



**PRESIDENCY**  
**UNIVERSITY**



**NAACA**  
ACCREDITED UNIVERSITY



# HOSTEL HANDBOOK

2026 - 27

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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 four hostels accommodating 2,600 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 **five** wardens, while boys' hostels are managed by **Seven** wardens under the guidance of a **Chief warden**. 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 Rajanukunte town for shopping. The hostels also organise recreational trips, sports activities, and cultural events throughout the academic year.

All visitors/parents should be carrying visitors ID card during check-in to the hostel complex. This will be issued by security after scrutiny and verification.

## **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 2026-27**

### **For New Students:**

**Caution Deposit:** Pay Rs. 20,000 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 if hostel admission is cancelled.
- Students must clear the 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**

- Full hostel fee payment receipt copy.
- Identification proof (Aadhaar card, passport, etc.)
- Passport-sized photographs (Both parents and students)
- Medical certificate copy to be bought if any medical history.
- 10<sup>th</sup> or 12<sup>th</sup> Marks sheet copy.

### **Bedding**

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

### **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

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

- Books and stationery
- Backpack or bag

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

**Miscellaneous:**

- Lock and key
- Small sewing kit
- Umbrella

## **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 Cupboard:** Use available cupboard lockers locked for storing valuables like electronics, cash/gold and important documents.
- **Room Organisation:** Keep personal items organised 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.

### **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.
- The lost and found register must be filled in.

### **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 a 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, the student is required to get approval from parents.

### **Day Outing**

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

### **Recreation**

Students can engage in recreational activities 1 times per every day 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.

## **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 a 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 minimise disruption.
- Reckless behaviour, such as racing or performing stunts, is 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**

- **The parcels will be allowed until 9.00 pm.**
- **Sharing OTP:** Refrain from sharing your OTP with 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 9:00 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.
- **Silent Hours:** 10:00 pm to 6:00 am will be observed as silent hours across all hostels.

### **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.

### **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.
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## **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 workout 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:** 5:00 am - 9:30 am & 4:00 pm - 8:00 pm

**Sunday:** 5:00 am - 9:30 am & 4:00 pm - 8:00 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 for 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 workout 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 workout 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:** Familiarise 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 slots.
- 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.
- Organise the fridge effectively:
  - **Top Shelves:** Store items that don't require cooking (e.g., cooked meats, leftovers).
  - **Middle Shelves:** Ideal for dairy products (milk, yoghurt, 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 Rental E-bikes (DriEv)**

- The university has partnered with DriEv( E Bike rental services).
- The students can use it on chargeable basis.
- The students must adhere to the DriEv and student housing guidelines to use the rental services.

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

### **Dining Timings**

Breakfast	7.00 am to 9.00 am
Lunch	12.00 pm to 2.00 pm
High tea	5.00 pm to 6.30 pm
Dinner	7.30 pm to 9.00 pm

### **General Rules**

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

#### **Eligibility:**

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

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

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

## **Health and Safety Protocols**

### **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.

## **Code of Conduct - Hostel Residents**

*The below mentioned Code of Conduct is to be adhered to by hostel residents and monitored by Wardens and Student Housing Staff with immediate effect at all Student Housing Complexes.*

1. All Residents shall observe **10.00 PM to 06.00 AM** as “**Silent Hours**”.
2. All Residents are required to maintain expected and notified standards of behaviour. They are expected to behave courteously and fairly with everyone both inside and outside the University Campus and Student Housing Complex.
3. All Residents are required to carry at all times their valid University Identity Cards issued to them, while on Campus and Student Housing Complex.
4. All Residents must **check in and check** out of the Student Housing Complex for daily attendance **using the biometric system** installed at their respective housing complexes. This is **mandatory**, and **no outing or recreational activity will be permitted without biometric authentication**.
5. All Residents shall report to the respective Student Housing Complex, **not later than 7.00 PM** every day. Any resident who has not entered the hostel premises by this time will automatically receive an **SMS alert**, which will also be sent to their parents.
6. All Residents are expected to be in the Student Housing Complex before the reporting time notified. If any Resident wishes to be away from the Student Housing Complex during the weekend, holidays or any other time, he / she has to take prior permission from the parents, and respective Warden. The Residents will be allowed to stay out of the Student Housing Complex on submission of proper application duly authorised by Parent and Warden through dedicated (e.g Space basics) App only.
7. External Deliveries of (Food / or any other Parcel) will **not be allowed into the Student Housing Complex after 9.00 PM**.
8. Ragging and harassment, in any form of Residents of the Student Housing Complex is totally banned. Any violation of this by the Residents will be dealt with very severely which may lead to expulsion from the University.
9. All Residents are encouraged to report incidents of ragging if they happen to be a witness to any such incident. Those who do not do so even when being witnesses or victims, can also be punished suitably.

