HOSTEL RULES AND REGULATIONS

Amrita Vishwa Vidyapeetham, Amritapuri is an academic community in which all students, faculty, and staff share the responsibility for both individual growth and the continued welfare of the community.

All programmes at Amrita are residential. Therefore students whose parents live at a distance of 30 km or more from the college are required to stay in the hostel. Students who are permitted to be day scholars shall give an undertaking countersigned by their parents/guardians that they shall be staying only with their parents. Students will not at any stage be permitted to independently stay in the nearby localities, in rented houses or in lodges.

Amrita Vishwa Vidyapeetham, Amritapuri provides hostel facilities for both girls and boys. The hostels are under the control of the Dean. There are Wardens and Assistant Wardens to assist in the smooth running of the hostels. The routine at the hostels provides opportunities for yoga, bhajan and satsang sessions and periodic opportunities to spend time in Amma’s presence. The hostel is a place where many students coming from different backgrounds stay together. Living in a hostel requires you to take responsibility for your actions and their impact on the experience of others with whom you live. This makes it essential to observe certain rules and regulations and adhere to the Code of Student Rights and Responsibilities.

There are many resources available to learn what is expected of you as a residential student. Some of these resources include the Code of Student Rights and Responsibilities, the Hostel Policies and Procedures and your hostel staff. Throughout the year, information will be provided to you regarding specific hostel processes. It is your responsibility to review all materials to assist you in making informed decisions about your role as a residential student.

1. ROOMS
   a) Admission and Allotment
      Students who seek admission to the hostel have to apply separately in the Hostel Registration Form which is available at the Administrative office. A batch wise list of students enrolled in the different courses will be sent from the respective school offices to the Wardens. This process is to be repeated every semester after enrollment.

      Parents/guardian shall meet the wardens in person for any changes to be made in the Hostel Registration form.

   b) Check-In
      The hostel warden will inspect your room and make the room allocations prior to your arrival.

   c) Room Changes
      1. Room allotments are normally valid for the entire academic year.
      2. Students must occupy rooms specifically allotted to them.
      3. They shall not shift/move to another room without the written permission of the warden. If you believe that a room change is necessary, such requests explaining the reason for the request can be made to the Warden of your hostel. Approval of room changes is at the sole discretion of the Warden.
      4. The warden reserves the right to change or cancel room assignments of students in the interest of health, security, discipline, improvement of the educational environment, the general welfare of students or as needed.

   d) Taking care of your room
      1. If you choose to personalize your room, we request that you do so without damaging the physical structure or paint in the room. If you wish to hang items around your room, you may do so safely without
damaging wall surfaces or the ceiling. No structural changes may be made in the room (i.e. nailing directly to the wall or removing existing built-in equipment).

2. No furniture may be removed from your room. Removal of furniture or furnishings may invite disciplinary action. All university furniture must be in the room and in proper condition when you move out of the hostel.

3. Any damage to hostel property including driving of nails and defacing the walls, fixtures or furniture will be made good by recovering the cost of repair of damage from the individual concerned. In cases where responsibility for such acts cannot be defined, a common fine will be imposed on all the residents.

e) Room Repairs
The hostel warden at each hostel office will assist you if you need repairs in your room. Maintenance staff can be called only if a work order is initiated. Please report all necessary repairs immediately to your Warden, so that potential problems do not become worse.

2. PERSONAL PROPERTY
1. You are advised to take enough measures to protect your personal belongings since the University cannot hold the responsibility of protecting personal property of the students.
2. The University will not be held liable, directly or indirectly, for the loss of your personal property due to theft, damage by fire or water, or any other cause. Please consider purchasing the appropriate equipment so that your personal belongings are well protected.
3. Theft can and does occur in the hostels. Protect your valuable items by keeping your room locked. You are advised in your own interest not to keep money and other valuables in the open. Money, ATM cards, Bank Pass books etc may be safely kept inside the locker.
4. Mark your personal property with engraving pens or markers so that you can permanently identify them.
5. Students should bring their own locks for their rooms and for the lockers that are provided to them.
6. Wardens may ask the students to shift their belongings for maintenance work or during an emergency. A cloak room type facility for the safe custody of the students’ belongings at owner’s risk may be arranged during such times.
7. The use of equipment such as electric heaters, video systems, electrical chargers, personal computers, iron boxes etc. is prohibited inside the hostel rooms.
8. Laptops can be used only in the hostel upon payment. A request form which is available from the Dean’s Office should be filled out and countersigned by the parents.
9. Usage of mobile phones is completely banned on the campus. However, restricted use of mobile phones in the hostel may be permitted during specific hours.

