copy to the Chief Student Officer [cstdtofficer.blr@manipal.edu]. The complaints will be attended to by the wardens . The wardens have the right to summon the concerned hostel residents or hostel staff member to his or her office for an investigation into any complaints.

### **OTHER HOSTEL RELATED GRIEVANCES**

- The hostel residents are required to report disciplinary matters/ issues concerning either themselves/ their roommates/ other hostel residents to the Chief Student Officer via cstdtofficer.blr@manipal.edu

## SOME DOS AND DON'TS:

### Dos

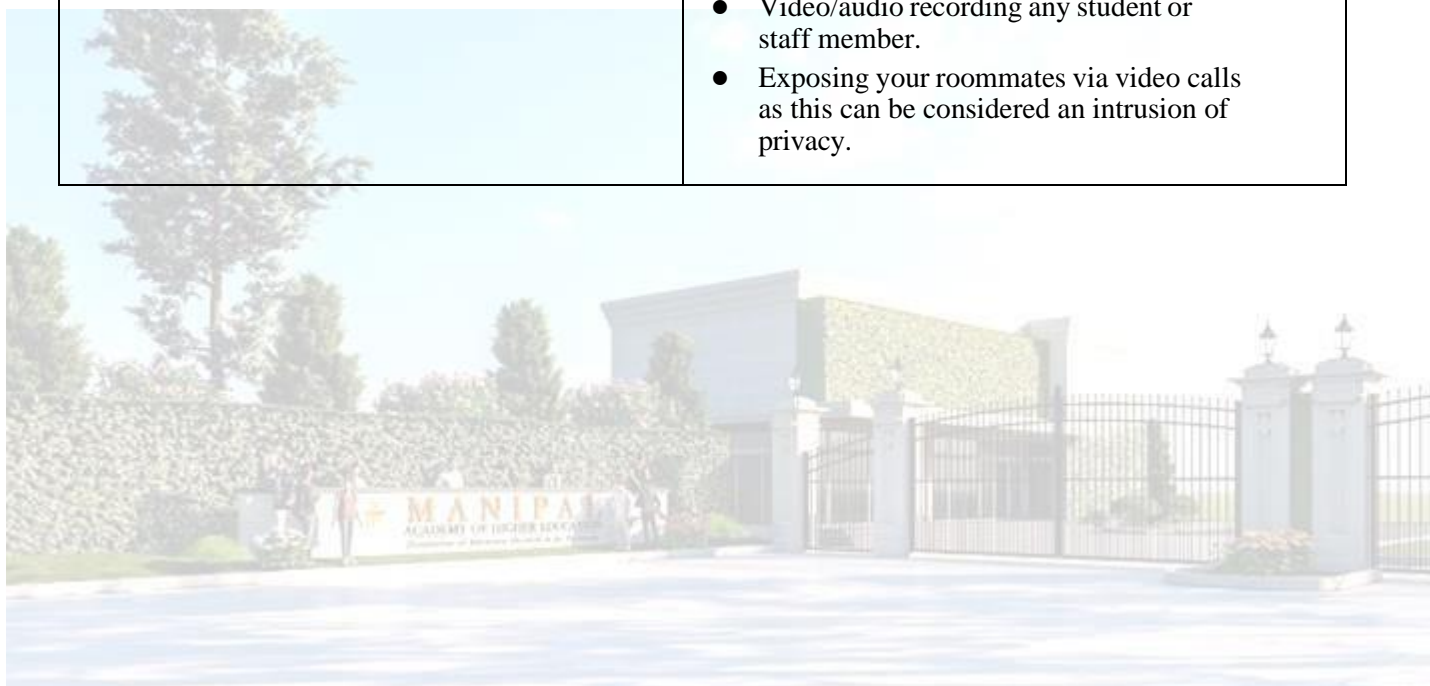
- Lock your room when not present in the room, even when you are away for a short period.
- Keep your valuables and cash under lock.
- Adhere to room and washroom etiquette.
- Get the room housekeeping done as per the prescribed schedules.
- Ensure judicious use of water and electricity.
- Adhere to the Curfew hours [9.30 PM to 6.00 AM].
- Adhere to the silent hours [12.30 AM to 6.00 AM].
- Ensure that you complete the attendance protocols.
- Read the noticeboard (at your college, at the hostel and the notifications sent) and mails sent to learner id regularly.
- Ensure adherence to the leave regulations.
- Enter your complete details in the in- out Register when leaving the hostel for more than one day, based on approval.
- Contact your warden or chief student officer or chief security officer in case of any problems.
- Dine in one of the mess facilities on the campus, as per the assigned/opted mess.
- Inform your Warden if you are sick.
- Follow the code of conduct for the students.
- Read the hostel rule book, code of conduct and other rules and follow them.
- Take care – your life is precious – we value it.
- Reach out for help – counselors are available at the campus.

