



# **MIT HOSTELS**

**Manipal University, Manipal**



**Facilities - Sports**



**Facilities: Gym**

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MIT Hostels, Manipal University, Manipal

## MESSAGE FROM CHAIRPERSON



**Manipal has grown into an international town with students from over 52 countries residing in MU Hostels. Approximately 10,000 students are residing in the MU Hostels. A happy mix of AC and NonAC Single and Double rooms and a few dormitories to suit students from various strata of society. There is a dedicated team of officials and workers to make the stay of students comfortable and providing an ambience of ‘home away from home’. We follow the dictum of ‘Pursuit of Excellence’ in managing our hostels to make the stay memorable for our students.**

# **Contents**

## **Hostel Rules and Regulations**

## **Hostel Information**

# MANIPAL INSTITUTE OF TECHNOLOGY, MANIPAL

## MIT HOSTELS @ GLANCE



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MIT Hostels, Manipal University, Manipal

# **HOSTEL FACILITIES**

The following facilities are available in MIT Hostels:

- **The hostel provides a cot, a mattress, a study table, a chair and a cupboard for each student.**



**Every hostel has 24 hour electricity and water supply, solar heated water facility, water cooler with Aqua guard filters, common telephone, common TV room, washing machine (ladies blocks only), etc.**

- **Excellent messing facilities (being provided by Chef on Wheels) are available for all students in different messes that is FOOD COURT/ ANNAPOORNA/**

**ADITYA/ ASHRAYA/ ARADHANA/ ANANYA MESS.** Students can choose to be a member of any one of these messes.

**Membership in any one of these messes is compulsory for all students in hostels.**



**All hostels have indoor games (carom, table tennis, chess etc.) facilities and some hostels have gymnasium, volley ball, basketball, throw ball, badminton courts.**

**Swimming Pool, basketball Courts, Well lit Stadium, football grounds and Hockey Grounds are available for all.**





Facilities: Gym



Facilities - Sports



# HOSTEL RULES & REGULATIONS

## RAGGING

*RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND OR WITHDRAWAL FROM THE HOSTEL/ COLLEGE IS ONE OF THE ACTIONS TAKEN PROMPTLY. PUNISHMENT FOR RAGGING UNDER THE KARNATAKA EDUCATION ACT OF 1983 CAN BE UPTO ONE YEAR IMPRISONMENT. SUPREME COURT HAS ALSO DEFINED RAGGING AS A CRIMINAL OFFENCE.*

### University Ragging Squad Contact Numbers:

**Director: 9480035840**

**Joint Director: 9611403399**

**Chief Warden: 9902355227**

**Security Officer: 9448815452**

**Associate Director (Student Welfare): 9986224560**

# **ALLOTMENT OF ACCOMODATION**

- 1. Hostel accommodation is allotted purely on a “First Come First Served” Basis and at the discretion of the Chief Warden ....on condition that the student agrees to abide by all the rules and regulations of the hostel. The Chief Warden may refuse hostel facilities without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. *Students may be required on disciplinary grounds to vacate their rooms at short notice. Similarly students may be required to shift to alternate accommodation at short notice due to administrative reasons. The Hostel Management reserves the right to break open any room which is not vacated, pack up the contents and store it. No complaints of breakage or loss will be entertained.***
- 2. No booking / reservation will be entertained on telephone/ E-mail.**

# **HOSTEL RULES**

**Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Warden/ Chief Warden. However, students can pair up as per their choice within first few days. They may contact their Hostel Warden for this purpose.**

**Change of accommodation from one hostel to another during a term is generally not permitted.**

**Allotment made to a student is subject to cancellation if he/she fails to occupy the room in the prescribed time. Students will also forfeit their rooms if they fail to clear all their dues to the hostel by the appointed day. In such cases they will be asked to vacate the hostel.**

**The Chief Warden reserves the right to break open rooms in case of any violation of hostel rules, suspected unlawful activities or on the basis of security risk perceived.**

**Once a student vacates the hostel, he/she will not be re-allotted hostel accommodation for a minimum period of 6 months. Every attempt will be made to provide hostel accommodation to all students.**

**The rooms allotted to the students at the time of admission are for a limited period of up to one year or less. Residents are required to shift to other blocks/ rooms as and when informed by hostel authorities. This shifting may be necessitated due to administrative reasons and students are required to co-operate. Residents must occupy rooms specifically allotted to them. Residents shall not change over to any other room except with the written permission of the Chief Warden. Allotment of a room made to any student is subject to cancellation if he/ she fails to occupy it in the stipulated time or is found absent from the room without prior information or any valid reason. Residents will also forfeit their allotment if they fail to clear all their dues to the hostel by the scheduled date.**

