

Hostel Policy

1. Objective

- a. Hostels are run with the primary objective of providing students a “home away from home”. The hostel atmosphere must instill self-confidence and discipline in the minds of students, and provide scope for developing ideals of a harmonious communal living. The hostel must also enable students to share the joys of camaraderie, fellowship and professional fraternity. Self-help and a spirit of accommodation for the common good are some of the virtues expected from the hostellers.
- b. The guiding principle towards the formulation of the rules and regulations for hostellers is to ensure a safe, secure, comfortable and pleasant stay and to create an environment, which is conducive to learning. To this end, all the activities are geared towards your development and progress. We expect our students to develop a sense of belonging towards SRM property.

2. Definition

- a. These rules will be termed as Hostel Occupancy Rules & Regulations.
- b. Failure to abide by these rules in letter and spirit will be considered an undesirable conduct on the part of the residents and will result in appropriate disciplinary action.
- c. For all practical purposes, as far as these rules and regulations are concerned, hostel premises along with its fixtures, furnishings and any other materials/equipment supplied by SRM Hostels will be considered SRM Property.

3. Hostel Facilities

- a. The SRM Hostel Facility comprises of several purpose built blocks. The hostel facility has been designed and constructed keeping in view the international standards and conducive ambience for learning.
- b. SRM treats all its students equally. Students sharing a room are entitled to equal rights of occupancy and access to any material of common use in the room. Students are expected to have a courteous attitude towards their roommate and not indulge in any activity that will lead to disciplinary action.
- c. The hostel provides a cot, a study table, a chair and a cupboard. Every hostel has drinking water, hot water facility, TV halls and common rooms.
- d. Gym and indoor games are available as common facility for the hostellers. Dining halls are conveniently located close to the hostels. Night canteens are also available within the hostel premises.
- e. Wi-Fi facility is available to every student for purposes of academic pursuits.
- f. Vendor for laundry service has been arranged. Students can use the service with direct payment to vendor.
- g. ATM and general store are located close to the hostels.
- h. Hospital and Saloon are located within the hostel premises.

- i. The support staff provided at hostels is to ensure students' stay is as comfortable as possible. Any complaints or feedback regarding the support staff, must be dealt only with the Hostel Office, rather than dealing directly with the concerned staff.

4. Timings

- a. Students should adhere to the timings. For student safety and to maintain the decorum of the University, the Boys and Girls Hostel attendance will be taken at 9.00 pm. The timings may be changed on particular days of events and students should be in their hostels thereafter.
- b. If any student plans to stay away from the hostel after 9.00 pm, they have to plan in advance and inform the Deputy Warden in writing. Verbal messages to the Warden will not suffice. Information sheets must contain the place where they have planned to go as well as the contact telephone number. Permission from their parents in writing or by way of written letter or email is mandatory for staying outside the hostel beyond specified timings.

5. Allotment Conditions

- a. At the time of admission to hostel every year, the resident should submit a duly filled application form to the hostel office. Any change of personal details provided in this application form should be intimated to the hostel office as and when such changes occur.
- b. Rooms once allotted to the students for an academic year will not be changed except on special situations on the discretion of the Warden / Hostel Office. The management intentionally places students of varying academic, cultural, social, national backgrounds together so that cross-cultural, academic, social and national learning is achieved. Students are expected to give full respect and equal rights to their roommates, irrespective of their varying backgrounds.
- c. No student will be allowed to stay in the hostel without formal admission.
- d. The hostel office may refuse admission to any member without assigning reasons.
- e. Every student before admission to the hostel must give an undertaking in writing that he / she will abide by the rules of the hostel and that he / she will submit to the discipline imposed on him / her by the authorities. This shall be confirmed in writing by the parent / guardian also in the attached declaration form.

6. Maintenance and upkeep

- a. Students must act as custodians of the property; therefore, its usage should be done with care. Students will be liable to pay for any loss or damage caused to SRM Property. In case of loss by a group of students, the residents of the entire floor / building will be fined.
- b. If a room is damaged or its furnishings are damaged/lost, the residents are financially responsible. Deliberate destruction of hostel property will attract penalty ranging from fine to expulsion from hostel.
- c. Students are not supposed to take away common area fittings/furnishings to their individual rooms. Violators will be fined as prescribed by hostel office.
- d. Lift facility must be used as per permitted capacity. Any damage to lift will attract fine as prescribed by hostel office.

7. Alterations

The residents are not allowed to move any furniture from its pre-allotted place. Painting / scribbling / sticking posters on the walls, doors and windowpanes are prohibited. When the resident move out, the room must be returned in the same state as it was allotted to that resident.

8. Personal Belongings

The residents are responsible for the safekeeping of their personal belongings. They are advised to keep under lock all valuable items such as Jewelry, Laptop, Mobile Phone, etc. They should lock their rooms when not present even for a short time. SRM and the hostel office cannot assume responsibility for the loss / damage of residents' property.