### Don'ts

- Consume, possess – cigarettes, alcohol or banned substances.
- Indulge in ragging or activities that can harm others.
- Permit proxy/dummy roommates in your room.
- Permit non-residents to stay in or use your room.
- Alter the layout of the room.
- Put up posters, wall arts etc on walls and doors.
- Keep or play televisions in your rooms.
- Keeping and using any electrical appliances in the room
- Permit / be party to any prohibited activities in your hostel room.
- Conduct or attend parties (in your room or anywhere on the campus except the identified places approved by the Management).
- Enter other hostel block/ hostel and do not allow students from other blocks to enter your block.
- Allow day scholars to enter the hostel blocks.
- Loiter anywhere inside or outside the hostel campus during curfew hours.
- Light lamps / candles, carry crackers or burn/ burst crackers in and around the hostel premises.
- Misuse of the various alarms like the fire and lift alarms
- Cook in your rooms.
- Keep pets in your room.
- Play loud music anywhere (in your room or campus).
- Play or create disturbance in the corridors.
- Disclose the pin/secret code of your credit/debit card to anybody.
- Keep valuables or heavy cash in your rooms.

- Co-operate during frisking, checking of your bags, audits and other administrative work.
- Use the sports facility for the designated sports only and not otherwise.
- Ensure that the food orders reach the hostel gates latest by 9.30 pm.
- Do actively participate in the various engagement activities and programs arranged at the hostels and campus, in addition to attending classes regularly.
- Be responsible.

- 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.
- Violate hostel rules.
- Buying snacks or any other items in bulk for selling inside hostel.
- Excessively order items- all items will be scanned.
- Indulge in cash transactions between students and hostel staff.
- Engaging in trade/trade activities/betting/aiding or encouraging betting.
- Video/audio recording any student or staff member.
- Exposing your roommates via video calls as this can be considered an intrusion of privacy.



## ANNEXURE I

### Hostel Booking Process

The schedule of hostel room allotment portal Go Live institution-wise is as under for the UG students -

Institute	Date
Department of Commerce (DoC)	20 <sup>th</sup> May 2024 – 12.30 pm onwards
Srishti Manipal Institute of Art, Design and Technology (SMI)	22 <sup>nd</sup> May 2024 – 11 am onwards
Department of Liberal Arts, Humanities and Science (DLHS)	24 <sup>th</sup> May 2024 - 11 am onwards
Manipal Law school (MLS)	27 <sup>th</sup> May 2024 - 11 am onwards
T.A. Pai Management Institute (TAPMI)	June 2024 onwards
Manipal Institute of Technology, BLR (MIT)	June 2024 onwards

### Pre-planning for hostel booking

Before logging into hostel allotment portal, the applicants / parents are required to note the below and plan for payment through the portal. The below pointers will be helpful to ensure readiness -

- Please ensure that the student and parent go through the hostel rules and regulations and code of conduct, it is deemed acceptance of the policies when the student opts for the hostel facility.
- Please ensure to keep the Roll No/Registration No/Enrollment Number and student date of birth(DOB) handy to login into the hostel booking portal.
- To get the Reg. No students can login to <https://slcm.manipal.edu>, use the application number as the username and DOB as password to login, DOB format will be DD-MM-YYYY, enter the 3-digit captcha to login. Post login, on the home page, in front of Roll No student can get their Roll No/Registration No/Enrollment Number which can be used to login into the hostel booking portal. Link for the same is given below under the “Steps to complete the Hostel Booking” heading.
- Please ensure that the activation of the cards with enhanced limits for payment of the hostel fees, is done prior to the start of the hostel booking process.
- Ensure that you have balance available, and limits enhanced for the hostel fee payment
- Hostel fees is to be paid in full and there are no instalment options
- Keep their credit/debit card/ net banking login details handy with adequate limits for online payments.
- For payments vide **debit cards**, please ensure domestic online usage is enabled and limits enhanced to cater to the full payment of fees.
- For payments vide **net banking**, the net banking facility is activated before initiating the payment.

This is required considering that the selection of room/seat will be valid for fifteen minutes only after confirmation.

## Steps to complete the Hostel Booking-

Follow the below steps to complete your hostel booking, as per the schedule above -

1. Access the Hostel Management System by logging in at <https://hostel.manipal.edu>.
2. For all courses under SMI, TAPMI, MLS, DLHS and DOC use the following username and password:

Username: Roll No/Registration No/Enrollment Number

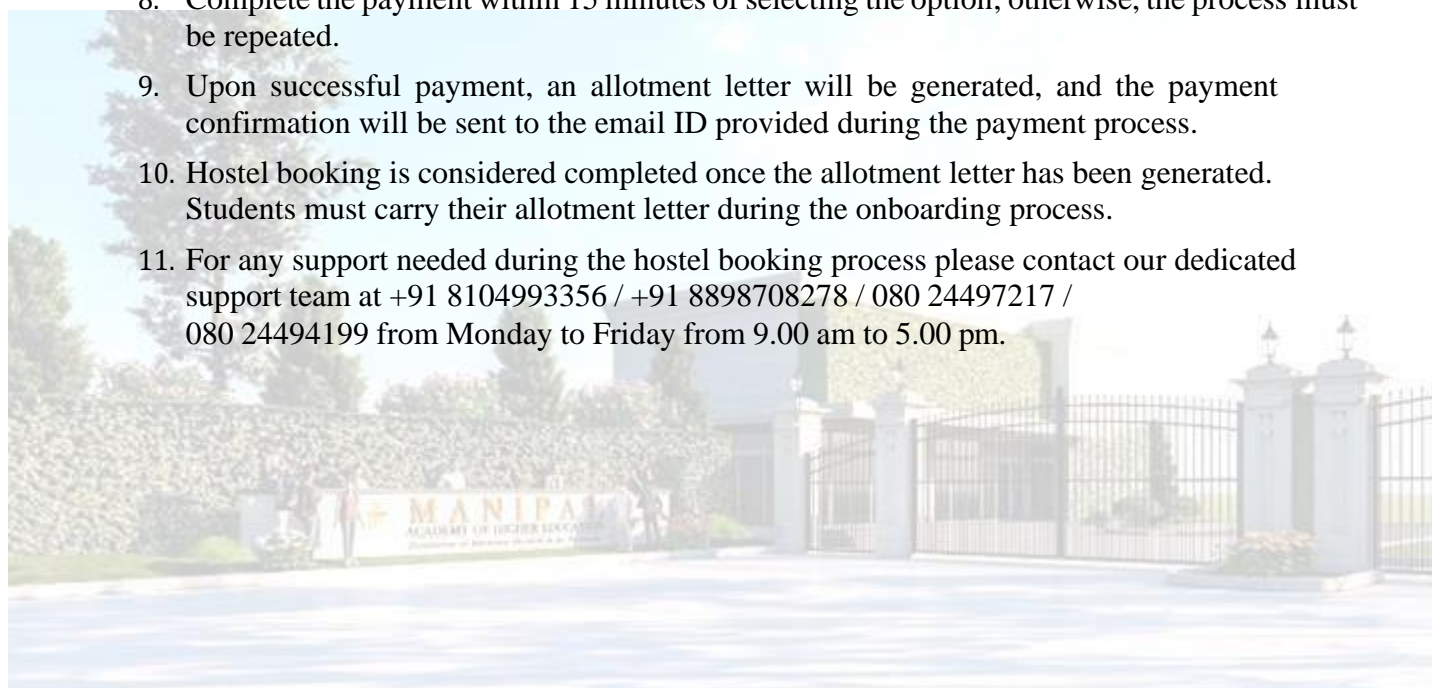
Password: Date of Birth (dd/mm/yyyy)

For B. Tech (MIT), the login credentials are as follows:

Username: Application No Password:

OTBS password

3. Complete the login process by entering the Captcha.
4. Fill in and submit the requested details.
5. Choose the category of room from the available options.
6. The payment gateway will prompt you to select the payment mode via credit/debit card or net banking.
7. Select your preferred mode of payment.
8. Complete the payment within 15 minutes of selecting the option; otherwise, the process must be repeated.
9. Upon successful payment, an allotment letter will be generated, and the payment confirmation will be sent to the email ID provided during the payment process.
10. Hostel booking is considered completed once the allotment letter has been generated. Students must carry their allotment letter during the onboarding process.
11. For any support needed during the hostel booking process please contact our dedicated support team at +91 8104993356 / +91 8898708278 / 080 24497217 / 080 24494199 from Monday to Friday from 9.00 am to 5.00 pm.

