

MANIPAL
ACADEMY of HIGHER EDUCATION

(Deemed to be University under Section 3 of the UGC Act, 1956)



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HOSTEL RULES

Message



Manipal has grown into an international town with students from over 45 countries residing in MAHE Hostels. There are 21 hostels (30 blocks with over 4000 seats both for boys and girls. A happy mix of A.C. and Non-A.C. Single and Double rooms and a few dormitories to suit students from various strata of society are available. There is a dedicated team of officials and workers to make the stay of students comfortable and provide 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.

Welcome to MAHE Hostels, Manipal.

Mrs. Vasanthi R. Pai



Hostel Rules

Introduction

1. Manipal Academy of Higher Education has a separate hostel section under the management of Hostel Management Committee. This committee is headed by its Chairperson. The Chief Warden, MAHE, Manipal Campus who is the secretary of the Committee administers the day to day aspects of the hostel management at Manipal. All the hostels of the University are divided into three campuses. The hostels of medical, dental and para medical colleges at Manipal are grouped under Chief Warden, MAHE, Manipal Campus; the hostels of engineering, management and other colleges located at Manipal Institute of Technology complex are grouped under Chief Warden, MIT Campus; and the hostels at Mangalore Campus are grouped under Chief Warden, Mangalore Campus. Each hostel has a Warden from the teaching faculty of the colleges who is responsible for the discipline, maintenance of building, allotment of rooms etc. There are hostel staff such as caretakers/block supervisors, other attendants and maintenance staff. The Manipal Integrated Service Pvt. Ltd. (MIS) looks after the maintenance of the buildings and other facilities in the hostels. There are messes located at different areas of the Campus, both combined and also separately for boys and girls. Students can choose to be a member of any of these messes. Membership in any one of these messes is compulsory for first year undergraduate students.
2. The rules contained in this book are for the better management of the hostels and for creating a clean and

secure atmosphere for the academic advancement of the students. All students are requested to extend full co-operation to implement these rules. This will help the management to make the stay of students in MAHE hostels as comfortable and enjoyable as possible. These rules are by no means comprehensive.

Allotment and Vacating the Hostels

3. Every attempt will be made to provide hostel accommodation to all students.
4. 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.
5. Residents who wish to vacate the hostel must meet the Caretaker for necessary formalities / advice. Permission of the students' Parents and HOIs along with connected documentation is mandatory. While planning to vacate the hostel refund rules given at the end of this book must be consulted.
6. When there is a vacant seat in the room, the duplicate key of the room must be deposited with the Warden / caretaker of the block to facilitate allotment of the vacant seat to another student.

Types of Rooms. The following types of rooms are available in hostels:

GENTS

	Hostels	Non AC Attached Toilet		Non AC Common Toilet		Air Conditioned Attached Toilet	
		Single	Double	Single	Double	Single	Double
a)	Rabindra Nath Tagore (RT)	Yes	Yes	--	--	--	--
b)	C V Raman	Yes	--	--	Yes	--	--
c)	Nehru						
	(i) A Blocks	--	Yes	--	--	--	--
	(ii) B and C Blocks	Yes	Yes	--	--	--	--
d)	New Bachelor Quarters NBQ	Yes	Yes	Yes	Yes	Yes	
e)	Amartya Sen	Yes	--	--	--	Yes	--
f)	Charaka	--	--	--	--	Yes	Yes
g)	Khorana (Gents)	--	--	Yes	--	--	--
h)	New International Hostel 'B' Block	--	--	--	--	Yes	--