3. ENERGY CONSERVATION
1. Conservation of energy and resources is a major concern of the hostel system.
2. Use lights only when needed. Turn off electrical equipment when not in use.
3. Report any problem with the electrical equipment to the hostel office.
4. Use water only as necessary. Completely turn off all water taps when they are not in use.

4. CLEANLINESS
1. You and your roommate(s) are responsible for the care and cleaning of your room. Rooms must be kept clean and tidy for health and safety reasons; you have to buy your own cleaning equipment for your use.
2. Residents shall cooperate in maintaining the common area and premises clean.
3. Deposit all waste/rubbish in the waste bins provided. Keep soiled linen out of sight.
4. Discarded rags, papers must not be thrown about in the rooms, terrace or premises.
5. You are advised not to leave any items like paper, covers of toilet soap etc in the bathrooms. Use the dustbins provided.
6. Empty trash at the recycling bins for paper, glass, metal and other materials which are located on the ground floor.

5. LAUNDRY
You can do your own laundry or if you prefer to do so, you can get your clothes washed and ironed by dhobis who offer their services at reasonable rates.

6. GENERAL DISCIPLINE
- Students will be respectful, courteous and shall use appropriate language and etiquette at all times.
- Students should compulsorily wear their identity cards around their neck so as to clearly display their identity both within the campus and Ashram premises. The student may also be required to surrender them on demand by authorities.
- Students not wearing ID cards will be given a warning the first time. For repeat offenders, a fine of Rupee 100 will be charged by the School office. If a student is found with no ID card in the ashram premises, the warden will report this to the School office where the student pays the fine and shows the warden a receipt of the same. Same conditions apply for students who do not report for attendance.
8:30 AM to 4:30 PM is considered as compulsory School working hours

Students should not remain in their hostel rooms during class hours (8:30 AM to 4:30 PM) or during central events happening in the campus except on permitted medical reasons

Students shall be present for the Morning Prayer and shall participate in the prayers at the beginning of the day.

Students will arrive on time to the school and refrain from leaving early unless prior permission has been granted.

Students who wish to stay back in the hostel on working days for whatever reason should take prior permission from the warden

If he/she decides to leave the hostel later on, to either the School or elsewhere, they should inform the warden of the same

Any student who wishes to leave the School premises (to go back to the hostel or elsewhere) during the working hours should obtain an approval letter from the Counselor / HOD / Dean

Students who return to the hostel before the usual timings shall produce the permission letter signed by the counselor to the warden. This has to be returned to the counselor countersigned by the warden

During regular working days, students have to report back to the hostel by 6:00 PM

Students who have proper authorization from concerned authorities, are the only ones who are allowed to stay beyond 6:30 PM

Wardens of the various hostels will take attendance at 6:30 PM to ensure that the students have reached in hostel

Proxy attendance is not allowed. All students have to report for attendance

After prayer and dinner, all the wardens will take a second round of attendance to ensure that the students are back in their respective hostels. The attendance is taken at 9:30 PM when Amma is there in the ashram and at 9:00 PM when Amma is not there in the ashram (during tours)

On Student Darshan days, when there is no scope of taking attendance after Darshan finishes, the wardens should cross check the absentees list from the previous nights attendance, when attendance is taken the next morning

Students going home should obtain permission and approval from their respective wardens

The wardens of the girls hostel should call the parents of the student to inform them that the students have left the hostel

The students returning from their homes after weekend visits should be back no later than 6:30 PM (for girls) and 9.30 PM (for boys) if they are returning in the evening unless they are accompanied by their parents / guardians

Students shall inform the warden of their arrival as soon as they reach the hostel after leave

The students should report to the School Admin office or to their respective warden upon coming back

Students should also bring a letter signed by their parents that indicates the date and duration of their stay at home (applicable only to girls)

Students who do not bring a signed letter from their parents, will be charged a fine of Rupee 100

Students shall take prior permission from the warden to go to places other than the campus (resident flats, medical shop, tailoring shop, stores etc)

On Holidays / Sundays, students need an out pass signed by their warden stating the purpose, time of departure and expected arrival time irrespective of whether they are going to School or Vallickavu or any nearby places of worship

