



SYMBIOSIS

INTERNATIONAL UNIVERSITY

Standard Operating Procedure (SOP) for Hostel

1. Hostel Rules and Regulations

- i. Student should read the rules before signing the application form (A copy of rules is attached with the application form).
- ii. Rules to be displayed in the hostel also.
- iii. Duplicate keys will be made on application received from students by the Campus Administrator/Rector.
- iv. Designated person should make the keys.
- v. Complaint form/Register to be provided to students.
- vi. Any cleanliness matter to be brought to the notice of the Campus Administrator/Rector.
- vii. Mess to be informed about non-availability of students.
- viii. Food to be served in the room on depositing Identity card in case of illness.
- ix. Lift to be closed after 10.30 pm.
- x. Inspection to be done by Hostel Committee.
- xi. Standard Night out forms to be provided with undertaking.
- xii. Suggestion Form to be provided.
- xiii. Suggestion Box provided in the hostel to be opened every 15 days in the presence of Campus Administrator/ Rector and Student representative.

2. Admission Process

- i. Provisional admission will be given in the hostel based on academic performance in the previous semester.
- ii. Students should apply one month before the last working day of previous semester for hostel accommodation.
- iii. Application form with attached one stamp size and one passport size photograph will be submitted to the Campus Administrator or Warden for hostel accommodation.
- iv. Admission form for hostel accommodation has to be endorsed by the Director and Rector.
- v. Admission in the hostel will be provisional subject to Allowed to Keep Term (ATKT) Rule.
- vi. Room inventory Form to be filled during check-in and check-out by the students in the hostel.

3. Issues Related to Parents/ Relatives/Visitors

- i. Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details.
- ii. Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.

4. Use of Electronic/Electric items

- i. **Fixtures:** Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall be cared for property. Students shall be required to pay double the original cost of any item found missing from their room. Students shall also be required to pay twice the charges of repair to items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
- ii. **Interchange of Furniture/Fixture:** Students shall not interchange any furniture/ fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel.
- iii. **Assets in Common Areas/Corridors:** Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/ wing involved. In

case of theft/damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the occupants of the hostel.

5. Induction Programme: There will be a common induction programme for the hostel students where students would get an opportunity to interact with the students of other Institutes and Hostel.

6. Celebration of Birthdays

- i. It shall be with prior written permission of the Rector/Campus Administrator.
- ii. It shall be held in a common place for one to two hours between 8.00 pm to 10.00 pm.
- iii. There shall not be any kind of physical discomfort.
- iv. No outside guest will be allowed.
- v. Violation of the rule shall be penalized.

7. Attendance of Students in Hostel

- i. Undertaking form will be taken from students for attendance.
- ii. Attendance of the students in the hostel will be taken strictly between 10.00 pm to 10.30 pm.
- iii. Any late comer will have to sign in a separate register.
- iv. The late comers will be fined as per rules.

Hostel Rules and Regulations

Disciplinary action as per SIU Code of Conduct shall be taken against students violating Hostel Rules and Regulations.

1. It should be clearly understood by all residents that no tenancy shall be created by their occupation or use of hostel premises and property and that each of them is merely permitted by Management, under the rules and regulations framed by the Management which can be changed, altered, modified, varied wholly or partly and can be replaced by Management at their discretion and without assigning any reason for same. Upon such revocation the resident shall not be entitled to stay and/or enter the Hostel/Institute or any part or portion thereof. If she/he does not leave, she/he shall be liable to be forcibly removed.
2. Admission given is provisional and will be confirmed by the Director of the respective Institute only after a free medical examination and clearance given by the Symbiosis Centre for Health Care (SCHC). Any previous medical history should be disclosed by the student.
3. Any misleading or false statement or information in the application form shall render the admission for termination and on such termination students shall not be entitled to stay and/or enter the hostel or part thereof. If she/he does not leave the premises of the Hostel she/he shall be liable to be forcibly removed from the hostel.
4. The management reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fees will NOT be refunded except the mess charges on pro-rata basis.
5. For residential campuses, hostel accommodation is mandatory. The hostel shall be treated as an extension of the Institution and observance of rules and regulations of the Hostel shall be compulsory for all boarders.
6. Change/Inter-Change of Room: A students shall not change/interchange her/his room with another student or shift into a vacant room without the previous written permission of the Rector/Campus Administrator. The Rector/Campus Administrator has the right to shift a student from her/his room to another room in the hostel at any time without assigning any reason.
7. The hostel warden shall provide students, keys of the allotted room. Students shall NOT use other lock and key for locking their rooms. Students are responsible for their possessions of all valuables and they should be kept in the cupboard under lock and