LADIES

	Hostels	Non AC Attached Toilet		Non AC Common Toilet		Air Conditioned Attached Toilet	
		Single	Double	Single	Double	Single	Double
g)	Sharada	Yes	Yes	Yes	--	Yes	--
h)	Indira	Yes	Yes	--	Yes	Yes	Yes
i)	Sonia	Yes	--	--	--	Yes	--
j)	PG Block	--	Yes	--	--	--	--
k)	Rajaji and Kamaraj	--	--	Yes	Yes	--	--
l)	New Sarojini (NSB)	--	--	--	Yes	--	--
m)	Old Sarojini (OSB)	--	--	--	Yes	--	--
n)	Nursing Training School (NTS)	--	Yes	--	Yes	--	--
o)	Khorana (Ladies)	--	--	Yes	--	--	--
p)	Valley Flat (VF) Ladies	--	Yes	--	Yes	--	--
q)	S. Chandrashekhar	--	--	--	--	Yes	Yes
r)	New Chandrashekhar	--	--	--	--	Yes	--
s)	Nehru Ladies	Yes	Yes	--	Yes	Yes	Yes
t)	New International Hostel 'A' Block	--	--	--	--	Yes	--
u)	New International Hostel 'B' Block	--	--	--	--	Yes	--

* There are a few triple/four seater rooms in Raman, Nehru, Rajaji, Kamaraj, OSB, NSB, Hostels

Note: Each Hostel resident will be provided with a cot, mattress, study table, chair and cupboard / almira.

7. Allotment / Vacation / Shifting

- A) Hostel accommodation is allotted purely at the discretion of the Chief Warden and 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. Students whose course is completed are expected to vacate their rooms after their results are declared so that new incoming students can be accommodated. Extensions may be permitted in alternate hostels with the approval of their Institution Heads. 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.
- B) Students who have vacated the Hostels and wish to shift back to the Hostel may be permitted subject to their application being recommended by their HOI and subject to availability of rooms.
- C) Final year students are permitted to stay in the hostel till their results declare.
8. 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.

Maintenance of Rooms

9. 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.

10. All maintenance complaints / requirements will be attended to by MIS. 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 Caretakers / Wardens / Chief Warden. Residents are not permitted to employ any outsiders for any such job without the permission of Chief Warden.
11. 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 economise 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.
12. The rooms and surroundings must be kept clean. The service of the 'Housekeeping Staff' must be utilised 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 'Housekeeping Staff' are available during night also. Residents are responsible for the cleanliness of their rooms. They should see that the rooms are cleaned properly every day. All waste paper and refuse must be placed in receptacle provided for that purpose. The Dean/Principal and Parents of such students who do not get or refuse to get their rooms cleaned will be informed. Disciplinary action and penal fines will be taken / levied on such students.
13. The electric points provided in each room are to be used for connecting table lamps. Use of permitted domestic electric appliances etc. is only 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 authorised electric appliances permission may be obtained from Chief Warden. Any private unauthorised electric appliance found in any of

the rooms without permission will be confiscated and disciplinary action initiated.

14. 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 to the Block Supervisors.
15. Solar / Electric heated water is available in all the hostels during specific timings in the morning and evening. Residents are requested to use this without causing any wastage. Wastage will deprive someone of hot water. Tomorrow it could be you.
16. **Correct Waste Disposal**
 - a) All inmates are advised to refrain from dumping solid waste materials in their commode as, over a period of time, all these things create a block and sewage pipe breaks open. These waste material may be wrapped in newspaper and dropped in the dust bin kept in the corridor (available in your room also).
 - b) Please avoid causing inconvenience to other students, especially those on the lower floors and yourself.
 - c) Residents of Ladies Hostels must ensure that "Sanitary pads/towels/napkins" are disposed off in the designated bins placed in every hostel.

Damage of Hostel Property

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

Conduct and Discipline

18. 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.
19. Substance abuse, consumption of alcohol and smoking or chewing of tobacco and tobacco products is strictly banned in the hostels and in the University Campus. Students in whose rooms these items substances / alcohol / tobacco products are found may be asked to vacate the Hostel. Students are not permitted to return to their hostels after consumption of liquor or after indulging in Substance abuse. Bringing of substances / alcohol / tobacco product into the hostel is also not permitted.
20. Cooking in the hostel rooms is not permitted. Outside food is not permitted to be carried to or consumed in the rooms.
21. Pets of any kind are not permitted. Feeding stray dogs and cats in the hostel premises is not permitted.
22. Playing of loud music and disturbing the quiet 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.
23. Neither is partying in the rooms, in the corridors or any where in the hostel permitted whatever be the occasion.
24. 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. Chemicals of any kind is 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 through out 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. This is a must especially when students go on vacation.