Students who need to go further, for example Karunagappally, Oachira etc, have to give names beforehand so that the School can organize a vehicle for the same for which payment should be made in advance. The warden should collect the payment before issuing out pass to the students. If a vehicle cannot be arranged, the students will have to go as a group under the responsibility of a group leader (applicable to girls only)

Students are responsible for the activities that occur in their hostel rooms and the shared living spaces in the flats where applicable. Therefore, students are expected to properly secure their living area(s) at all times. All assigned occupants of a room may be subject to the same sanctions under this Code as the actual violators

Students can cancel leave availed and return to the hostel. However they should inform the warden about their arrival immediately on arrival in hostel

Students shall inform the administrative office and the warden over the telephone or in writing for any extension of leave

Residents are not permitted to own any motor vehicles on campus. They may use bicycles. The safety and storage of the bicycle is the owner’s responsibility

No circular or subscription list shall be taken around except with the permission of the Warden

Students should refrain from any activity that is likely to infringe on the privacy of others or interfere with their studies
• Students shall treat the hostel and mess staff politely. They should not demand any special service from them.
• Wardens may inspect/enter any room to satisfy themselves that the students maintain high standards of self discipline and to counsel them as and when needed.
• Day scholars are not allowed to enter the hostel without the prior permission of the respective Warden.
• Hostel is an integral part of the institution. Any action of indiscipline in the hotel may also attract punishment from the institution.

7. QUIET HOURS/COURTESY HOURS
• It is essential that residents be respectful of each other regarding noise levels in the hostels. All residents have the right to live, sleep, and study without disruption. Therefore, specific guidelines have been set to encourage you to be respectful of your room mates and neighbours. Courtesy hours are in effect all hours of the day. “Courtesy hours” means that noise should not cause disturbance to the occupants of other rooms or buildings. During quiet hours, noise should not be heard outside a room. Quiet hours may be extended by mutual agreement of all residents.
• Quiet Hours
  ✔ Monday to Friday: 9:30 PM – 6:30 AM
  ✔ Saturday and Sunday: 11 PM – 6:30 AM
• Residents should not sing aloud, whistle, shout or make noise likely to cause distraction to those who are engaged in their studies.
• Residents should not be loitering in the verandah.
• Students shall not visit rooms of other students after 9.30 PM so as not cause distraction.
• The study hall is open for studies till midnight. Lights are turned off at midnight. This does not apply during examinations and preparatory study holidays. Request for extension of timings in the study hall may be made to the Warden.

8. FOOD
1. Food distribution is done as self-service. You may serve yourself as much food as you want. Please note that you shall not in any case waste food. Please think of the thousands who do not have enough food to eat.
2. Consumption of non-vegetarian food, except egg, shall not be allowed in the hostels as well as in the campus.
3. Cooking of any kind in the room is strictly prohibited.
4. You must present your food card when dining. There are no exceptions to this policy. If you are found in possession of and attempting to use a food card which does not belong to you, you will be subject to the disciplinary policies and procedures of AMRITA. Your food card gives access to your dining services and is worth money. If you misplace it, you must take immediate steps to find or replace your card. Report lost or stolen food cards immediately to the Administration Office; if you do not inform the Administration Office about a lost or stolen food card, the authorities are not responsible for any charges made to your food account.
5. You shall have your food in the dining hall only and are advised not take food items, cups, saucers, plates or tumblers and other utensils meant for use at the dining hall anywhere outside the dining hall or to the rooms.
6. The following timings will be observed for serving food:

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<th>Working Days</th>
<th>Holidays</th>
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<tr>
<td>Breakfast</td>
<td>7am – 8am</td>
<td>7.30am – 8.30am</td>
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<td>Lunch</td>
<td>12.30pm – 1.30pm</td>
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<td>Tea</td>
<td>4pm – 5pm</td>
<td>4pm – 5pm</td>
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<tr>
<td>Dinner</td>
<td>7.30pm – 8.30pm</td>
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To become a temporary hosteller
A day scholar under special circumstances is permitted to stay in the hostel for a short period (15 days) during examination time for combined study or to attend lab sessions late in the evening. Permission is granted based on the recommendation from the department (Class advisor & HOD) and with the knowledge of the parents. Students can apply on the prescribed form for such stay to the Warden. They have to pay in advance on the basis of daily rate prevailing at the time of applying. During the stay in the hostel the student should strictly adhere to the rules and regulations of the hostel.