



**PRESIDENCY  
UNIVERSITY**

# HOSTEL HANDBOOK

2025-26

**NAVIGATING YOUR JOURNEY:  
ACADEMICS, LIFE & BEYOND**

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## **Introduction**

Presidency University is committed to providing a "home away from home" for both domestic and international students, ensuring they experience warm hospitality to help them focus on their academic journey.

The university provides exceptional hostel facilities for both boys and girls, with three existing hostels accommodating a total of 650 students. Additionally, a newly constructed hostel, conveniently located near the campus, offers accommodation for 2,000 students, ensuring a comfortable and enriching living experience. These hostels offer twin-shared and triple-shared rooms, furnished with bed cots, study tables, chairs, cupboards, free Wi-Fi, and more. All hostels include state-of-the-art amenities such as an independent dining area, purified hot and cold drinking water, laundry rooms, common rooms with televisions and recreational spaces, and facilities for both indoor and outdoor sports.

The girls' hostels are supervised by four wardens under the guidance of a resident officer, while boys' hostels are managed by two wardens each. All hostels fall under the university's **Student Housing Department** and are secured with a 24-hour security system, which includes round-the-clock security at entry points and CCTV surveillance.

Medical facilities are available within the hostels, with on-duty nurses present at night to offer immediate assistance. In case of emergencies, ambulances are on standby to transport students to hospitals.

Transport services are provided to girls on weekends and holidays to visit nearby Yelahanka New Town for shopping. The hostels also organise recreational trips, sports activities, and cultural events throughout the academic year.

## **Vision**

"To provide a nurturing and inclusive living environment that fosters academic excellence, personal growth, and a vibrant community, where every student feels valued and empowered to thrive."

## **Mission Statement**

"To provide a safe, inclusive, and supportive residential environment that fosters personal growth, academic success, and community engagement for all students."

The University is dedicated to promoting a sense of belonging, encouraging diversity, and enhancing the academic experience through vibrant social interactions, active learning opportunities, and comprehensive support services. Together, we strive to cultivate a dynamic living community where every resident feels valued, empowered, and inspired to reach their full potential."

## **Guidelines for Hostel Admissions 2025-26**

### **For New Students:**

**Caution Deposit:** Pay Rs. 10,000 as a refundable caution deposit.

**Application Form:** Fill out the hostel application form and submit an undertaking.

### **Fee Payment:**

- First instalment of hostel fee must be paid before arrival at the hostel.
- Students must report to the hostel with the fee receipt, accompanied by parents/guardians.
- The second instalment of hostel fee must be paid within a month of admission.

**Bank Loan for Students:** Students taking loans must provide a sanctioned bank letter at the time of admission. No admission will be granted without this.

**Submission Mode:** Both online and hard copy submissions of the application are accepted.

### **For Continuing Students:**

- Students are required to pay a booking fee of Rs. 20,000 for the hostel room. The amount is non-adjustable and non-refundable.
- Students must clear full-year hostel fee before arriving at the hostel.
- Room allotment will be on a first-come, first-serve basis after full fee payment.

### **General Rules:**

**Hostel Fee:** Hostel fee is non-refundable and non-adjustable under any circumstances.

**Laundry Fee:** Students must pay Rs. 5,000 during hostel admission for laundry services, which will be managed by a vendor (number of clothes allowed per month will be specified). Laundry fee is non-refundable.

Submit required documents and payments on time to secure admission.

## **What to Carry with You?**

When preparing for hostel admissions, it's important to bring along several essential items to ensure a smooth transition. Here's a list of items you should consider:

### **Documents**

- Admission letter
- Identification proof (Aadhaar card, passport, etc.)
- Passport-sized photographs (Both parents and students)
- Medical certificate (if required)
- Any necessary financial documents or scholarship papers

### **Bedding**

- Bed sheets
- Pillow and pillowcase
- Blanket or comforter
- Warm clothes for winters
- Mattress protector (if necessary)
- Bucket, mug, glass, plate and spoons

### **Clothing**

- Everyday clothing, including seasonal attire
- Formal attire (if required for events)
- Sleepwear
- Comfortable shoes and slippers

### **Personal Products**

- Essential toiletries
- Towel and washcloth
- Personal hygiene products

### **Electronics:**

- Mobile phone and charger
- Laptop or tablet and charger
- Power bank
- Adapter (if your hostel has different plug points)

### **School/College Supplies:**

- Books and stationery
- Backpack or bag

- Any subject-specific materials (textbooks, course outlines)

**Miscellaneous:**

- First aid kit
- Lock and key
- Small sewing kit
- Umbrella

**Make sure to check with the hostel regarding any specific items allowed or prohibited, as policies can vary.**

## **Guidelines for Safeguarding Personal Belongings**

### **Labelling Personal Items:**

- All personal belongings should be clearly labelled with the resident's name and room number.
- Use tags or stickers for easy identification.