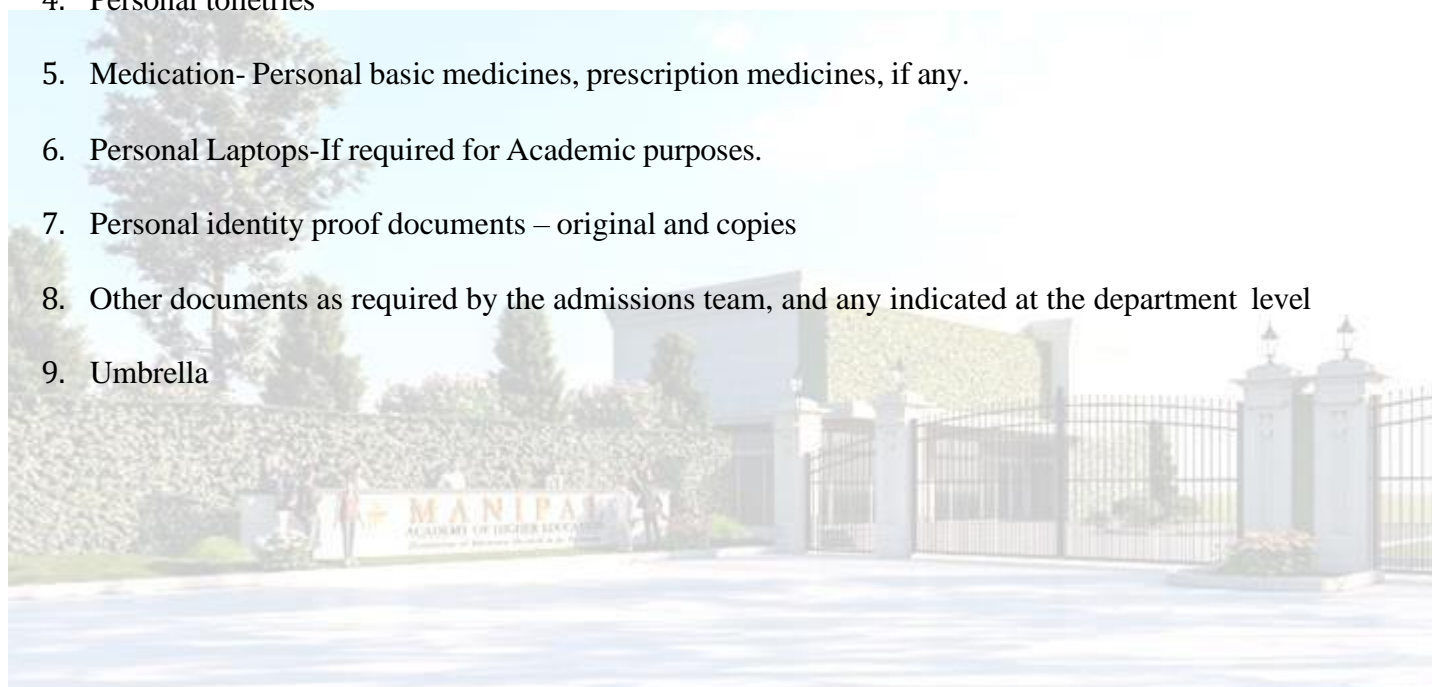


## ANNEXURE II

### 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. Bed linen, blanket, pillow covers
4. Personal toiletries
5. Medication- Personal basic medicines, prescription medicines, if any.
6. Personal Laptops-If required for Academic purposes.
7. Personal identity proof documents – original and copies
8. Other documents as required by the admissions team, and any indicated at the department level
9. Umbrella



### ANNEXURE III

**Glimpse of Disciplinary actions:** Fine, as applicable will be charged to the student/s for all the above disciplinary issues. **Please note that this list is indicative and may not be exhaustive.**

Sl.No	Incident	Frequency	Warning letter	Inform Parents	Academic	Hostel	Others
1	Ragging	Zero tolerance	✓	✓	✓	✓	In the event that a case is referred to the police, the decision on the punishment by the committee may be reviewed and modified accordingly.
2	Substance Abuse	Zero tolerance	✓	✓	✓	✓	Drug test to be done, action as per law of the land
3	Consumption & Possession of Alcohol / Cigarette	1st Time	✓	✗	✗	✗	Frisking will be done for all students when they enter the hostel in addition to checking their bags, all deliveries to the hostel will be scanned.
		2nd Time	✓	✓	✗	✓	
		Zero tolerance	✓	✓	✓	✓	
4	Entering Other Hostel Blocks	Each Time	✓	✗	✗	✗	✗
5	Entertaining Day Scholars inside hostel rooms	Each Time	✓	✗	✗	✗	✗
6	Entertaining outsiders(Non-MAHE-Blr) students in the hostels	Each Time	✓	✗	✗	✗	✗
7	Change of room without approval	1st Time	✓	✗	✗	✗	✗
		2nd Time	✓	✓	✗	✗	✗
		3rd Time	✓	✓	✗	✓	✗
8	Possession of electrical & electronic appliances	Each time	✓	✗	✗	✗	Items will be confiscated permanently
9	Man Handling / Fights	Zero tolerance	✓	✓	✓	✓	✗
10	Playing music loudly, causing disturbance to other students / disturbance from musical instruments	1st Time	✓	✗	✗	✗	Speakers/musical instruments will be confiscated
		2nd Time	✓	✗	✗	✗	Confiscate the speakers
11	Birthday celebrations in violations of protocols/parties in the hostel rooms	Each time	✓	✗	✗	✗	Refer protocols



Sl.No	Incident	Frequency	Warning letter	Inform Parents	Academic	Hostel	Others
12	Absence from hostel without approval	Each time	✓	✓	*	✓	If no response to MAHE calls, within an hour report will be filed with the police
13	Damage of Hostel Property	Each time	✓	*	*	*	*
14	Violation of Curfew Hours (Reporting after 9.30 pm)	Each time	✓	*	*	*	Five(5) or more late arrivals per academic year will affect your hostel allotment for future years.
			✓	*	*	*	
			✓	✓	*	✓	
15	Violation of Hostel Attendance Protocols	Each time	✓	*	*	*	Five(5) or more violation of attendance protocols per academic year will affect your hostel allotment for future years.
			✓	*	*	*	
			✓	✓	*	✓	
16	Activation of Fire Alarm	Each time	✓	*	*	*	
17	Meddling with Fire Extinguishers	Each time	✓	*	*	*	
18	Possession/lighting/burning of crackers	Each time	✓	*	*	*	
19	Signing in guests under false identities, swapping of ID cards, fake ID cards, impersonation through fake email ids and such	Each time	✓	✓	*	*	Hostel and Academic Penalty as decided by the Committee
20	Any form of fighting, criminal assault, harassment, threats, bullying, intimidation, or swarming	Each time	✓	✓	✓	✓	Hostel and Academic Penalty as decided by the Committee
21	Weapons or replicas of weapons	Each time	✓	✓	✓	✓	Hostel and Academic Penalty as decided by the Committee
22	Engaging in trade/trade activities/betting/aiding or encouraging betting	Each time	✓	✓	✓	✓	Hostel and Academic Penalty as decided by the Committee
23	Theft/Robbery	Each time	✓	✓	*	*	All students are expected to take care of their belongings ensuring all valuables are kept under lock and key and keeping their doors locked when not present
24	Scribbling / Grafitti / any posters on campus and hostel	Each time	✓	*	*	*	
25	Loss of Keys	Each time	✓	*	*	*	
26	Non - Adherence to any of the hostel rules and regulations	Each time	✓	✓	✓	✓	Hostel and Academic Penalty as decided by the Committee
27	Any Intentional Mischief	Each time	✓	✓	*	✓	Hostel and Academic Penalty as decided by the Committee