25. In case of Fire Residents must raise an alarm and call the hostel Caretaker. They should also alert the Manipal Security- Security Vehicle 9945670913 and Duty Security Officer 9945670912
26. Anything which interferes with student's studies must be avoided at all times. 'Silence Hours' will be observed from 8.00 p.m. to 8.00 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. Students will not involve themselves in quarrelling/fighting/criminal assault with other student(s). They will meet their Warden or Chief Warden to resolve such issues and not indulge in unbecoming conduct.
27. The Chief Warden / Warden or his representative may enter any room for checking / verification at any time of the day or night.
28. Parking of two wheelers in the hostel corridors and under porticos is strictly prohibited.
29. 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, however, be carried out by the Security person in the presence of the hostel Warden, caretaker and one more person at the discretion of the Chief Warden / Warden. On such occasions, 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.
30. a). 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 must leave the hostel/other students' rooms during nights. All residents are advised to extend their fullest co-operation to see that no unauthorised 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.
b). Students must be in their rooms at Roll Call check time (12 midnight). In case they are studying in the same hostel in their friend's room, they must inform the Hostel Caretaker in advance. Otherwise they will be marked absent and necessary action will be initiated.
31. **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 and a fine of upto Rs 2.5 lakhs. Supreme Court has also defined ragging as a criminal offence. (University ragging squad contact number 99456 70913)**

32. All hostel inmates MUST report any disciplinary matter or problems concerning them or their room-mate/ neighbour(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.
33. No televisions are permitted to be kept in the hostel rooms by the students. Students may watch TV in the common TV room provided in the hostels.
34. a). 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 management will not take any responsibility for any loss of such costly articles/money. They may deposit all sums of money not immediately required by them for their expenses in the local Banks. The residents must lock the rooms and their lockers with their own locks. (Branded Lock should be used. Number locks are not to be used)
 b). Students will not take away or steal or damage the belongings of other students. Students indulging in such unbecoming conduct will be dealt with and severe disciplinary action and penal fines will be taken / levied.
 c). Students are not permitted to enter other students' rooms in their absence.
35. Lock Breaking charges Students are advised to keep their room keys safely. In case a student loses his / her key and has to get the lock broken, he / she will have to pay the lock breaking charges (currently Rs.250/-)
36. Insurance of Laptops/Valuables. It is the responsibility of the Hostel residents to get their laptops and valuables, insured themselves.
37. Security of ATM / Debit cards All residents must take care of their ATM / Debit cards. They must not disclose their PIN to anybody- even to their best friends.
38. **Access Controlled Doors**
 a) All Hostels are provided with Access Controlled Doors which are meant to ensure that no unauthorized person can enter the Hostel. This is to ensure your safety and security and your belongings. All these Access Controlled Doors can be opened with your Combo Cards that are issued to each student.
 b) All inmates of Hostels are requested to ensure that the 'Access Controlled Doors' of their hostels are always kept closed thereby ensuring that only authorized and legitimate person gain access to the Hostels.
 c) All the Hostel entrances and the 'Access Controlled Doors' are under 24 hour surveillance (through CCTV). Hence action disciplinary / penal may be taken against anyone who leaves the doors open.
 d) All inmates are requested to co-operate. It is for your safety, security and well being.
 Students must use their Combo Cards to enter/exit their Hostels. Hence they should carry their Combo cards when they leave their Hostels. They should not get into unnecessary arguments with the Hostel Caretaker/ Security Staff on this issue.