**Residents who wish to vacate the hostel must meet the Caretaker for necessary formalities/advice. Permission of the students' Parents and HOIs along with certain documentation is mandatory. While planning to vacate the hostel refund rules given at the end of this book must be consulted.**

**When there is a vacant seat in the room, the duplicate key of the room must be deposited with the Warden of the block to facilitate allotment of the vacant seat to another student.**

***1. NO STUDENT SHOULD STAY AWAY FROM HIS/HER ROOM DURING THE NIGHT EXCEPT WITH PRIOR WRITTEN PERMISSION OF THE WARDEN. ANY STUDENT, WHO WISHES TO LEAVE THE CAMPUS TEMPORARILY OR OTHERWISE, SHOULD OBTAIN THE PERMISSION OF WARDEN IN WRITING. THOSE APPLYING FOR PERMISSION MUST STATE THE DATE AND TIME OF HIS/HER INTENDED DEPARTURE AND RETURN AS WELL AS THE DESTINATION AND ENTER ALL THESE DETAILS IN THE IN-OUT REGISTER MAINTAINED IN EVERY HOSTEL.***

**Students are requested to avoid singing aloud, shouting or making all types of noises which are likely to distract the attention of those who may be studying in their rooms or hostel libraries.**

**Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.**

**The students are advised not to keep large amount of cash or valuables in the room. The student is responsible for the safety of his/ her belongings inside the room.**

**Any damage/breakage to hostel property will be charged to the occupants of the room/ block with a fine. Disciplinary action will also be initiated.**

**Cooking in hostel rooms is not permitted.**

**All instructions/ notices displayed on 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 everyday to acquaint themselves with latest information/orders.**

***2. SUBSTANCE ABUSE, CONSUMPTION OF ALCOHOL AND SMOKING OR CHEWING OF TOBACCO AND ITS RELATED PRODUCTS IS STRICTLY BANNED IN THE HOSTELS AND IN THE UNIVERSITY CAMPUS.***

**Playing of loud music and disturbing the quite atmosphere by any other means is not permitted as it disturbs the fellow hostel mates. You may use earphones while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.**



Neither is partying in the rooms, in the corridors or anywhere in the hostel permitted whatever be the occasion.

3. ***Fire Hazards and Safety: Candles and incense are a fire hazard and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. BURNING/BURSTING OF CRACKERS, CARRYING OF CRACKERS TO THE ROOMS AND LIGHTING OF LAMPS/CANDLES ARE BANNED STRICTLY IN AND AROUND THE HOSTEL PREMISES THROUGHOUT THE YEAR. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire.***
4. **In case of Fire: Residents must raise an alarm and call the hostel Caretaker. They should also alert the Manipal Security.**

Anything which interferes with students studies must be avoided at all times. Silence Hours will be observed from 10 p.m. to 06 a.m. on all days. No noise of any sort will be permitted during the Silence Hours. Serious action will be taken on the breach of this rule. Residents must not go to others' rooms and disturb the inmates. Complaints from

**other residents will be investigated and action taken accordingly.**

**The Chief Warden/ Warden or his representative may enter any room for verification at any time of the day or night.**

**The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any valid reason. This will be carried out by the security person in the presence of the hostel Warden and at the discretion of the Chief Warden/ Warden. The items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report will be sent to the higher authorities.**

**Proxy or dummy room-mates are forbidden. Strict action will be taken if accommodation is held as proxy. They are liable to be removed from the hostel. Residents are not permitted to allow their rooms to be used by others. All visitors and non-residents including students from other hostels must leave the hostel/ other students rooms during nights. All residents are advised to extend their fullest co-operation to see that no unauthorized persons enter or**

**stay in the hostel premises. If they happen to find any such person, they should demand the permit/ Identity Card and if it is not forthcoming, the matter should be brought to the notice of the Warden for further action.**

**All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/ neighbor(s) coming to their notice to the Warden/ Chief Warden through block supervisor/ caretaker or directly. In case their room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Warden or the Chief Warden.**

**No televisions are permitted to be kept in the hostel rooms by the students. Students have to watch TV in the common TV room provided in the hostels.**