## 7. CODE OF CONDUCT FOR MAHE STUDENTS (REVISED)

### INTRODUCTION AND PURPOSE

The core mission of MAHE is teaching, learning, service and research. The Code of Conduct for MAHE Students (“CODE”) is established to protect the core mission of MAHE, foster the scholarly and civic development of the students of MAHE in a safe and secure learning environment, and protect the people, properties and processes that support MAHE and its mission. A safe and secure environment allows for a positive learning environment. In turn, a positive learning environment promotes student learning. To successfully achieve these outcomes, a clear set of responsibilities is expected from the student community. All rules and regulations are framed in the larger interest of the students and parents.

The aim of this Code is to inculcate a sense of discipline, conscientiousness, and co-existence in the students, and to create a system which will ensure student growth through individual and collective responsibility. This Code governs all the campuses of MAHE, and all students are expected to abide by it. Ignorance of the rules shall not be an excuse for violation. Failure on the part of the students to keep up with the disciplinary rules will result in strict penal action.

### 1. DEFINITIONS:

- “MAHE premises” means all land, buildings and facilities owned, leased, or operated by MAHE- Campus and all hostels – in the campus and outside campus hostels of MAHE, Bangalore.
- “Student(s)” means an individual who has paid an acceptance fee, registered for classes, or otherwise entered any other contractual relationship with MAHE to take instruction.

### 2. STUDENT’S RESPONSIBILITIES:

Students shall:

- Maintain strict discipline in their college premises.
- Obey the instructions of the faculty members and always interact with them with due respect. Behave politely, respectfully, and empathetically with all staff – both teaching and non-teaching, and other general public.
- Keep themselves aware of the rules and regulations, including this Code and the hostel rules, that are in force and subject to changes / modifications / amendments.

- Be aware of the Prevention of Ragging rules and the MAHE Policy on Prevention of Substance Abuse.
- Read all instructions / notices displayed on notice boards placed at different locations in the campus. These notices shall be deemed to have been read by all students. Excuses for non-compliance of such instructions, announcements and notices shall not be accepted. Students are advised to look at the notice board every day to acquaint themselves with latest information / orders without fail. Orders / decisions notified from time to time, by dean / administration / HOD / librarian / Chief Student Officer / any other authorized person, shall be binding on the students.
- Follow the Institution's dress code while attending classes (either online or offline), in the College, Laboratory, Library, Examinations (both internal and final) and while representing MAHE outside the campus.
- Be present inside the lecture hall / demonstration room / practical laboratory at the scheduled time before the commencement of the teaching-learning activity.
- Not ridicule, tease, abuse, manhandle and/or physically assault any other student / staff or any other person both inside and outside college premises. Any such incidence shall be dealt with strictly.
- Not use mobile phones in the class, laboratory, library during working hours. Mobile phones can only be used judiciously as and when required.
- Not take the law into their own hands but must report all disputes to the Head of the Institution (HOI). All kinds of shouting, fighting, gambling, stealing, violent knocking, maltreatment and/or abuse, either inside or outside the campus, are strictly prohibited. In such cases, a police complaint shall be filed immediately.
- Students are expected to adhere to all rules and regulations that are shared from time to time and cooperate with the authorities and provide correct information sought rather than intentionally share wrong details.
- Students in hostels and campus are expected to cooperate during the checking of bags, rooms, their belongings, and as required.
- As responsible students do share information of any wrongdoings that you may notice.

### 3. CLASSROOM CONDUCT

The Conduct of Students in the online/offline Class must be of a very high standard. The college lays a lot of emphasis on classroom conduct where the following are expected from the student.

- Attend all classes on time. Always maintain decency, decorum and etiquette and behave in a proper manner with other students.
- Be honest with all staff and students. Extend a high level of courtesy to all teachers and other staff.
- Prepare for class with the appropriate materials and complete assignments.
- Participate in positive group activities and not involve themselves in any swarming, bullying, intimidating, or harassing of staff and/or students.
- Not leave the class without permission from the teacher during the class.
- Proxy is a serious offence and shall be punished promptly.
- Not participate in cheating or plagiarism. The student who, for the purpose of fulfilling or partially fulfilling any assignment or task mandated by the faculty as part of the curriculum, if found to resort to plagiarism or cheating, shall face disciplinary action.
- Not knowingly aid or abet the accomplishment of cheating (for example copying in any examination), which shall also be subject to disciplinary action.
- Respect and follow directions from all staff of MAHE.
- Respect the personal property of others.
- Not to leave their bags, books, or belongings unattended either in the classroom or anywhere else. Staff shall not be responsible for loss, theft, or damage to students' personal properties. Not write on the benches, chairs, tables, or walls. Students engaging in these activities are liable for disciplinary action.
- Not litter in the classrooms.
- Every student has the right to an uninterrupted and safe instructional environment. Behavior which interferes with student learning shall not be tolerated. Any student who significantly disrupts any college class and makes it unreasonably difficult to conduct the class in an orderly manner shall be subjected to disciplinary action.

