



PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956

Approved by AICTE, New Delhi

POLICY ON HOSTEL MANAGEMENT AND RULES OF OPERATIONS

(This Policy is made in accordance with section 8 (vii) of the Regulation on Directorate of Student Affairs)

November 2019
[Version 1.0]

[As Approved at the 13th Meeting of BOM and ratified by the BOG at its 13th Meeting, both held on November 9, 2019]


REGISTRAR


[Left Blank intentionally]

Sanne
REGISTRAR REGISTRAR
PRESIDENCY UNIVERSITY
DUBLIN

Contents

1.0 INTRODUCTION.....	4
2.0 SHORT TITLE AND APPLICATION.....	4
3.0 EXTENT AND APPLICABILITY.....	4
5.0 HOSTEL ADMISSION.....	4
6.0 FURNITURE & FIXTURES	5
7.0 MESS RULES.....	6
8.0 HOSTEL TIMINGS	6
9.0 HOSTEL ATTENDANCE RULES.....	6
10.0 PARENTS/VISITORS.....	6
11.0 PERMISSIONS TO BE SOUGHT	6
12.0 PERSONAL VEHICLE.....	7
13.0 RECREATION	7
14.0 MEDICAL EMERGENCY.....	8
15.0 ROOM INSPECTION	8
16.0 HOSTEL COMMITTEES	8
17.0 CODE OF CONDUCT FOR HOSTELLERS: DO'S & DON'TS	8
18.0 STRICTLY PROHIBITED ACTIVITIES.....	10
19.0 GRIEVANCE.....	10
20.0 EXPULSION FROM THE HOSTELS	11
21.0 AMENDMENTS.....	11
ANNEXURE - I	12
ANNEXURE - II	17
ANNEXURE - III.....	17

(Under Section 8(vii) of the Presidency University Regulation on Directorate of Student Affairs)

1.0 INTRODUCTION

Presidency University offers Hostel facility for students with the primary objective of instilling in every hosteller a spirit of bonhomie, self-confidence and self-discipline. Hostel accommodation, separately for men and women, will be provided by the University solely based on availability. The guiding principle towards the formulation of the Policy on Hostel Management and Operation Rules, to ensure that hostel residents feel a secure and comfortable environment which is conducive to learning, and, all hostellers are required to strictly abide by the same.

2.0 SHORT TITLE AND APPLICATION

- i. This policy shall be called the “Presidency University Policy on Hostel Management and Rules of Operation”
- ii. This policy shall come into effect from the date of approval by the Academic Council and ratified by the Higher Bodies, if need be.

3.0 EXTENT AND APPLICABILITY

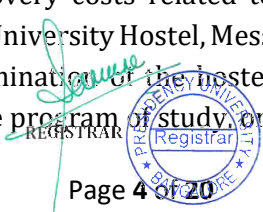
This policy is applicable to the students residing at the Hostel premises of the Presidency University either owned or leased.

4.0 HOSTEL AUTHORITIES

The hostel authorities such as Director (Housing), Wardens, Assistant Wardens would normally reside within or close-by the hostel premises. They would be responsible for the day-to-day operations and administration of all hostels. Responsibilities, roles and the powers of each of these authorities will be notified to the hostellers, as applicable.

5.0 HOSTEL ADMISSION

- a. Students seeking admission to the University hostels must apply for the same at the time of Admission to the University or during their course of study at the University. The student must pay the Hostel Fee as prescribed by the University (charged annually) and refundable Hostel Deposit of Rs. 10,000/- (Rs. Ten Thousand) along with the University fee. At the time of the hostel room allocation, the students should produce the University Fee, Hostel Fee and Hostel Deposit receipts to the concerned hostel authority. In case the hostel room is not allotted to the concerned student, due to non-availability of hostel room or any other reason, the Hostel Fee and Hostel Deposit shall be refunded to the student or shall be adjusted against Tuition Fee to be paid by the student.
- b. The Hostel Deposit will be utilized for any emergency expenses incurred on the hosteller, like medical exigencies and associated expenses, and, any penalties/recovery costs related to damages/breakages caused by the student to the property/facilities of University Hostel, Mess and Transport. When the student ceases to be a hosteller upon termination of the hostel facility (due to voluntary withdrawal from the hostel, completion of the program of study, or,

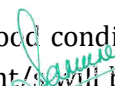



the university withdrawing the hostel facility for the concerned student), the refundable hostel deposit will be refunded to the student, after deducting any amount due on account of any hostel/mess dues and/or penalties/recovery costs as mentioned above in this clause. The minimum time required for the University to refund the hostel deposit after the date of withdrawal of the hosteller from the hostel, or his/her ceasing to be hosteller shall be one calendar month. The refundable amount calculated after deducting any dues and/or penalties/recovery costs as mentioned above in this clause, shall be paid by cheque and mailed through registered post to the address as given by the student at the time of admission to the hostel.