9. Noise Levels

Every resident of the hostel has right to quiet and peaceful atmosphere. From 10.00 PM to 6.00 AM, the level of noise in hostel premises should be sufficiently low so that fellow residents are not disturbed. In addition, noise level during the rest of the time should not be nuisance to other fellow residents. Any complaint from fellow students in this regard will attract investigation and subsequent disciplinary action, if the complaint is found to be genuine.

10. Semester break

- a. The students are required to vacate the rooms on the day next to the last working day of each academic year, hand over the keys to the hostel office and mark their date & time of departure from the hostel.
- b. However, students who have to stay back for internship / projects will be permitted only on getting written permission from the concerned faculty supervisor or any other official and submitting the same to the hostel office in advance.
- c. The allotment of the same room for the next year is not assured. New allotment, based on the situation, will be decided by the hostel office and is binding on the residents.

11. Ragging

Ragging is a cognizable offense (offense for which the police can arrest the offender without warrant). Our motto is: Zero Tolerance to Ragging in any form. Please read the University's anti-ragging policy carefully. If found guilty of ragging, action will be taken as per the law of the land and the punishment may include expulsion from the University.

12. Antisocial Activities

Residents should not arrange any function or meeting within the hostel or outside or within the campus without specific permission of the Warden / Concerned Authorities. Residents should not indulge in anti-social, anti-national or any other undesirable activities within or outside the hostel zone. Such activities attract severe penalty.

13. Use of intoxicants

Smoking, consumption of alcohol and use of narcotics or any other intoxicant is strictly prohibited. Entering the hostel premises in intoxicated / inebriated state as well as possession of liquor and narcotics is also disallowed. Any violation of these conditions will attract severe penalty including expulsion from the Hostel as per SRM-AP Substance Abuse Policy. In case of possession of narcotics, the matter will also be referred to the local police.

14. Use of Appliances

- a. The power handling capacities of the electrical systems in hostels are limited. Therefore overloading can result in tripping of main power supply. Overloading can also lead to fire accidents.
- b. Usage of Iron press, heaters with exposed heating coils, immersion heating rods and similar appliances are prohibited inside the hostel room.
- c. Cooking in hostel rooms is not permitted. Possession of cooking material, induction tops, stoves, heaters etc. will invite heavy penalty and repeated offence may amount to expulsion from the hostels.
- d. Use of mobile and laptop chargers are permitted, provided the combined power requirement does not exceed the electrical socket specification.
- e. Noncompliance with this rule will attract seizure of the nonconforming equipment and fine as prescribed by the hostel office

15. Tampering

Any tampering with the network devices and other electronic devices installed in hostel and hostel premises or any disruption in the campus internet due to penetration to the network settings would be considered very seriously and would invite disciplinary actions.

16. Refund of Hostel Fees

Fees once paid will not be refunded normally. However, under special circumstances the following procedure will be followed.

- a. Full fee (except the hostel admission fee) will be refunded if a student wishes to withdraw from the course even before start of the program. INR 5,000/- will be charged as cancellation fees.
- b. If a student wishes to withdraw from a course after the start of the program, room rent for the period completed by the student (rounded off to the full month) will be charged and the remaining amount will be refunded.
- c. If a student wishes to withdraw from the hostel at any time during the academic year, no refund is permitted.
- d. If a student is expelled from the hostel on disciplinary grounds, no refund is permitted.

17. Guest Accommodation

- a. Subject to the availability of rooms in the hostel, if a parent needs accommodation for a short stay (one or two days only), he/she has to intimate the hostel office at least 7 days before the expected date of occupancy. Charges as prescribed by the hostel office shall be applicable.
- b. Day-scholars and other relatives of the students are not permitted to stay in the hostel as guests.
- c. As only limited rooms are available, rooms will be allotted on first come first serve basis.
- d. Hostel rules and regulations will equally apply to guests also.
- e. Any damages caused to the SRM property by guests shall be recovered from the concerned individuals and/or from the student who invited such guests.

18. Maintenance Complaints

- a. A Hostel Committee under the Chairmanship of Director – Student Affairs will look into various matters / problems, related to hostels.
- b. For the convenience of the hostellers, a complaint handling system is in place. In case of any complaint regarding upkeep and maintenance, a complaint register is placed at the entrance of each hostel block for this purpose.

19. Medical Assistance

Cases of serious illness and diseases should be reported immediately to the concerned Warden for necessary action. During in-house hospital working hours, students can go to the hospital for treatment. Outside in-house hospital working hours, students are expected to contact the hostel Warden immediately if any medical help is required. A vehicle and driver are available on campus 24 hours to transport students to external hospital and back if any emergency arises.