Curfew and Out of Bound Areas

39. The hostel timings will be strictly adhered to. Library timings are up to 11.30 p.m. All residents will return to the hostel by midnight. At midnight 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 12.00 midnight is liable to be questioned by Security staff. They are liable to surrender their I card to security staff on duty. Roll call will be conducted between 12.00 midnight to 00.30 a.m. Students are advised to be present in their rooms.
40. The civil administration of Udupi-Manipal have fixed **11.00 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.**
41. The first year undergraduate students will return to their Hostels by the timings as under:
 (a) First month - by 9.30 pm
 (b) Second month - by 10.30 pm
 (c) Third month - by 11.30 pm

After the third month first year undergraduate students must return by 12.00 midnight.

43. BEACHES

- *All beaches around Udupi, Mangalore and nearby places are OUT OF BOUNDS for all students through out the year.
- * No student will enter the sea for swimming or any other purpose.
- * Disciplinary action and or penal fines will be taken /levied against the defaulters and he / she may be asked to vacate the hostel.

Visitors

44. Visitors' including parents and guardians must obtain visitors pass from the Wardens / Chief Warden, Manipal University, even to enter the visitors lounge in the hostels. Timings of Visitors pass to be adhered to. Male relatives above the age of 12 years are not permitted to visit ladies Hostels. Similarly female relatives above the age of 12 are not permitted to visit gents Hostels.
 Visitors are permitted to enter the Hostels only if the student being visited is in the Hostel. The security guards /caretakers will refuse entry without passes. In the absence of visitor's pass, residents have to meet their visitor only outside the Hostels. Except the residents no one else including Parents are permitted to stay in the students' room.
45. No student is permitted to enter any hostel except his/her own hostel. Non-resident students are not permitted to enter any hostel.
46. The entry of 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.

Vehicle and Parking

47. "Residents are advised not to keep a vehicle in the campus as it is not necessary". Students are not permitted to have any type of motor vehicles. There are no shelters provided for parking these vehicles. In case of residents having vehicles, they are advised to keep their vehicles always locked. Residents' private vehicles are liable to be frequently checked by the Regional Transport Authorities. Residents are advised to update the registration as per the rules/regulations prevalent in the

State of Karnataka. Residents are also advised to adhere to the traffic rules. Using vehicles without proper silencers create noise pollution and is prohibited. All vehicle owners will register their vehicles with Manipal University security and obtain stickers for parking the vehicles in the University Campus. Management does not take responsibility of the vehicles. Vehicles that do not have the University sticker will be removed and handed over to appropriate authorities for further disposal.

- 48 Laundry Facilities Outsourced washing machine facility with operator is available in Nehru Hostel for gents and S Chandrasekhar and Sonia Hostels for ladies. Clothes are washed on nominal payment and given within 24 hours. In addition laundry men / women visit the hostels in the evening and collect clothes for washing on payment of charges as laid down by the University. Residents are not permitted to keep a washing machine in their rooms.

Messing

49. Membership in any one of the mess in the campus is mandatory for all first year students. Every student when initially given a seat in the hostel should register as member of one of the messes. Students who wish to become members of Food Court Mess that is run by the University, are required to pay annual mess advance as notified by them

The actual mess bill will be announced every month and would be appropriated against the advance collected. Students will be required to pay any increase in the actual charges as compared to the amount collected in advance. The amount collected if found in excess after ascertaining the actual bill will be adjusted against the charges for the subsequent period or refunded.