- c. Students cannot vacate or cease using the hostel facility during the academic year. If they do so, they will forfeit the Hostel Fees paid by them for the entire academic year and no claim for refund shall be entertained. However, the refundable Hostel Deposit shall be refunded.
- d. Upon completion of the Academic Session, when the student ceases to be a Hosteller, he/ she shall submit request letter for refund of the Security Deposit to the Finance Officer within 1-month post completion of the Academic Year along with the below mentioned documents:
 - 1) Aadhaar Card of the student along with any of the Parent
 - 2) Xerox copy of the 1st Page of the passbook reflecting IFSC Code and Account number / Cancelled Cheque
 - 3) Original Caution/Security Deposit Fee Receipt
- e. Any penalties/ recovery costs related to damages/ breakages willingly caused by the student to the property /facilities of University Hostel, Mess and Transport will be recovered from the Caution deposit and only the balance amount shall be paid by NEFT to the Parent's Bank Account, intimated by the student at the time of admission to the hostel in case of final year students. For the students who are continuing their studies at the University refundable Security Deposit shall be adjusted for the Tuition Fee or Transportation Fee of the next Academic Year within 1 month from the date of receipt of the refund request letter from the Hosteller.
- f. At the time of admission to the hostel, a declaration agreeing to abide by the Hostel Management and Operation Rules as may be notified from time to time shall be signed by the student and countersigned by his/her Parent/Legal Guardian/Local Guardian.
- g. On admission, the student will be allotted a room / space which will be invariably shared by three (03) students or two (02) students as per the fee paid by the student. These allotments can undergo change at any time, for administrative or other reasons considered appropriate by the University.

6.0 FURNITURE & FIXTURES

- a. On allocation of the hostel room, the hostellers will be provided with the essential furniture and fixtures. The students should ensure that such furniture and fixtures are maintained in good condition.
- b. Hostellers are required to hand over furniture and other materials in good condition when they change/vacate the hostel room. Failing which the concerned student/s will be charged


REGISTRAR


for the damaged furniture/materials which may be recovered from the Hostel Deposit as specified in Clause 5 (a) & (b).

7.0 MESS RULES

a. Hostellers must have food in the hostel mess, and only in the Vegetarian or Non-Vegetarian section opted for by them at the time of joining the Hostel at the beginning of the Academic Year.

b. Mess timings are as follows:

Meal	Timing
Breakfast	07:15 am to 08:15 am
Lunch	12.00 pm to 01.30 pm (at the University Campus on all Working Days); 12:00 noon to 01:30 pm (at the Hostel Mess on Holidays).
Evening Tea and Snacks	05:00 pm to 06:00 pm
Dinner	08:00 pm to 09:00 pm

All hostellers must observe the Mess timings.

8.0 HOSTEL TIMINGS

- No hosteller will be allowed to stay in the hostel during class timings (08:30 am to 04.30 pm), until and unless medically excused.
- The hostellers are to be inside the hostel premises before 07.00 pm.
- Silence hour is between 10.30 pm and 05:30 am on all days. Violation of the same will result in disciplinary action against the errant hosteller(s).

9.0 HOSTEL ATTENDANCE RULES

- All hostellers should report to hostel before 07:30 pm.
- Attendance will be taken between 8.00 pm to 9.00 pm daily.

10.0 PARENTS/VISITORS

- Parents/Authorized visitors of the hostellers are permitted to visit their wards with the permission of the prescribed hostel authorities at the designated place between 05.30 pm and 08.00 pm on weekdays and between 03.00 pm to 06.30 pm on holidays.
- No Parent / Guardian / Visitor or any person is allowed to stay with the hostellers in their rooms.
- No Girls are permitted in the Boys Hostels and no Boys are permitted in the Girls Hostels.