**5. The residents are forbidden to keep any heavy cash/ valuables in the room. The resident is responsible for the safety of his/her items inside the rooms. Giving the room keys to any person (except the Block Supervisors/ Caretakers/ Wardens) in good faith is at their own risk. The residents must lock the rooms and their lockers with their own locks. (Branded Lock should be used. Number locks are not be used)**

**Insurance of Laptops/ Valuables: It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured themselves.**

**Security of ATM/Debit cards: All residents must take care of their ATM/ Debit cards.**

### **Curfew and Out of Bound Areas**

**The hostel timings will be strictly adhered to. Library timings are up to 10.30 p.m. All residents will return to the hostel by 11.00 p.m. At 11.00 p.m. hostel gates will be closed. Students who wish to go to any place such as Railway station etc. for the night trains must take prior permission at least one day in advance from the Warden/ Chief Warden. Any student found loitering in the campus after 11.00 midnight is liable to be questioned by Security staff. They are liable to surrender their I-card to security staff on duty.**

**The civil administration of Udupi-Manipal have fixed 11 p.m. as the time for closing down and any one found thereafter in areas other than library are liable to be questioned/checked by the civil police authorities.**

**THE FIRST YEAR UNDERGRADUATE STUDENTS  
WILL RETURN TO THEIR HOSTELS BY 09.30 P.M.  
ALL OTHER STUDENTS WILL RETURN TO  
HOSTELS BY 11.00 P.M.**

**Latecomers Residents returning late to their Hostels will be fined Rs.200/-. The HOIs and Parents of residents coming very late or who are habitual offenders will be informed. In acute cases the resident may have to vacate the Hostel.**

**Students from one hostel are not permitted to enter other hostels.**

**The entry of all males is strictly forbidden inside ladies' hostel except on University official duty with valid passes. Likewise, ladies are not permitted to enter the gents' hostels.**

**Waiting List for changing Hostels/ Rooms: Students desirous of shifting to different rooms within their present Hostels or wishing to shift to other Hostels must put their names in the 'Waiting List' being maintained at respective Hostels and the Chief Warden's Office. Such students will be accommodated based purely on the waiting list seniority.**

**Vehicle and Parking: No private vehicles are permitted in MIT campus.**

### **Damage of Hostel Property**

**Any damage to hostel property will be made good by the residents who are responsible for such damage. This includes driving in of nails, defacing of walls, damage to fixtures and furniture. Fine will also be levied in addition to disciplinary action.**

### **Maintenance of Rooms**

**The rooms have been distempered and painted as per schedule and will be maintained regularly by the management as per the maintenance schedule. Residents are not permitted to re-paint or do any alteration of any nature without the written permission of Chief Warden.**

**All maintenance complaints/requirements will be attended to by MSFM. Complaint(s) must be entered in the register(s) available with Block Supervisors of their hostels. The complaints will be attended to expeditiously and are monitored by the Wardens/ Chief Warden. Residents are not permitted to employ any outsiders for any such job without the permission of Chief Warden.**



## ENVIRONMENTAL POLICY

***MANIPAL UNIVERSITY CAMPUS IS A 'PLASTIC/ TOBACCO/ DRUG/ ALCOHOL FREE ZONE'. RESIDENTS SHOULD ENSURE THAT THESE ARE NOT USED FOR ANY PURPOSE WHATSOEVER.***

**The rooms and surroundings must be kept clean. The service of the cleaners must be obtained to ensure that the rooms are swept and toilets cleaned while the residents are in the room. The block supervisors are at the service of residents. The general workers are available during night also. Residents are responsible for the cleanliness of their rooms. They should see that the rooms are properly swept every day. All waste paper and refuse must be placed in receptacle provided for that purpose.**

**The electric points provided in each room are to be used for connecting table lamps. Use of any domestic electric appliance etc. is not permitted. University notifies a list of appliances permitted to be used in the room. Infringement of these rules will be severely dealt with. For the use of authorized electric appliances permission**

may be obtained from Chief Warden. Any private unauthorized electric appliance found in any of the rooms without permission will be confiscated and disciplinary action initiated.

Residents must bring to the notice of the Block Supervisor any failures/breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The service of an electrician is available round the clock for attending to any defect in the electric system or fittings. When leaving the room, the occupants must take care to see that the fan and lights are switched off. Every effort must be made to economize the use of electricity. A warning “S O S” (Switch- Off Something) may be put up on the door to remind the residents before they leave the room.

Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported through Block Supervisors.

### **Complaints and Representations**

All complaints regarding repairs/maintenance in the Hostels must be entered personally by the students in ‘Complaint Registers’ maintained in all the Hostels.