#### **4. RIGHTS OF THE STUDENTS:**

- A student has the right to fair and equal treatment in all areas of academics.
- A student has the right to a fair evaluation of his/her academic work.
- A student has the right to appeal against any academic disciplinary action to the disciplinary committee.

#### **5. IDENTITY CARD:**

- Students are expected to possess the identity card issued by MAHE at all times and are required to produce the same when asked for by MAHE authorities and Police Authorities.
- Loss of the identity card should be promptly reported to the respective MAHE Institute who will provide the necessary guidance.
- The cards should not be mutilated, defaced or rendered ineffective for identification.
- The card must be returned to the Institute at the termination of the course / withdrawal from the institute.

#### **6. ATTENDANCE AND PREPARATION FOR CLASS:**

- It is understood that student's academic achievements are a direct result of attending and participating in classroom instruction and classroom activities. Students who come late shall not be given attendance and may also be denied entry to the class.
- Attendance and internal assessment are two valuable tools to monitor the academic progress of a student. To avoid anxiety and stress before the examination, students are advised to maintain a good record of attendance and internal assessment. Though 100%

attendance is essential, 25% absenteeism is permitted to cover ill health and family commitments.

- Parents & guardians are informed regularly about the absence to classes and progress of their wards. They are also requested to keep in touch with the college office / teacher guardians to know about their wards even otherwise.

#### **7. DRESS CODE:**

- MAHE believes in preparing its students for their professional life and therefore, it becomes important for all the stakeholders to understand and actively participate in this endeavor. It is expected that our students will be aware of what constitutes a socially acceptable behavior, professional dress code and appropriate decorum on all occasions, on campus and outside while representing the institution.

In addition, every student shall follow institutional regulations regarding the dress code in all academic activities.

#### **8. CONDUCT DURING THE EXAMINATION:**

Students are expected to strictly abide by the rules and regulations as specified in the hall ticket issued by MAHE and a candidate found guilty of any violation shall not be permitted to attend the examination.

#### **9. GRAFFITI / VANDALISM (PROPERTY AND/OR EQUIPMENT):**

Students are solely responsible for all books borrowed from the Library and the maintenance of any equipment taken on loan from MAHE. If the book / equipment is misused or damaged, the student shall be held responsible for charges for repair or replacement. If charges are not paid, students may have institutional privileges removed or suspended. Interfering or tampering with any office records of MAHE is a serious offence and will result in suspension / rustication.

#### **10. RESPECT FOR AUTHORITY:**

Students are required to demonstrate respect for all staff and students. Students are expected to recognize and comply with the authority held by MAHE and its staff. Instructions given to them by the staff are expected to be followed and adhered to. Failure to follow such instructions may lead to intimation to parents, loss of privileges, suspension or expulsion.

### **11. ILLEGAL DRUGS AND ALCOHOL (POSSESSION\PERSONAL USE\PROVIDING TO OTHERS):**

Illegal drugs and/or alcohol are not permitted on MAHE property or on any college excursion. If students are found to be experiencing difficulty with substance abuse, they shall be referred for counseling and rehabilitation programs. Persistent disregard or denial of medical assistance could result in criminal charges and possible expulsion. MAHE shall take disciplinary action against the students if they are found committing any offence relating to substance abuse as per the policy prevailing in MAHE. There is a zero tolerance for possession/consumption/supply of drugs and alcohol to any other students is a serious offence and can lead to suspension from academic, hostels and the entire MAHE campus and hostels both inside and outside hostels. Any specific privileges provided to the student will be withdrawn.

### **12. SMOKING:**

Smoking is completely prohibited within the campus / academic premises of MAHE, including hostels, food courts, mess halls and any area owned and operated by MAHE. Fine will be levied for each infraction of this rule. Parents will be informed.

### **13. POLICY ON SUBSTANCE ABUSE:**

- MAHE has framed a separate policy for the prevention of substance abuse and all students are hereby governed by the said policy relating to offences concerning Substance Abuse.
- The objective of this policy is to prevent substance abuse and to create a secure, conducive atmosphere for learning among the students in the campus.
- MAHE adheres to the following guidelines concerning the possession, use and/or distribution of illicit substances: Cannabis, Heroin, Benzodiazepines, barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic acid diethylamide, Amphetamine, Methamphetamines, MDMA, Phencyclidine, GHB, Methaqualone, Inhalants and any other drugs and substances mentioned in The Narcotic Drugs and Psychotropic Act 1985.
- The possession, use and/or distribution of illicit substances are prohibited on premises owned and/or controlled by MAHE.
- Institutional squads may carry out random checks on students / residential premises for illicit substances.

- Possession, use and/or distribution of illicit substances shall attract appropriate disciplinary action which may include expulsion. Offenders shall also come under the purview of **Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act)** and shall be liable for penal action.