50. Students staying outside the hostels are not permitted to become members of the Food Court Mess, except with the approval of their HOs and the written permission of the Chief Warden and on payment of the advance mess. This advance will be governed by the conditions given above in para 49.
51. Hostel and mess dues must be cleared in time to avoid inconvenience to the residents and their parents / guardians. Delayed payments attract fine. The mess dues list will be put up on the hostel and college notice boards. It is the residents' responsibility to check the same and clear their dues within the stipulated grace period. No individual intimation will be given or sent to the parents. Membership of those residents who do not have any credit in their mess account will be suspended and their messing facilities withdrawn.
52. Food will be served in the dining halls at the following hours:
- | | | |
|-----------|---|-------------------------|
| Breakfast | : | 7.00 a.m. to 9.30 a.m. |
| Lunch | : | 12.15 p.m. to 2.00 p.m. |
| Dinner | : | 7.30 p.m. to 9.30 p.m. |
53. Residents are expected to maintain perfect discipline and order in the mess and in the dining hall always. Outside food and drinks is strictly not permitted to be consumed in the Food Court Mess. Disciplinary / penal action will be initiated against the defaulters.
54. Members are forbidden to enter the kitchen.
55. Checking of Courier Parcels and Food Packets
- (a) Residents are not permitted to take their meals in their rooms. In special cases such as when the student is confined to bed due to illness, the Chief Warden's or

Warden's written permission should be obtained and the food will be served in the rooms. No private caterers are permitted to supply food within hostels. Outside food is not permitted in the Hostels. Neither is outside food permitted to be supplied inside or anywhere near the Hostels. All students are cautioned against having their food in the non-registered eating joints outside the University Campus because of health and hygiene reasons.

- (b) Delivery of food parcels to the hostels by delivery boys is strictly prohibited. Hostel inmates may bring parcels to the hostels on their own, subject to checking of the contents by the security guard and caretakers.
- (c) The courier parcels being received by students will also be opened and checked by the Hostel Security and Block Supervisor/ Caretaker before handing it over to the student.

56. Plastic Free Zone Manipal University Campus is a 'Plastic Free Zone'. Residents should ensure that plastic bags are not used for any purpose whatsoever.

Complaints and Representations

57. 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 MIS staff. All complaints are also monitored regularly by the Warden / Chief Warden.
58. Similarly 'Suggestion Book' is available in the Food Court Mess and 'Suggestion Box' is available in 'Sodexo Food Solutions' Mess. 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.
59. For other complaints if any, applications shall be made in writing addressed to the Warden / Chief Warden and handed over to the Hostel Caretaker / 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.
60. Residents of the hostels are not permitted to convene meetings of any sort in the Hostel premises without the prior permission of the Warden / Chief Warden. Disobedience of this rule will be severely dealt with.
61. Similarly students or dining members are not permitted to convene meetings of any sort in the Food Court Complex without the prior and written permission of their Dean and Director General Services. Violation of this rule will be dealt with severely.
62. There are 'Suggestion Boxes' kept in all the hostels for suggestions if any from the residents. Residents may drop their suggestions and complaints if any, duly signed with their names and roll numbers in these Suggestion Boxes which are opened periodically. Appropriate action will be taken on all suggestions / complaints and a feedback given to the student(s). No cognizance of anonymous suggestions / complaints will be taken.
63. The Block Supervisor, Warden and Chief Warden are available round-the-clock on telephone, and may be

contacted in case of any emergency. Their telephone numbers are given in this book and are also displayed at various places in all the Hostels.

Sickness

64. If a resident falls sick, he/she or room-mate / friend must immediately inform the caretakers / block supervisors / person on duty who will make arrangements to shift / evacuate the student (in the student ambulance) to the hospital and look after him / her. All cases of sickness must be immediately reported to the Medical Officer, at the 'Student Clinic' that functions between 8:00 AM to 4:30 PM for necessary treatment. The 'Evening Student Clinic', that will look after students having minor illness is functioning in the Medicine OPD between 5:30 and 6:30 PM. If students go to the Casualty after 8:00 PM they will be admitted in the hospital to ensure optimal care and for security reasons.
- (a). In case a resident is quite unable to leave the room and go to the Hospital, the matter must be reported to the Warden. Information regarding any resident falling sick or getting admitted in the hospital must be relayed to the hostel/ college authorities on priority.
65. In case a student gets admitted in the Hospital either by herself or with the assistance of his / her friend / room mate / classmate, he / she must ensure that this information along with room number and name of ward is given to the Hostel Caretaker / Warden or Chief Warden. This will ensure that unnecessary anxiety can be minimized.
66. It is observed that some Students are taking self medication or seeking medical treatment in local clinics / hospitals, which is not in order nor recommended. Our own hospital 'Kasturba Hospital' with all facilities is within the University Campus. Further all students are covered under 'Medicare' and are entitled to free treatment / hospitalization in Kasturba Hospital.