11.0 PERMISSIONS TO BE SOUGHT

a. General Out Pass

- A hosteller, who wants to go out after 7:30 pm for some urgent work or celebration, will be issued general Out Pass only after the receipt of an SMS requesting permission and approvals of parents in space basic app (specifying duration of out pass and reason) sent from the registered mobile number of the parent/ authorized guardian.

- ii. Student has to report back to Hostel before 9:30 pm.

b. Leave Out Pass

- i. A hosteller, who wants to go out of station due to an exigency, will be issued Leave out pass only after the receipt of an SMS requesting permission approvals of parents in space basic app (specifying duration of out pass and reason) sent from the registered mobile number of the parent/ authorized guardian.
- ii. Students, who wish to take leave during working days, should get special permission from Faculty In-Charge/HOD/Dean for the issue of Leave out pass from the concerned hostel authorities.
- iii. Hostellers will be permitted to go out of hostel with parents/guardians on holidays after obtaining due permission from the concerned hostel authority.

c. Official Tour/Travel

Hostellers who are leaving the hostel to attend events/programs organized by the University should get prior permission from the concerned HOD/Dean and also their parents. The parents should give their consent in writing for the official tour/travel. Also, hostellers are required to inform the concerned hostel authority about the same.

d. Vacation

- i. During notified vacations, students must remove all of their belongings from their allotted rooms in order to allow the hostel authorities to carry out maintenance work and in case student wishes to continue the Hostel facility for next Academic Year, he/ she must pack all the belongings properly and keep them in the assigned storage room
- ii. Students, who prefer to stay back in hostel during the end semester vacation for Internship/Professional Practice/Summer Term, etc., should take prior permission from the HOD/Dean of the concerned Department/School and hostel authorities. Accommodation during this period will be on payment basis and such payment shall be in addition to the hostel fees paid/payable.

12.0 PERSONAL VEHICLE

Hostellers are not allowed to use any personal vehicles. Parents are requested not to provide any vehicle for their ward. Students are strictly instructed to use the transportation provided by the University. Violation of this rule will result in the withdrawal of the Hostel facility for the errant hosteller.

13.0 RECREATION

A recreation room and facilities for indoor games are provided within the hostel premises. Hostellers are allowed to use these facilities as per the following timings:

Morning	05:30 am to 07:00 am
Evening	05:00 pm to 09:00 pm
Holidays	05:30 am to 11:00 am and 04:00 pm to 09:00 pm

14.0 MEDICAL EMERGENCY

Any accidents or sudden illness should be reported immediately to the concerned hostel authority for necessary action.

- a. In case of a medical emergency, the hosteller will be given first aid medical care and Parents/Guardians will be informed immediately. Hence, it is very important that the Phone/Contact numbers must be updated by the hostellers/parents.
- b. The University will take all precautions in providing minor first aid medical care within the University Hostel, and if deemed necessary, move the concerned hosteller to a local hospital for medical attention and hospitalization. The University shall not be held responsible for any incident or consequence during the provision of this service. Further, the University shall not be held responsible in cases of any medical exigencies such as accidents, which may occur inside the hostel premises and journeys to and from the University, including University Transport facility. The University shall not be liable in torts or any other Law for any accident injury or damage caused to a hosteller due to any act or omission or commission by the concerned hosteller and /or if such injury or damage arises due to the concerned student failing to adhere to prescribed safety norms or directions or instructions or failure to adhere to the code of conduct prescribed.
- c. If required, the cost/medical expenses of initial medical treatment will be paid by the University and the same shall be reimbursed by the Parent or shall be recovered from the Hostel Deposit (Refer Clause 5 (b)) and/or as an additional amount due from the hosteller.

15.0 ROOM INSPECTION

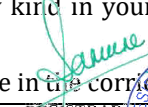

All rooms are subject to periodic and/or unscheduled inspection by the hostel authorities. The authorities shall be entitled to inspect the entire room, including personal bags and belongings.

16.0 HOSTEL COMMITTEES

These committees are constituted and notified by the University Authorities. There are a few essential committees such as Hostel Committee, Mess Committee and Anti-Ragging Committee consisting of students and Wardens to look after the day-to-day functioning of the Hostels. Food, Sports, Discipline, and Cultural Committees.