#### **14. DISCIPLINARY PROCEDURE:**

A student violating the MAHE policy on substance abuse may face:

- Immediate suspension from the college, pending enquiry.
- Parent / legal guardian shall be informed immediately and shall be expected to meet the HOI and Chief Student Officer/team within a week of suspension of the student.
- The disciplinary committee shall conduct an enquiry and submit the report to the HOI
- The Office of Chief Student Officer shall initiate further action in consultation basis the policy and the decision of the disciplinary committee.

#### **15. POLICY MATTERS ON ALCOHOL & TOBACCO:**

MAHE campus is declared as “Alcohol and Tobacco free campus”. If any student is found possessing and/or consuming Tobacco and/or Alcohol OR Vape or E-Cigarettes and lighters in the premises owned or controlled by MAHE, the Disciplinary Committee (DC) shall take appropriate action against them.

#### **16. RAGGING:**

- Ragging within or outside the educational institution is strictly prohibited. Ragging is an offence under the Indian Penal Code and the Karnataka Education Act 1983. Whoever, directly or indirectly, commits, participates in, abets or instigates ragging inside or outside the MAHE premises shall be suspended, expelled or rusticated from MAHE and shall also be liable to pay a fine. The punishment may also include rigorous imprisonment, cancellation of admission, suspension from attending classes, withholding / withdrawing degree certificate /fellowship / scholarship / other financial benefits / results, etc.
- Ragging includes display of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdyism, indiscipline and obscene activities, which cause or are likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma, or



raise apprehension or fear in a fresher or other students, or forcing a student to commit any act which such he/she is not willing to do, or which causes him/her shame or embarrassment or danger to his/her life, or indulging in eve teasing.

#### **17. RISKY BEHAVIOUR:**

- Students are strongly discouraged from owning and riding motor cycles within the campus.
- Speed limit to be followed for vehicles to parking area and outside the gate is 20 kms/hr.
- Students to follow the stern advisory shared against illegal activities done outside the campus.

#### **18. WEAPONS OR REPLICAS OF WEAPONS:**

- Students shall respect the safety of others by not bringing real or imitation weapons inside MAHE campus, including the hostel premises. Violation of this rule may result in the filing of a police complaint, and suspension or expulsion from MAHE.
- Involvement in any criminal offence under the Law may also result in suspension or expulsion from MAHE.
- Students are hereby also prohibited from engaging in trade / trade activities within MAHE premises.

#### **19. HARASSMENT \ THREATENING:**

Any form of harassment shall not be tolerated at MAHE. Harassment, whether written, verbal, sexual (including homosexuality and pornography), physical, emotional or racial, is a serious offence and shall be dealt with as per the Policy prevailing in MAHE.

#### **20. BULLYING \ INTIMIDATION \ SWARMING:**

No student shall participate in or initiate any form of bullying, intimidation or swarming. Persistent disregard of this rule shall result in suspension, expulsion and/or criminal charges.

#### **21. FIGHTING / CRIMINAL ASSAULT:**

Any student involved in or encouraging the involvement of another student/s in fighting shall be suspended. Persistent involvement in such behavior shall result in expulsion from the college.

## 22. MISCONDUCT IN PUBLIC PLACES:

- All students must refrain from indulging in any form of misconduct including partaking in any activity off-campus which may affect MAHE's interests and reputation, including:
- Declared and being carried in the register of the police as a bad character or conviction by any court of law for any criminal offence.
- Registration of any criminal case for any action directly or indirectly connected with MAHE.
- Making false, vicious, and malicious statements in public, or otherwise, against MAHE or any student, member or employee of MAHE.
- Engaging in disorderly, lewd, or indecent conduct during online classes conducted by MAHE.

## 23. Disciplinary Action: Any student indulging in any misconduct contained hereinabove shall be dealt with in the following manner:

- A report from the relevant authority is received – wardens, security, faculty, HOI, any other stakeholder
- A statement from the student is received explaining his stand on the incident
- A Memo containing brief charges shall be served on the student.
- The student shall be called upon to submit an explanation. In case of admission of misconduct, the Enquiry Officer / Committee may recommend punishment proportionate to the gravity of the misconduct.
- In case of denial of misconduct, the Enquiry Officer / Committee shall call upon the student to appear before such Officer / Committee. The Officer / Committee shall record its proceedings, statements of witnesses, etc.
- The accused student shall be given an opportunity to give a statement and produce witnesses on their behalf.
- The accused student shall not engage any third-person or advocate to defend them in the Enquiry. However, the student shall be free to engage the assistance of another student of MAHE to assist them in the enquiry. The student who desires to assist shall submit their consent in writing to the Officer / Committee.

- The Enquiry Officer / Committee shall submit the report within 90 days of commencement of proceedings to the Deputy Registrar of MAHE.
- Before imposing any punishment, the Deputy Registrar shall provide a copy of the Enquiry Officer / Committee's Report and call upon the student to submit their statement of defense in writing.

#### **24. TRESPASS:**

- In the instance of any event that the HOI deems to be disruptive of order, or an impediment to the movement of persons or vehicles, or a disruption or threat to disruption of the ingress or egress of persons from college facilities, the HOI may prohibit the entry of any person, or withdraw from any person, the permission to enter the premises, or instruct them to remain within certain premises, until further instructions.
- Unlawful entry into hostel blocks or any other MAHE accommodations shall be deemed as a violation of MAHE rules and dealt with strictly. Entry of male students into MAHE Ladies' Hostels and entry of female students into MAHE Men's Hostels are both strictly forbidden.