Communication System

67. There is a good telephone system in Manipal University. Residents may own University telephone in their rooms by paying the requisite fees. Students can also apply for Bharat Sanchar Nigam Limited (BSNL) telephone connection.
68. Frequent bus services from Manipal to Udupi and Mangalore are available.
69. There is no need of any transport in the campus as all places of importance to students are within the walking distance from hostels. Students are not permitted to have any type of motor vehicles.
70. Authority letter to collect the Ordinary/ Registered Letters/Speed Post/Post/Money Order or Parcel etc
- a) An authority letter to collect the Ordinary/ Registered Letters/Speed Post/Post/Money Order or Parcel etc. from Post Office, Manipal is available with Hostel Caretaker/Block Supervisors in the Hostel.
- b) In case a student is expecting a Ordinary, Registered Letter, Speed Post, Money Order or Parcel from Post Office, Manipal, please give the above authority letter duly signed to your Hostel Caretaker who will collect the Letter/Money Order/Parcel from the Post man and give it to you on your return to the Hostel.
- c) Students expecting letter/parcels/courier must also check with their caretakers and take delivery of their items expeditiously.

Absence from Hostel

71. When a resident of the hostel wishes to leave the hostel/station on vacation/ holidays or otherwise the following action will be ensured:
- (a) First Year Under Graduate Students
- The student will submit to the Chief Warden a signed application on the laid down format duly countersigned and stamped by his/her college authorities or teacher guardian. Once permission is accorded by the Chief Warden the students will also ensure the following mandatory action is done before leaving the hostel. The application forms can be obtained from their Hostel caretakers / block supervisors or the Chief Warden's Office.
- (b) Mandatory Action by all Hostel Residents including PGs, Interns and Staff.
- Residents will make necessary entry in the IN-OUT Register available in every hostel. It is mandatory in all such absences to record departure/return date and time and place to which they are going along with the postal address and telephone/mobile number.
- (c) Disciplinary action / penal fines will be levied on defaulters.
- (d) The Dean/Director/Principal and Parents of such students who stay out of the Hostels often or for prolonged periods will be informed. It is mandatory for residents of the Hostels to return to their Hostels every day before curfew time.

72. Code of Conduct

The University Code of Conduct will be adhered to by all students.

73. Public Display of Affection (PDA)

The strong traditions and cultural systems in India prohibit PDA. Students are advised to refrain from PDA. Students indulging in PDA will be dealt with (disciplinary and penal).

74. EMS Objective (Environmental Management Systems (EMS))

The two main EMS objectives reduction in water and electricity consumption must be always kept in mind. Please ensure that unwanted lights are switched off in the Hostels corridor / lobby (especially during the day). No water should be wasted and taps in all bathrooms must be kept closed always.

Financial Regulations - Please refer to Appendix.

Conclusion

75. Hostel residents are at liberty to meet their Wardens or the Chief Warden to sort out their difficulties, if any.
76. Any matter, not expressly provided for in these rules, will rest at the absolute discretion of the University which also reserves the right to modify any of these rules as and when necessary.
77. It is the earnest endeavor of the Management to make the living conditions in Hostel as comfortable and enjoyable as possible. No stone will be left unturned in pursuit of excellence in managing the Hostels. The co-operation of students will help the Management in achieving this aim. We wish all the residents a very happy and comfortable stay in Manipal University Hostels.