10. Smoking and consumption of alcoholic drinks and / or narcotic drugs in the Student Housing Premises are strictly prohibited. Residents shall not enter the Student Housing Premises in an intoxicated state and should not possess any such forbidden materials. **Severe action will be taken if any resident is found guilty of violation of this Code of Conduct, including but not restricted to expulsion from Student Housing accommodation and rustication from the University.**
11. Room allotted to the resident is on his / her personal responsibility. He / she should see to the upkeep of his / her room, Student Housing Complex and its environment. Residents should bring to the notice of the Warden/ Manager for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their respective rooms.
12. Residents should co-operate in carrying out maintenance work and vacate their rooms completely when the authority requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
13. The Rooms, Common Areas and surroundings should be kept clean and hygienic. Notices or posters shall not be pasted on walls, and walls shall not be scribbled on.
14. The Residents should not screen movies in their computers and common rooms.
15. The Residents of the room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any. He / she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he / she changes / vacates the room / Student Housing.
16. In case of damage to or loss of Student Housing property the cost will be recovered from the Residents responsible for such damage or loss, if identified, or from all the Residents of the Student Housing, as decided by the University Authorities.
17. The Residents shall not move any furniture from its proper allotted place and also not damage them in any way. If there are any additional items other than those belonging to the Student Housing in a room, the occupant of the room shall hand them over to the Warden/Manager, failing which he /she will be charged a penalty as determined by the Authorities. The Resident shall not remove any fittings from any other room and get them fitted in his / her room.

- 18.** The Residents are required to sign the Register of Furniture and Fixture before the occupation of the room. In case of any damage, the cost and a fine proportionate to the damage shall be levied by the Authorities.
- 19.** Employing unauthorised persons for personal work, such as washing clothes, etc., is not permitted. Members of the Mess Staff/ Employees of the Vendors should not be permitted to enter the residence area on any account.
- 20.** Residents from one Student Housing Complex are not permitted to enter into other Student Housing Complex, without due authorisation from Head-Student Housing.
- 21.** Any Resident found hosting / harbouring an offender/delinquent, will be liable to appropriate disciplinary action, commensurate with the severity of the offence/act of omission or commission.
- 22.** Residents cannot shall not participate, directly or be associated indirectly, in or with any anti-national, antisocial or undesirable activity in or outside the Student Housing Complex.
- 23.** The visit of a person of the opposite gender to any Student Housing Complex is prohibited.
- 24.** Parties, Birthday Celebrations, Social or Political gatherings within or just outside of the Student Housing Complex are completely banned.
- 25.** A Student Housing Complex should be a place where Residents can have the best possible conditions for studying and enjoying adequate rest. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Television, Radio etc. provided in the Common Room must be switched off or volume toned down after 10:00 PM.
- 26.** In case of any unacceptable behaviour by a room-mate, the other room-mate/s must report it to the Student Housing Authorities.
- 27.** All Fans, Lights and Electrical Appliances must be switched off when not in use.
- 28.** Pets are not allowed in the Student Housing Complex.
- 29.** Non-Residents are prohibited in the Student Housing Complex. The resident who encourages this infringement is liable for appropriate disciplinary action.
- 30.** All instructions / notices displayed on Student Housing Complex notice boards will be deemed to have been read by all Residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board every day to acquaint themselves with latest information / orders.

31. Water is an essential but scarce commodity. All Residents should use water judiciously and preserve it. Water Leakage in the bathrooms should be immediately reported to the Warden/Managers.
32. The Residents must give adequate attention to their Studies. Study Hour will be mandatory in the Student Housing Complex, during which time no resident is allowed to visit others' rooms or interfere in their studies in any manner whatsoever. Complaints from other Residents will be investigated and severe disciplinary action initiated if proven true.
33. Residents should avoid visiting Hotels in the city, especially at night-post permitted time.
34. Residents are prohibited from involving or associating themselves in any betting or gambling either inside or outside the Student Housing Complex. Infringement of this code of conduct will expose the guilty to severe disciplinary action.
35. Residents are not allowed to stay in the Student Housing Complex or in their rooms, during the class hours unless their stay is unavoidable due to illness or any other valid reason. In such cases they should take written permission of the wardens and Head-Student Housing.
36. The Residents shall not indulge in any act of theft, immoral acts, misbehaviour, spread of regionalism, communalism and casteism etc.
37. The Residents are not permitted to play outdoor games, other than those permitted by the Head-Student Housing, in the Student Housing Premises.
38. Playing with or Spraying of colours or bursting of crackers inside the Student Housing Complex is banned. Infringement of the same will invite severe disciplinary action.
39. Visit to places like sea beaches, water fall area, reservoir area, tanks and ponds etc. where there is potential danger to the life and security of the resident is banned.
40. Every information about every resident will be intimated to their respective parents and guardians.
41. Marketing / Sales of any kind of product and putting up posters / banners is not allowed inside the Student Housing Complex.
42. **As Presidency University is declared as a Tobacco-free, Smoke-free, Drug-free and Alcohol-free Campus, any resident found infringing this code of conduct in the Student Housing Room / Complex will be liable for stringent disciplinary action.**



43. Sale of any kind of food items, stationery items, narcotic items or any other items is banned in the Student Housing Complex.
44. Any other circular that may be notified, from time to time, shall form an integral part of this Code of Conduct.
45. Please visit <https://presidencyuniversity.in/it-department/> for all IT-related policies which are applicable to the Hostel as well.

By Order

***Registrar***

***Presidency University, Bengaluru***



Rajanukunte, Yelahanka, Bengaluru 560 119