- key. Students shall not leave mobile, ornaments and other valuables unguarded. Students cannot change lock and key without the permission of the Rector/Campus Administrator and are advised to get duplicate keys made against loss of keys with the permission of Rector/ Campus Administrator.
8. The Rector/Campus Administrator has the discretion to inspect any room at any time.
 9. Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.
 10. Students shall take prior written permission of the Rector/Campus Administrator before giving any information or interview regarding Hostel to any member of the Press, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
 11. During the vacation, belongings should be kept in the cupboard under lock, however, students may avail common storage facility for limited quantity (2 cartons). One month before the vacation period, an application endorsed by the Director of the Institute to the hostel Rector must be submitted informing the Rector about the student's official vacation period. When the student has completed an academic year and is to vacate the hostel, student must take along all of her/his belongings.
 12. A minimum of two months notice is necessary in case a student wishes to vacate the hostel. Student shall receive the deposit cheque at the time of vacating room. If the student leaves the hostel room without notice, she/he will get her/his deposit back only after a period of two months. A student will have to vacate the hostel within five days of completion of her/his examination or any such academic requirement whichever is later. Any extra day will be charged as per norms and for such extra days, prior permission from the Rector/Campus Administrator is required. In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Rector/Campus Administrator with no responsibility of the Management for the same.
 13. The student shall pay hostel fee along with deposit for one year in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective programme of the respective Institute in which the student is studying.
 14. Students residing in the hostel will be staying at their own risk, liability and consequences.

15. It is mandatory for all students staying in the Hostel to undergo medical checkup provided by Symbiosis Centre of Health Care (SCHC). It is mandatory for all students to take medical insurance and health club membership from SCHS. Any student, who is not well, shall immediately report to SCHC and avail of treatment given by SCHC. In case of medical emergency, the student will be shifted/referred to the Hospital. In case of hospitalization, minimum 24 hours stay in the hospital will be required for claiming reimbursement of expenses from medical insurance agency, provided other conditions and details of Medi-claim policy supplied by SCHC are fulfilled.
16. Dress Code: The students should be decently dressed when they are out of rooms. For girls, tight body hugging clothes, short tops etc. are forbidden outside the room. The decision, as to what constitutes a decent dress remains vested with the Hostel authority.
17. Silence: Strict silence shall be observed in hostel from 12.00 am to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises. Recreational facilities to be turned off at 10.30 pm.
18. No gambling of any kind shall be allowed on the premises of the hostel.
19. No student shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostel.
20. Alcohol / Drugs / Smoking: Students shall not bring, take and/or drink any alcohol/intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the Institute.
21. If any common property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
22. Fixture: Student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to students must be cared for property. Students will be required to pay double the original cost of any item found missing from their room. Students will also be required to pay twice the charges of the repair to items that found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.