Air Commodore Harindra Kumar Dhiman VSM

Chief Warden

MAHE, Manipal, Ph: 0820 2922413

Manipal Academy of Higher Education

UNIVERSITY HOSTELS

Financial Regulations

1. Hostel Facilities Fee/Deposit

- a) The hostel facilities fee is collected on an annual basis. The fee varies with each category of accommodation. The hostel facilities fee will be collected at the commencement of each Academic Year as per the schedule notified by the University or by the Hostel Accounting Office. Delayed payments will attract a fine @ 12% per annum computed for each default day. Details of hostel facilities fee for each academic year will be put up on the hostel notice boards. No individual intimation will be given to the students/parents/guardian. Every student is expected to ascertain this from the notice board and remit the fees in time.
- b) Every student admitted to the hostel is required to make a hostel deposit. The deposit will be refunded when the student vacates the hostel on production of a 'Dues Clearance Certificate'. The amount of hostel deposit is published along with the schedule of hostel facilities fee.
- c) Hostel facilities fee for Casual Students: Students who do not complete their studies within the regular period stipulated for the course may be allotted accommodation for a further term(s) on non-priority basis subject to the following: 50% of the annual hostel facilities fee will be charged to such students for a term not exceeding six months. The student will have to pay the hostel fee for the entire year for retaining accommodation beyond a period of six months.
- d) Payment of Hostel Facilities Fee/Deposit: The hostel facilities fee/deposit may be remitted by a demand draft in favour of MAHE Hostels payable at Manipal/ Udupi/ Mangalore.
- e) The hostel fee will be collected for each year as per schedule notified by the University or by the Hostel Accounting Office.
- f) Charges for electricity, water, other utilities etc., will be divided equally among the residents of each block and collected from them. These charges called 'Utility Fees' are in addition to the hostel fee.

2. Mess Bill

- a) Mess/utility charges of a month will be put up on the Notice Board by the first/second week of the next month. All mess bills for each month must be paid within 7 days of display on the Notice Board. No individual intimation will be given to the students or their Parents.
- b) In case of non-payment of utility charges for more than two months, or whose mess dues are more than Rs.2,000/-, their mess membership will be suspended and their messing facilities withdrawn. The names of such students will be removed from the mess register and he/she will cease to dine in any of the messes. They may not also be entitled to reside in the hostels beyond the period for which hostel fee has already been paid. Defaulters list will be notified to all members by Wardens / Senior Mess Manager)

- c) The names of the defaulters will also be communicated to the Deans/Medical Superintendent (in case of PGs/HODs) for further action.
 - d) The defaulters will not be considered for change/retention or re-allotment of hostel accommodation.
 - e) In case a defaulting student wants to rejoin the hostels, he/she will not be allowed to do so until he/she pays up all his/her previous bills/dues including the fine.
 - f) Students will be permitted to apply for or appear for University Examination only after they clear their mess, hostel and tuition fee arrears. The Dean reserves the power to suspend any student whose bills are not paid.
- 3. Hostel Facilities Fee Refund** - This rule is not applicable to First Year Students
- a) Hostel Facilities Fee refund applicable only to the students of 2nd year and onwards:
 - b) Hostel facilities fee refund is considered on monthly basis. Charging on daily basis for overstay beyond one month is not permitted and such overstay will be considered as full month stay.
 - c) This rule is applicable to all the hostels and their residents AC / Non AC hostels and all Students / Interns / Tutors / PG Cum tutors / Research fellows.
 - d) This rule will be strictly complied with and no representations from residents will be entertained.
 - e) Students vacating the hostel must submit to the Hostel Accounting office a hostel vacating form duly approved by the Chief Warden along with no dues certificate from the mess.