17.0 CODE OF CONDUCT FOR HOSTELLERS: DO'S & DON'TS

GENERAL	
DO'S	DON'TS
<ul style="list-style-type: none"> • Maintain discipline inside and outside the Hostel and University Premises. • Keep your University Identity Card always with you. • Show your Identity Card to security personnel or any other authorities of Hostel / University as and when demanded. 	<ul style="list-style-type: none"> • Take photographs inside the hostel premises. • Meddle with lock and key. Students are advised to get duplicate keys made with the permission of the concerned hostel authority to guard against loss of keys. • Keep or feed pets of any kind in your room or hostel premises. • Play or create disturbance in the corridors.



 REGISTRAR


<ul style="list-style-type: none"> • Lock your room always, even when going out for short durations for security reasons. • Keep your rooms and apartments tidy, neat and clean at all times. • Dress appropriately when you are in hostel premises. • Lodge a complaint to the respective Warden for any maintenance work. • Share your problem(s) individually with the authorities. • Take special care of your mobiles and give your number to only authorized persons. • Keep your valuables and cash under lock. • Save electricity and water. • Switch off the fans and lights whenever you leave hostel room. 	<ul style="list-style-type: none"> • Involve/get involved in any un-lawful activity, violate any rules and regulations of the Hostel and University leading to un-becoming of a student. • Hang your clothes other than in the designated place. • Hire services of housekeeping staff for personal work even on payment basis. However, in a few exceptional case like illness, student can avail the same with the permission of the concerned hostel authority. • Bring extra furniture and/or fixture into the room except with the permission of the concerned hostel authority. • Steal, cheat or spread rumours. Never use things without the permission of the owner (fellow hosteller). • Use/bring any personal vehicles to the hostel premises.
--	--

ELECTRICAL / ELECTRONIC EQUIPMENT

DO'S	DON'TS
<ul style="list-style-type: none"> • Students can keep their own personal Laptops at their own risk by making an entry about Laptop details in the register book available with the concerned hostel authority. However, hostel authorities will not be responsible for any theft or damage of the same. • Use the laptop for academic requirements only, failing which the hostel authority may initiate disciplinary action. 	<ul style="list-style-type: none"> • Do not use sound system with speakers, or any other type of electrical and electronic appliances/gadgets in the hostel premises. However, a few items found to be essential can be permitted provided: <ul style="list-style-type: none"> ○ Permission is obtained from the concerned hostel authority, and ○ Fellow hostellers do not complain/object. • Do not download/screen/circulate any pirated/restricted/pornographic/unlicensed movies or video clips in your computers inside the hostel rooms, common areas and the University campus. Any violation will be dealt very severely, including expulsion from the hostels. • Do not use individual heaters, coils and iron boxes or any other heating or Cooking Gadgets in the room

HOSTEL MESS

DO'S	DON'TS
<ul style="list-style-type: none"> • Inform your absence for a particular meal to the concerned Warden well in advance, to avoid wastage of food. 	<ul style="list-style-type: none"> • Do not waste food. • Do not cook in your rooms.



REGISTRAR

<ul style="list-style-type: none"> • Outside Food is permissible between 7:00 am to 9:30 pm and ordered food to be consumed in dining area only. • Food items brought by parents/guardians/authorized visitors are permitted. 	<ul style="list-style-type: none"> • Outside Food is not permissible in Hostel rooms. However, food items brought by parents/guardians/authorized visitors are permitted. • Do not enter into the kitchen or forcefully demand extra food items from the outsourced food vendor apart from approved food menu
---	---

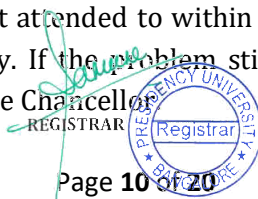
18.0 STRICTLY PROHIBITED ACTIVITIES

Infringement of the following rules will be severely dealt with, which includes expulsion from the hostels:

- a. Ragging in any form is banned inside and outside the hostel premises. Strict action will be taken against defaulters. No leniency will be shown to offenders. Students involved in ragging will be expelled from the hostels and rusticated from the University.
- b. Consumption/possession of alcohol, smoking or use of tobacco, narcotic drugs, possession of obscene pictures, posters, pornographic materials, lethal weapons or inflammable materials and the related products are strictly banned in the Hostel and University premises. Violation of these rules will be treated as a serious offence resulting in **immediate** expulsion from the hostels.
- c. All hostellers are advised to extend their fullest co-operation to see that no unauthorized person enters in the hostel premises. If a hosteller finds any such unauthorized person, the matter should be brought to the notice of the concerned higher authorities immediately for further strict action.
- d. Playing with dry/wet colors or with plain water, using crackers inside the hostel premises even with excuses of celebrations and festivals are strictly prohibited.
- e. Hostellers shall not play games in the hostel premises which may cause any damage to the property and disturbance to others.
- f. Hostellers are not allowed to write/scribble/draw/paste anything on walls, windows or doors in the room or deface them in anyway.
- g. Hostellers are not expected to be remain in the hostel during class hours. However, a hosteller who is unwell may stay back in hostel during working hours, strictly on the advice of doctors and with the prior permission from the concerned hostel authority.
- h. No hosteller shall loiter in the hostel corridors, peep through the windows with voyeuristic tendencies or move surreptitiously between rooms causing disturbance to other residents in the hostel.
- i. Hostellers are not allowed to raise any religious /communal slogans in the hostel.

19.0 GRIEVANCE

If any hosteller has any grievance/problem, he/she needs to enter the grievance/complaint in the relevant "Grievance Book" kept in the hostel office. If the complaint is not attended to within a week, then he/she may take the issue to the concerned hostel authority. If the problem still remains un-resolved, he/she can report the grievance/complaint to the Vice Chancellor



20.0 EXPULSION FROM THE HOSTELS

The University reserves the right to cancel admission of a Hosteller from the University Hostels without giving any prior notice or reason. Suspension/rustication from the University also implies consequent suspension/rustication from the University Hostel. In case, Student is expelled from the Hostel for any disciplinary action or fails to maintain a minimum of 75% of attendance in every course in the concerned academic term as prescribed by the academic regulations of the University, fees paid by him / her along will be forfeited. However, Hostel Security Deposit will be refunded.

21.0 AMENDMENTS

The University reserves the right to revise or amend the Hostel Management and Operation Rules from time to time as deemed necessary by the University. Hostellers will be informed of such changes through notices/circulars and they shall abide by the revised/amended Hostel Management and Rules of Operation.


REGISTRAR

Page 11 of 20

ANNEXURE - I
PROFORMA

DECLARATION BY STUDENT

PRESIDENCY UNIVERSITY, BENGALURU.

I _____s/d/o _____ Studying _____Year
_____ Programme with Roll No. _____ at Presidency University, Bengaluru,
have read all the Rules and Regulations of the Presidency University Hostel Management and Operation
Rules. I hereby agree to abide by the rules and code of conduct contained therein. I am liable for
disciplinary action / expulsion from hostel in case of breach of any of the Presidency University Hostel
Management and Operation Rules that may be in force from time to time. I understand that hostel fee to
be paid for complete Academic Year and is not refunded or transferred, if I leave the hostel or expelled
from hostel.

Date:

Signature of Student


REGISTRAR

Page 12 of 20

DECLARATION AND UNDERTAKING BY PARENT

PRESIDENCY UNIVERSITY, BENGALURU.

I _____ F/M/G/ of _____ Studying _____ Year
_____ Programme with Roll No. _____ at Presidency University, Bengaluru,
have read all the Rules and Regulations of the Presidency University Hostel. I hereby assure that my ward
will abide by the rules and regulations of the Presidency University Hostel in force from time to time. My
ward is liable for disciplinary action / Expulsion from hostel in case of breach of any of the Presidency
University Hostel rules and regulations. I understand that hostel fee is to be paid for complete Academic
Year and is not refunded or transferred, if my ward leaves the hostel or expelled from hostel.

Date _____

(SIGNATURE OF THE PARENT)

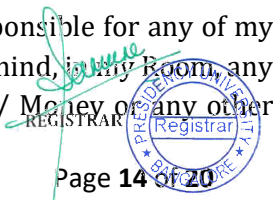

REGISTRAR

Page 13 of 20

CONSENT FORM

I _____ s/d/ of _____ herewith accept that and understand the following.