- a) Interchange of Furniture/Fixture: Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities will be expelled from the hostel.
 - b) Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.
23. Hostel authorities will not be responsible for any loss of money, jewelry or personal belongings of any student. Students are advised not to keep any cash/jewelry or any costly items in the room.
24. Ragging: Ragging in any form is BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the Institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offence. Please report any incident immediately to any member of the Anti-Ragging Committee/Warden/Campus Administrator/Security Personnel/Deputy Director/Director directly at any time of the day/night.
25. Electricity Restrictions: No electric appliances shall be permitted in the room, failing which the Rector/Campus Administrator will have the right to confiscate the gadget. The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not used. While leaving the room students should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion. Table lamps can be used for study purpose after 12.30 am.
26. Attendance Register: Attendance will be taken by the Rector before 10.30 pm every night. Hostelite has to sign the attendance register every day between 10.00 pm to 10.30 pm. After that the student is not allowed to go out of the hostel. Going out of hostel will lead to fine.
27. The student shall be back in the hostel for attendance before 10.30 pm every day.
28. Night out Permission: Night out shall not be allowed without the substantial reason. Night out in the permissive sense is hereby abolished. The Directors may still permit the students in exceptional circumstances for academic purpose and it should be conveyed to the Rector/Campus Administrator in writing at least one day before the Night out. Hostelite/ Boarder may be permitted to go home during holidays with written permission from parent along with the copy of the ticket, to be submitted to and approved by the Rector/Campus Administrator. All residents shall invariably be in the

hostel by 10.30 pm sharp. If the student comes after 10.30 pm then she/he needs to sign the late night register. When taken night out the student will stay out and will report back in the hostel after 6.00 am in the morning.

29. Students will apply for night out subject to submission of letter/from parents in case of personal reasons or from the Director in case of academic reason to the hostel authority between 10.30 am and 5.30 pm. Disciplinary action shall be taken against the student who does not submit the night out form. Such repetitive acts will lead to rustication of the student. Under no circumstances, phone calls from parents/local guardian shall be entertained.

Only in case of medical emergency student can contact the Rector directly for such permission. In case where the student has the permission for more than one night out, it is to be noted that such student shall not be allowed in the hostel during the mentioned period even during the day time.

30. Celebration of Festivals and Birthdays: Student shall take prior permission of the Rector/Campus Administrator for celebrating any festivals and birthdays. Birthdays should be held in a common place for one to two hours between 8.00 pm to 10.00 pm. There should not be any kind of physical discomfort. No outside guest or interference of any kind will be allowed.

31. Cleanliness: Students shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/balconies. The Rector has the right to confiscate any such clothes hung for drying in the balconies. No students shall store any cooked food in the room.

32. Pets: Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dog by offering food, petting them etc.

33. Hostel Staff: Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.

34. Visitors/Parents: Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9.00 am to 11.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room. Personal

servants/Domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.

35. Mess: Student shall pay full mess fee for one year in advance at the time of admission to the hostel. It is mandatory to eat in the mess and coupon is compulsory. Students are requested to carry their coupons while going to mess. Student must inform their non availability or night out to the Mess Supervisor well in advance.

If a student is sick, written application by the student endorsed by the Rector and medical certificate by SCHC should be given to Supervisor for serving food in the room.

Students are requested not to waste food. Outsiders are not allowed in the mess. Guests are allowed in mess with prior permission of the Supervisor and charges applicable. Outside food/dabbas are strictly not permitted in the hostel

Timings for Mess

Breakfast	-	7.30 am to 9.30 am
Lunch	-	11.30 am to 1.30 pm
Dinner	-	7.30 pm to 9.30 pm

These timings shall be strictly followed by the hostellers.

36. Suggestion Box/Register: Suggestions and complaints should be either deposited in the "Suggestion Box" or should be entered in the "Suggestion Register" kept in the hostel premises. Suggestion form is also available in the Hostel.
37. The Management has the right to discontinue Hostel accommodation given to a student on account of misconduct and/or violation of rules and regulations.

Acts of Violation and Handling Authorities

Disciplinary action as per SIU Code of Conduct shall be taken against students violating Hostel Rules and Regulations.