### **Storage Practices:**

- **Use Lockers:** Use available lockers for storing valuables like electronics, cash, and important documents.
- **Room Organization:** Keep personal items organized within your designated space to avoid clutter.

### **Shared Spaces:**

- Do not leave personal belongings in common areas (hallways, kitchens, bathrooms) to ensure clean and secure environment for everyone.
- If personal items are used in shared spaces, return them immediately to avoid confusion.

### **Valuables:**

- Avoid bringing inessential valuables to the hostel.
- If you must keep valuable items, ensure they are securely stored in a locked container or locker.

### **Regular Checks:**

- Periodically check your personal items to ensure everything is in order and nothing is missing.
- Inform the hostel management if you notice anything unusual.

### **Reporting Lost Items:**

- Report any lost or stolen belongings to the hostel management immediately.
- Fill out a lost item form if required.

### **Guest Policies:**

- Inform your roommates if you have guests staying over; guests should be reminded about respecting personal belongings.
- Personal belongings should not be left in common rooms while hosting guests.

### **Vacating Procedures:**

- Upon vacating the hostel room, remove all personal belongings and clean your area.
- Report any items left behind to the hostel management.

### **Personal Responsibility:**

- Students must take responsibility for their items and respect others' belongings.
- Students must bear in mind, at all times, that the hostel is shared living space, and cooperation is key to maintaining a friendly atmosphere.



## **Hostel Outing Guidelines**

These guidelines for student outings are clear and structured to ensure safety and maintain communication with parents or guardians.

### **Home Outing**

If the duration of home outing exceeds for than 12 hours, student is required to get approval for parents.

### **Day Outing**

A student can go for a day outing which extends up to 12 hours. Student must also get prior parent approval for the same.

### **General Outing**

Students are allowed to go for general outing 3 times per week within a duration of 2 to 3 hours. Students must have taken parent approval in advance.

### **Recreation**

Students can engage in recreational activities 3 times per week within a duration of 45 minutes.

### **Curfew**

The latest entry time into the hostel is 7:00 PM. With prior approval, entries may be extended to 7:30 PM.

### **Approval Process**

All outings must be verified with parents or guardians to ensure authenticity and safety.

**These guidelines not only promote safety but also encourage responsible communication between students and their families.**

## **Guidelines for Two-Wheeler Parking**

- **Parental Permission:** A permission letter from parents must be submitted to the Director of Student Housing.
- **Documentation:** Students must provide a copy of valid vehicle registration certificate, insurance, and driving license.
- **Liability Disclaimer:** The hostel authorities will not be held responsible for any damage, accidents, or theft of students' vehicles.
- **Helmet Requirement:** Wearing a helmet is mandatory when entering and exiting the hostel campus.
- **Speed Limit:** The speed limit inside the hostel premises is 20 km/h.

**Please note that failure to comply with these rules will result in a ban on your vehicle's entry into the hostel campus.**

## **Guidelines for Bicycle Usage in Girls' Hostel**

### **Pre-Booking Procedure:**

- Students must submit a request to their respective floor warden to pre-book a bicycle.
- Bicycle slots will be allocated based on availability.

### **Check-In and Check-Out:**

- Bicycles will be issued by the security guard.
- Students must sign the record book upon collecting and returning the bicycle.

### **Usage Duration:**

- Each student is allowed to use the bicycle for a maximum of 20 minutes per session.

### **Designated Hours:**

- Bicycles can only be used between 6:00 AM and 7:00 PM.

### **Return Policy:**

- Bicycles must be returned immediately to the designated bicycle stand after each session.

### **Damage Responsibility:**

- Students are responsible for any damages incurred during their time slot.
- A nominal fee may be charged for repairs if the bicycle is returned damaged.
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### **Safety and Conduct:**

- Students must ride responsibly in designated areas to ensure safety and minimize disruption.
- Reckless behaviour, such as racing or performing stunts, are strictly prohibited.

### **Disciplinary Actions**

- Failure to adhere to these rules may result in temporary suspension of bicycle privileges or other disciplinary actions as determined by the hostel administration.