1. I am aware that hostel rules are made for student's safety and to maintain discipline. I respect and abide by all the rules.
2. I will pay hostel fee within the time frame specified by the Presidency University, Bangalore.
3. I am aware that the present accommodation is provided only for the current academic year. Fresh allotment will be done for the next academic year.
4. I am aware that hostel facility is reserved for one year and I will not be eligible for any refund if I leave the hostel in middle of the academic year.
5. The vaccination and medical fitness certificate provided by me is correct and I assure that no information is hidden.
6. I will not bring day scholars or guest into hostel rooms or to mess.
7. I am aware that damaging any hostel property is liable to be fined and the fine will be shared among those hostel students who are involved, followed by disciplinary actions.
8. I am aware of all hostel timings. I will abide by the hostel timings (Mess, going to university, coming back from University, In time, out time, TV time, silent hours).
9. I will keep my room clean. Also, I pledge to keep hostel premises neat and clean.
10. I will not disturb the position of any hostel property including chair and tables.
11. I will not use any personal washing machine and iron box, instead I will use laundry facility provided by university.
12. I will not use housekeeping staff for my personal work either on favor or on payment basis.
13. I will not use any electrical and electronic equipment like electrical heater / stove/ other cooking gadgets in room to cook food or boiling milk or water. In case, Hostel Authorities find any of the non-permissible electronic gadget in my room, they will seize the electronic gadget and it will not be returned.
14. I will use Internet facility, Laptop or Computer only for academic purpose.
15. I will not take illegal photos (without permission of fellow hostel students) or circulate objectionable photos or items. Action will be taken according to cyber law if anyone found violating the rule.
16. I will not expose or distribute pornographic photo or video in the hostel.
17. I am aware that water is precious and pledge to save water.
18. I am aware it is my responsibility to save electricity. I will switch off light, fan and greasers when not in use not only in my room but anywhere in the hostel.
19. I will not create nuisance to my neighbors.
20. I will maintain silence in the hostel premises and I will not use loud music or anything similar to it which disturbs others.
21. I will be in proper attire in the hostel premises/room/mess.
22. I will not keep valuable items or excess money in the hostel and I am responsible for any of my lost items in the hostel. During my absence at the Hostel, I will not leave behind, in my Room, any Valuable Items like Laptop/ Gold Ornaments/ Other Expensive Jewellery/ Money or any other



- costly items and the hostel authorities will not be held responsible for any loss/theft of my personal belongings during my absence at hostel.
23. I will be available in my room during attendance hour.
 24. I will commute only in transport provided by the University.
 25. I will not enter others room in their absence or without their permission.
 26. I will not ask for or use others belongings such as books, shirts, shoes, lab equipments, laptop, mobile phone, etc., without their permission.
 27. I am aware that collecting mess coupons is my responsibility and are not transferable. I will produce the same in the mess during Breakfast, Lunch, Dinner and Snacks time.
 28. I will strictly follow the mess timings and avoid late coming for dining. I am aware that carrying of food inside hostel room is prohibited and will lead to disciplinary action against me.
 29. I will order food from outside only between permissible hours - 7:00 am to 9:30 pm and I will eat ordered food in dinning area. I will not carry ordered food to the room.
 30. I will not hold guards or Hostel authorities responsible for non-acceptance of ordered food in case the food is delivered after 9: 30 pm.
 31. I will not involve in any type of gambling in the hostel premises.
 32. I will not bring alcohol or consume alcohol in hostel or enter hostel premises under the influence of alcohol.
 33. I will not bring or use any tobacco items including cigarette.
 34. I will not bring or use any narcotic elements which are banned by Indian Constitution.
 35. I am aware that consumption as well as possession of intoxicated / Narcotic items & cigarette smoking inside the hostel premises is not permitted and strict disciplinary action will be initiated against the offenders with immediate expulsion from the Hostel.
 36. I am aware that celebrating festival is not permitted in the hostel premises.
 37. I am aware that organizing party or get together is not permitted in the hostel room.
 38. I will not be involved in fight or argument with fellow hostel students, housekeeping staff, security and with hostel authority in the hostel.
 39. I will not involve in ragging in the hostel and I am aware of Anti ragging policy of Presidency University. I am aware that Ragging is a crime and strict disciplinary action will be initiated against defaulter's following with immediate expulsion from the Hostel.
 40. I will not stay back in hostel during the University working hour for any reason including medical reasons unless approved by the Warden.
 41. If I am going on leave, I will inform my Dean, Parents and Wardens. I will follow all the formalities of leave. I will go out only after receiving message from parents registered number, written application and receiving out-pass from my warden.
 42. I will inform my warden in advance if I am extending my leave.
 43. I am aware that the 75% attendance is compulsory to appear University exams. I know that permission for leave from hostel during the semester is not my privilege. My absence in the University due to my leave from the hostel will not fetch me the attendance.
 44. I will not use any hostel properties which are banned for students (e.g., Lift).
 45. If I am staying back in the University after working hour for availing sports facility, Library or Computer lab, I will take permission from my warden in advance.
 46. If I am going on Internship / Industrial practice / any outstation events related to University, I will