Sr. No	Act of Violation	Handling Authority
1.	Indulging in any political, communal, immoral or untoward activity , any propaganda or publicity of any nature which violates harmony, discipline and the image of the Institute	Competent Authority of the Hostel / Institute
2.	Drugs/ Alcohol consumption or possession or sale or being under influence of: a) Alcohol, Tobacco, Gutka and Cigarettes b) Narcotic drugs and Psychotropic substances	Competent Authority of the Hostel / Institute
3.	Ragging : Any one found indulging in ragging in any form in the Hostel	Director / Head of the Institute along with Anti- ragging Committee / Hostel Committee
4.	Gambling : No Gambling of any kind shall be allowed in the premises of the Hostel	Rector / Campus Administrator / Competent Authority of the Institute
5.	Willful disobedience or proxy signatures, forging of any kind or all of the types of defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities	Rector / Campus Administrator / Competent Authority of the Institute
6.	Indulging in Physical Fights / Quarrels/ Bouts	Rector / Campus Administrator / Competent Authority of the Institute
7.	Damages: If any common property is damaged or lost	Rector / Campus Administrator / Competent Authority of the Institute

8.	Return Hour: Students shall return to the Hostel before 10.30 pm , (11.00 pm on Saturday / Sunday / Holidays only in case the mess closed) after which gates will be closed.	Rector / Campus Administrator/ Competent Authority of the Institute
9.	Not signing in Attendance Register: Students shall sign the attendance register when they return to the hostel at night. The hostel warden will take attendance from 10.00 pm to 10.30 pm every night.	Rector / Campus Administrator, Competent Authority of the Institute
10.	Using of Electric Iron or any appliances other than Laptop	Rector / Campus / Administrator / Competent Authority of the Institute
11.	Partying and playing loud music inside Hostel Room	Rector / Campus Administrator / Competent Authority of the Institute
12.	Having meals inside the hostel room unless medically advised and endorsed by the Rector	Rector / Campus Administrator / Competent Authority of the Institute
13.	Visitors: if taken to room	Rector / Campus Administrator / Competent Authority of the Institute
14.	Sticking notices or writing on walls	Rector / Campus Administrator



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UNDERTAKING BY THE STUDENT

I.....D/O-S/O, Mr./Mrs..... staying in

Room No. in Hostel has read the above Rules and

Regulations and I undertake that I will sign on the attendance register before 10.30 pm

(unless exempted) failing which shall be liable for censure/fine/disciplinary action.

Name of the Student:

Name of the Institute: Programme:

Room No:

Signature of the Student Date



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UNDERTAKING BY THE PARENT

I _____ F/O - /M/O

Ms. /Mr. _____ who is studying in _____ and residing in _____ Hostel in Room No. _____, has read and understood the above Rules and Regulations and I undertaken that I will cooperate with the Hostel Authorities and I will also provide all the medical information, if any, of my ward to the Hostel Authorities and will be available on call and promise to visit and take care of my ward, as and when required.

My Contact Details are:

I hereby undertake that my ward and me are responsible for incidents, whatsoever, and ensure that my ward shall follow the norms of Symbiosis International University code of conduct while he/she is inside or outside the hostel.

Name of the Parent: _____

Signature _____

Date: _____



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UNDERTAKING BY THE STUDENT- NIGHT OUT

Name of the Student: _____

Name of the Institute: _____

Room No: _____

Purpose: _____

Night Out: _____

Contact Number: _____

- I hereby undertake to return on expiry of the permitted duration. I will be back at _____ (time) _____ (date).
- I hereby notify that I am leaving the hostel for the night (s) of _____ to _____ as my fax/ email from my parents is awaited.
- I hereby undertake that I am solely responsible for the incidents, whatsoever, and that I shall return on the expiry of the said duration. I shall follow the norms of Symbiosis International University code of conduct while being outside the hostel.

Signature of the Student _____ Date: _____



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SUGGESTION FORM FOR THE HOSTEL

Name of the Student: _____

Name of the Institute: _____

Programme: _____

Hostel: _____

Room No: _____ Contact No _____

Problem Identified: _____

Suggestion: _____

Signature of the Student _____

Date: _____