**We encourage all students to participate in this initiative and enjoy the numerous benefits of cycling while adhering to the outlined rules for a safe and enjoyable experience.**

## **Guidelines for Pick Up and Drop Off by Bikes and Private Transport**

### **Prohibition of Pick-Ups by Friends:**

- Students are not permitted to be dropped off at the hostel by friends on two-wheelers due to safety concerns, including the absence of helmets, driving licenses, and vehicle insurance.

### **Unsafe Routes:**

- Students are advised against walking along isolated roads after being dropped off, as this increases vulnerability to theft and other criminal activities.

### **Recreational Safety:**

- Navigating through isolated areas during recreational activities can lead to conflicts with locals, presenting additional safety risks.

## **Guidelines for Receiving Parcels/ Couriers**

- **Sharing OTP:** Refrain from sharing your OTP to any delivery personnel or security guards.
- **Responsibility:** The hostel authorities are not responsible for any damages or loss of parcels.
- **Personal Information:** Refrain from sharing your personal contact details with unfamiliar delivery personnel.
- **Timely Collection:** Ensure timely collection of parcels by tracking deliveries and retrieving them promptly.
- **Food Delivery:** Outside food parcels will not be permitted inside the hostel after 9:30 pm.
- **Communication:** Requests to higher authorities for permission to accept food parcels are not acceptable.
- **Informing the Warden:** Notify the warden about any expected parcels in your absence.

## **Guidelines for Students Visiting Friends' Rooms at Night**

### **Visiting Hours**

- **General visits:** Students can visit friends' rooms from 8:00 AM to 9:00 PM.
- **After 9:00 pm:** Visiting rooms is prohibited unless it is an emergency or with prior approval from resident staff.

### **Emergency**

In case of an emergency, notify the resident staff immediately.

### **Conduct During Visits**

- **Noise Levels:** Maintain a respectful noise level to avoid disturbing other residents.
- **Visitor Limit:** Room occupancy should not exceed 2 individuals unless previously discussed with resident staff.
- **Respect for Privacy:** Always knock before entering and wait for permission.

Visitors must comply with hostel guidelines and security protocols.

### **Identification**

- **ID Requirement:** All visitors must present valid university identification.
- **Registration:** Visitors may be requested to sign in and out at the front desk.

### **Communication**

- **Notify Roommate:** If you will have a visitor, inform your roommate in advance.
- **Check with Neighbours:** Be considerate of the roommates or immediate neighbours if planning gatherings.

### **Reporting Issues**

- **Concerns:** Any concerns regarding safety or compliance with these guidelines should be reported to residence staff or through the university's reporting system.
- **Support Services:** Students should be aware of support services available, including counselling or peer support.

## **Guidelines for Using the Hostel Gym**

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The hostel gym is equipped with state-of-the-art fitness equipment designed to enhance strength and endurance. Its primary goal is to support students' holistic development by promoting physical fitness, and improving athletic abilities.

Access to the gym is restricted to Chokkanahalli hostel staff and students. All users must complete a safety induction and receive approval from the instructor before using the equipment.

### **Responsibilities**

- Users must be trained in the proper use of gym equipment.
- Awareness of potential hazards and adherence to safe practices are crucial in preventing injuries.

### **Gym Code of Conduct**

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- Wear appropriate work out clothing.
- Avoid wearing jewellery that could cause injury.
- Maintain discipline in the gym.
- Use towels during workouts.
- Seek assistance from the gym instructor in case of doubt.

### **Gym Rules**

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#### **Operating Hours:**

**Monday to Saturday:** 5:30 am - 8:00 am & 5:30 pm - 8:00 pm

**Sunday:** 5:30 am - 9:00 am & 4:30 pm - 9:00 pm

**Sign in/Out:** While entering and leaving the gym.

- **Time Limit:** Each user is limited to 30 minutes of gym usage.
- **CCTV Monitoring:** The gym will be monitored concerning user safety.
- **Equipment use:** Equipment must remain in its designated area and should not be moved outside the gym.
- **Hygiene:** Wash hands before and after workouts, bring a towel, and the equipment must be wiped after use.
- **Dress Code:** Appropriate work out attire is mandatory, with sports shoes worn at all times.
- **Food and Eatables:** No food allowed; water bottles are allowed;
- **Supervision:** All students are required to work out under the supervision of a coach.

## Safety Guidelines

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- Avoid training alone.
- Always warm up and cool down.
- Inspect equipment for damage before use.
- Use weights that are manageable.
- Stop training if feeling dizzy or unwell.