#### **25. CYBER CRIME:**

- Any student who, without authorization, intentionally gains access to a computer system or electronic data of another student, faculty member, library, department, or any other section of MAHE shall be subject to disciplinary action.
- Any student who engages in the above-mentioned activity, either with a camera or mobile phone, where such act offends another student or MAHE staff, shall be subject to disciplinary action. Posting of information or photographs of another student or MAHE staff, without their consent, on the internet is strictly prohibited and shall be subject to disciplinary action.
- Any form of Cybercrime or illegal activity committed on the internet by the student is strictly prohibited and shall result in suspension / loss of privileges, and if deemed necessary, a complaint may be filed before the competent authority.

#### **26. Socially Unacceptable Behavior (PUBLIC DEMONSTRATION OF AFFECTION):**

Socially unacceptable behavior within MAHE, B'LRU campus- being disrespectful to any stakeholders, using foul and abusive language when questioned, intimate acts that are obscene or sensual in nature will fall under the purview of this code of conduct.

Security personnel are empowered to keep surveillance of the various activities in MAHE premises, check the id cards/take note of the names of the students, report the same to the appropriate authorities. Students are hereby cautioned to refrain from such kind of behavior which can be a potential threat to situations involving invasion into one's privacy. Students shall always maintain discipline and decorum within the campus, any violation will result in disciplinary action. Action taken can include information to parents, fines, suspension from hostel, academics, withdrawal of academic privileges, as applicable.

### **27. WASTE MANAGEMENT AND RECYCLING:**

It is an offence to litter in the College premises. Designated litter bins are placed in frequent intervals for this purpose.

### **28. BOARDING:**

Students residing in MAHE hostels shall obtain written permission and signature of the warden for extended duration of absence from the hostel.

### **29. Fraudulent misrepresentation-**

Students found writing letters, emails, faking parents, providing contact numbers of friends as parents and using wrong data for submission of leave applications etc are all fraudulent misrepresentations and are criminal offences and liable for fine and necessary information will be shared with the parents.

### **30. Financial fraud**

Any student using fraudulent methods of payment to gain advantage with an intent to fool the system will be dealt with strictly. Use of fake apps to make payment for goods and services in return is a serious criminal offence. MAHE, vendor or any third party can take up the matter legally hence the students are strictly advised to refrain from such behaviors.

### **31. Stalking:**

Stalking is a criminal offence, and it includes attempting to contact, follow with an intent to foster personal interaction with or without the knowledge of the student concerned. As this act is likely to instill fear in the mind of the student the same will be dealt with strictly.

### **32. DISCIPLINARY ACTION AND NATURE OF PENALTY:**

If there is a case against a student for a possible breach of this Code, the existing Disciplinary Committee at the institute shall inquire into the alleged violation and accordingly suggest the action to be taken

against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions, based on the nature of misconduct.

- **Warning and fines:** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- **Restrictions:** Reprimanding and restricting access to various facilities in the college/campus for a specified period of time.
- **Suspension:** The student may be suspended for a specified period of time which shall entail restriction on participating in student-related activities, classes, programs, hostels etc. Additionally, the student shall not be permitted to use certain MAHE facilities, unless permission is obtained from the Competent Authority. Suspension may also be followed by possible dismissal, along with the following additional penalties.
  - Ineligibility to reapply for admission to the Institute for a period of three years.
  - Withholding the grade card or certificate for the courses studied or work carried out.
- **Expulsion:** Repeated misconduct, along with failure to comply with any conditions imposed, may lead to expulsion of a student from MAHE permanently, including prohibition from entering MAHE premises, or participating in any student related activities or campus residences etc.
- **Appeal:** If the delinquent student is aggrieved by the imposition of any of the penalties, he/she may appeal to the concerned HOI.

### 33. DISCONTINUATION FROM THE COURSE:

- If a student is certified by qualified professional and approved by MAHE that he/ she is mentally ill and is unfit to pursue the academic career, MAHE has the authority to direct such student to discontinue from the course.

### 34. DISMISSAL / DENIAL OF AWARD OF THE DEGREE:

MAHE reserves the right to dismiss / deny the award of the degree to a student under the following circumstances:

- Involvement in any criminal case.

- Involvement in case of Ragging.
- Repeatedly violating the Code of Conduct and showing no improvement despite several warnings.
- Violating the ethics of the profession.
- Involvement in anti-national / anti-social activities.
- Lack of improvement in academic progress despite all the support.
- Involvement in substance abuse and refusal of rehabilitation.
- Involvement in Sexual Harassment.

### **35. ADOPTION & PUBLICATION:**

- This Code shall be adopted from the date of Resolution to such effect by the Board of Management of the Institute.
- The Code shall be effective from the date of its adoption and will be publicized in conspicuous places in the Institute and on its Website.

### **36. AMENDMENT:**

MAHE reserves the right to amend any provision contained in this Code prospectively. No amendment shall be deemed effective, unless approved by a Resolution by the Board of Management of the Institute.

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