Signature
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE
REGISTRAR

- take permission my Dean and submit it to my warden before leaving for the event.
47. I will not forge any document or send any fake message.
 48. I know that the registered mobile number will be the number used for all communications from the hostel. Parents of applicant are expected to be available in this number at all times. In case of any change in the number it should be updated immediately in person to the Hostel Warden.
 49. If I leave the hostel without proper permission, management of Presidency University will not be responsible for my safety.
 50. I am aware that any violation of hostel rules leads to strict disciplinary actions and punishment will vary from warning to rustication from hostel. In case, I am expelled from the hostel as a disciplinary action, I am aware that Hostel Fees paid will not be refunded and any due Hostel Fees for the Academic Year has to be paid.
 51. I know it's my responsibility to note and save my warden and Director students housings communication details and in case of any grievance or emergency, I will contact him / her.

Date:

Signature of Student


REGISTRAR

Page 16 of 20

**ANNEXURE - II
PROFORMA**

CHECKLIST OF HOSTEL ITEMS

Items Allotted to Individual Students

S. No.	Item	Allotted item serial no.
1.	Cot	
2.	Cupboard	
3.	Study Table	
4.	Chair	
5.	Mattress	

Note: To be submitted back in the usable condition while vacating the hostel or at the end of academic year.

Items Shared by roommates

S. No.	Item
1.	Bucket
2.	Mug
3.	Mirrors
4.	Wi-Fi/ Internet Facility
5.	Hangers
6.	Fan and Lights
7.	Water Dispensers
8.	Dustbin

Recreation and other Facilities

S. No.	Item
1.	TV
2.	Table Tennis
3.	Papers and Magazines
4.	Indoor Games
5.	First Aid Box
6.	Plates and Spoons in Mess

Vehicle Facilities

S. No.	Item
1.	Ambulance
2.	University Buses

Recommended Items to be bought from students

S. No.	Item
1.	Bedspreads
2.	Blanket
3.	Water Bottles
4.	Pillow and Pillow Covers
5.	Bathroom Slippers
6.	Bathroom Towels
7.	Foot Mats
8.	Mosquito Net or Coils
9.	Night Dress
10.	Shoes and Socks (Formal and Sports)
11.	Bathroom Items (Soap, Soapbox, Toothbrush, Toothpaste, Personal Cosmetics, etc.)

**ANNEXURE III
PRESIDENCY UNIVERSITY, BENGALURU**

Leave Out pass Cum No Claim Form (Warden Copy)

I..... (ID No): am pursuing and residing in

Room No. of Hostel.

I, request grant of Leave of Absence, from the Hostel, betweenand [both days inclusive] as I will be travelling to my Home at _____am/pm by Bus/ Train/ Air vide Ticket/ PNR No:

My Parent/Local Guardian has communicated to the Hostel Warden, Mr/Ms..... from his/her Registered Mobile No. My Time of Exit from Hostel on _____ will be.....am/pm

I hereby declare that I have not left behind, in my room, any valuable items like Laptop/Gold Ornaments/Other Expensive Jewellery/Money or any other costly items and packed and would lock all my belongings prior to my leaving the Room under the Grant of Leave of Absence, as approved. Hostel authorities will not be responsible for the lost/theft of any of my belongings during my absence from the Hostel.

I hereby affirm that during my absence from the Hostel pursuant to grant of Leave of Absence, I will be available at below mentioned address and for any emergency, I can be contacted @..... (Mobile No.)

Address:

I undertake to report back at the Hostel on _____ by _____ am/pm

.....
(Student)

.....
(Warden)

Note- This form is applicable for leave from the Hostel.


REGISTRAR

Page 19 of 20

Permission from the concerned authority should be taken and attached with this form for leave on working days of the University.

Presidency University, Bengaluru - Hostel Leave Out- Pass (Student Copy)

Mr..... (ID No) :....., pursuing and residing in Room No..... of Hostel is hereby granted Leave of Absence from the Hostel between _____ and _____ [both days inclusive].

He/She is permitted to leave the Hostel Premises at _____ am/pm on _____

.....
(Student)

.....
(Warden)

Sauve
REGISTRAR REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE
Page 20 of 20