**These complaints are attended to expeditiously by MSFM staff. All complaints are also monitored regularly by the Warden/Chief Warden.**

**Similarly ‘Suggestion Book’ is available in all Messes. Students/members may enter/drop their suggestion regarding quality, quantity and variety of food in these registers/boxes which are perused by Chief Warden for remedial action. Valued suggestions of residents are given due consideration.**

**For other complaints if any, applications shall be made in writing addressed to the Warden/Chief Warden and handed over to the Hostel Caretaker/ Senior Mess Manager at the Hostel/Food Court Mess office. Complaints will be resolved expeditiously by the Wardens / Mess Managers themselves. Advice and assistance of the Chief Warden will be taken when needed. For investigation of any of the complaints the Warden may call the concerned resident or hostel employees to his/her office.**

**Sickness:** If a resident falls sick, he/ she or roommate/friend must immediately inform the caretakers/block supervisors/ person on duty who will make arrangements to shift/ evacuate the student to the hospital and look after him/ her. All cases of sickness must be immediately reported to the Medical Officer, at

**the Out-Patient/Emergency/Trauma Department for necessary treatment.**

**Important Telephone Nos.:**

- **Trauma Centre, KMC**
  - 1. 0820-2922721**
  - 2. 0820-2922352**

**Absence from Hostel/ Leave/ Trips for functions/ Weekends: When a resident of the hostel wishes to leave the hostel/station on vacation/ holidays or otherwise the following action will be ensured:**

- **Written application to Hostel Warden**
- **Warden to give a written permission for all cases**

### **CHANGE OF ROOM**

**A change of accommodation from one category to another will be allowed only at the beginning of each quarter in a calendar year.**

**A remission in the hostel facilities fee will be given when the student is allowed to move into a lower category of accommodation. Similarly, the difference in hostel facilities fee will be collected when a student is allowed to move into a higher category of accommodation.**

The student must submit to the hostel accounting office the prescribed form for shifting into a different category of hostel accommodation duly signed by the Chief Warden.

### DOS & DON'TS

#### Do's

#### Don'ts

<p>✓1. Lock your room with a good branded lock.</p> <p>✓2. Lock your room always, even when going out for short durations.</p> <p>✓3. Keep your valuables and cash under lock.</p> <p>✓4. Take special care of your mobiles and give your number to only to your near and dear ones.</p> <p>✓5. Observe silence hours (11 pm to 6 am) every day.</p> <p>✓6. Read the notice board (both at your college and the</p>	<p>✗1. Cook in your rooms.</p> <p>✗2. Keep or feed pets in your room or campus.</p> <p>✗3. Play loud music anywhere (in your room or campus).</p> <p>✗4. Play or create disturbance in the corridors.</p> <p>✗5. Conduct or attend parties (in your room or anywhere on the campus).</p> <p>✗6. Smoke, consume alcohol</p>
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hostel) regularly.

✓7. Observe curfew hours.

✓8. Contact your warden or chief warden or chief security officer in case of any problems.

✓9. Enter your complete details in the in-out Register when leaving the hostel for more than one day.

✓10. Obtain visitors pass well in advance for your visiting parents/relatives or any technician from the chief wardens office.

✓11. Dine in one of the messes on the campus and pay your mess bills on time.

✓12. Protect yourself against malaria.

✓13. Inform your block supervisor / caretaker if you

or indulge in substance abuse.

✗7. Indulge in ragging.

✗8. Disclose your pin/secret code of your credit/debit card to anybody.

✗9. Keep or play televisions in your rooms.

✗10. Keep valuables or heavy cash in your rooms.

✗11. Damage university property or assets.

✗12. Go to any beach.

✗13. Act in a manner that offends the local cultural and social values and local



<p>are sick.</p> <p>✓14. Follow the code of conduct for the students.</p> <p>✓15. Read the hostel rule book and follow the rules.</p> <p>✓16. Take care – your life is precious – we value it.</p>	<p>sensibilities and rule of the land.</p> <p>×14. Loiter anywhere inside or outside the hostel campus during curfew hours.</p> <p>×15. Permit proxy/dummy room-mates in your room.</p> <p>×16. Permit non-residents to stay in or use your room.</p> <p>×17. Light lamps / candles, carry crackers or burn/ burst crackers in and around the hostel premises.</p> <p>×18. Waste water or electricity.</p> <p>×19. Violate hostel rules.</p>
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MIT Hostel – Food Court



MIT Hostel – Messes



**MIT – Swimming pool**