## Injury Prevention Guidelines

- **Warm-Up/Cool Down:** Engage in a 5-10-minute warm-up before and cool down after workouts.
- **Hydration:** Hydrate yourself before, during, and after exercise.
- **Training:** Familiarize yourself with gym rules and equipment usage.

## Reporting Injuries

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All injuries must be reported to the gym coordinator immediately. Injuries will be treated by trained personnel to ensure proper recovery.

## RICE Method for Injury Treatment

- **Rest:** Avoid movement.
- **Ice:** Apply an ice pack to the injury.
- **Compression:** Use a bandage to compress the area.
- **Elevation:** Keep the injured area elevated

## **Guidelines for Using the Washing Machines**

### **Classification of Clothes for Laundry**

- Used linen without stains.
- Clothes without blood or body fluids.
- Clothes used by students with a known infection, whether soiled or not to regardless of their condition.

### **Do's**

- Ensure washing machines are empty; bring used clothes in buckets or carriers during designated time blocks.
- Confirm all water valves are open and water is flowing before use.
- Add the recommended amount of detergent in the designated compartment and select the quick wash mode, which is the only mode available for general use.
- After washing, promptly remove clothes from the machine.
- Use washing machines only in the presence of a warden during daytime.
- The hostel authorities are not responsible for any loss or damage to clothes.
- Ensure no hard objects (coins, papers, pens) are in pockets before washing.

### **Don'ts**

- Using washing machines for cleaning shoes.
- Putting soiled clothes for washing.
- Washing clothes contaminated with bodily fluids.
- Using washing machines outside designated time slots.
- Touching spare parts or filters, or interfering with machine operations, will result in penalties and fines for violators.
- Do not leave clothes in the washing machine after the cycle is complete.
- Adhere to the 5 kg limit for a 7 kg machine; avoid washing bedsheets and woollen items, and limit the number of jeans and shirts.



## **Guidelines for Using the Refrigerator**

### **Best practices (Do's)**

- Ensure the refrigerator door is closed properly.
- Label your items clearly with the name and room number and store them in appropriate containers.
- Dispose of spoiled food promptly.
- Store strong-smelling foods in airtight containers.
- Organize the fridge effectively:
  - **Top Shelves:** Store items that don't require cooking (e.g., cooked meats, leftovers).
  - **Middle Shelves:** Ideal for dairy products (milk, yogurt, cheese).
  - **Bottom Shelves:** Best for items needing long-term preservation.
- **Weekly cleaning:** Every Monday, maintenance staff will deep clean the fridge with the warden present. Students must remove their items by Sunday evening; unclaimed items will be disposed of.
- **Storage limitations:** Do not overload the fridge with unnecessary items.
- **Food restrictions:** No fast food is allowed to be stored in the fridge due to potential health risks.

## **Guidelines for Using the Hostel Dining Area**

### **Dining Timings**

Breakfast	7 am to 9 am
Lunch	11.30 am to 2 pm
High tea	5 pm to 6.30 pm
Dinner	7.30 pm to 9 pm

### **General Rules**

- Quiet hours must be observed during certain times as specified.

#### **Eligibility:**

- Only registered hostel residents and their authorized guests may use the dining area.

#### **Food & Beverages:**

- Students are not allowed to bring their own food and beverages.
- Cooking in the dining area is not permitted unless specified for organized events.

#### **Seating Arrangements:**

- Ensure that chairs and tables are returned to their original positions after use.
- Avoid reserving tables for extended periods during peak hours.

### **Behaviour Expectations**

#### **Respectful Conduct:**

- Maintain a peaceful atmosphere. Loud or disruptive behaviour is not permitted.
- Be courteous to fellow students and staff.

#### **Guest Policy:**

- All guests must be signed in by a resident and must comply with dining area rules.
- Limit the number of guests to 2 to avoid overcrowding.

## **Health and Safety Protocols**

### **Food Safety:**

- Ensure food brought into the dining area are stored and handled safely.
- Be mindful of food allergies and dietary restrictions.

### **Hygiene:**

- Wash hands before and after eating.
- Masks are recommended during flu seasons or as prescribed by health authorities.

## **Clean-up Protocols**

### **After Eating:**

- Dispose of all trash in designated bins.
- Clean any spills immediately to avoid hazards.

### **Recycling**

- Separate recyclable materials into designated bins (e.g., plastics, paper).

### **Reporting Issues**

- Report any damages, spills or maintenance needs to hostel staff promptly.

## **Consequences for Violations**

Failure to adhere to these guidelines may result in warnings, loss of dining area privileges, or other disciplinary actions as deemed necessary by the hostel administration.

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