4. Utility Charges

- a) Charges for electricity, water and other utilities will be divided equally among the residents of each block/hostel and collected at the end of each month. These charges are in addition to the hostel facilities fee.
- b) Electricity charge for specified equipment/gadgets will be collected monthly in addition to the regular utility charges. The schedule of such charges is published at the commencement of each Academic Year. Students will take written permission from the Chief Warden for using any specified equipment/gadget in their rooms.
- c) Outside Students In case students staying in hostels from sister colleges stay for short duration not exceeding one month in our hostels, utility charges will be collected on the following basis:

Period of Stay	Charges
= < 1 week	- One week
> 1 week <= 2 weeks	- Two weeks
> 2 weeks up to 1 month	- One month

- d) Exemption of Utility Charges

Utility/establishment charges, including electricity charges, will not be collected from the students who proceed on leave of absence for more than 8 days. However, such absence on official purpose should be duly approved by Head of Institution (HOI) and student should inform Warden/ Supervisor of hostel concerned in writing before proceeding on such absence.

5. Payment of Monthly Dues

- a) Mess/utility charges of month will be published on the hostel notice boards by the first week of the following month. All mess/utility charges for each month must be paid within 7 days of such publication. No individual intimation will be given to the students/parents/guardian.
- b) Any damage/breakage to hostel property will be charged to the occupants of the room/block. Disciplinary action will also be initiated.
- c) Payments towards mess/utility charges may be made in cash or by local cheque. A fine of Rs. 500/- will be levied in case the bank dishonours a cheque besides taking legal action as may be considered in specific cases.

- d) Delayed payments will attract a fine @ 12% per annum computed for each default day. The fine will be calculated from the day following the last date for payment of the bills.
- e) In case of non-payment of mess/utility charges for two months or more, or whose dues is more than 2,000/- the names of such students will be removed from the mess rolls and such defaulters will not be permitted to dine in any of the messes. They may also be disallowed from residing in the hostels beyond the period for which hostel fee has already been paid. The names of the defaulters will be communicated to the respective Dean/Director of the College/Institute for further action. The Dean/Director reserves the option to suspend any student from attending classes, labs, clinics whose bills are not paid for more than two months.
- f) Students who have discontinued/disallowed from dining in the mess and/or from residing in the hostels will not be permitted to rejoin mess or hostel unless they have cleared their dues including fines if any.

Code of Student Conduct

Introduction and purpose

The code of student conduct is established to foster and protect the core missions of the university, to foster the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions. The core missions of the university are teaching, learning, service and research.

The code governs all campuses of the university.

Definitions

"University premises" means all lands, buildings, and facilities owned, leased, or operated by the university. The term "student" means an individual who has paid an acceptance fee, registered for classes, or otherwise entered into any other contractual relationship with the university to take instruction.

A safe and secure environment allows for a positive learning environment. In turn, a positive learning environment promotes student learning.

To successfully achieve these outcomes, it is necessary to develop a clear set of student expectations.

1 Student expectations: Students will

- Attend all classes on time.
- Be prepared for class with the appropriate materials and homework completed. Students will not participate in cheating or plagiarizing their work or the work of others.
- Be honest with all staff and students.
- Express themselves without the use of profane language or offensive gestures.
- Participate in positive group activities and will not be involved in any swarming, bullying, intimidating or harassing of staff or students.

- Show respect for others by not participating in teasing and ridiculing.
- Show respect for others by not wearing clothing with inappropriate messages (i.e., profane language, racial or sexual references, references to alcohol/illegal drugs or gang related).
- Respect the personal property of others.
- Respect and follow direction from all staff of the institution/University.
- Respect the safety of others by not bringing real or imitation weapons to institution/University or in the hostel/campus.

2. Attendance and Preparation for Class

It is understood that student achievement is a direct result of attending and participating in classroom instruction and classroom activities. It is, therefore, a requirement for students to attend all classes on time and with the appropriate materials. Students who come late will not be awarded attendance and may be denied entry to the class.

Students are expected to have the necessary percentage of attendance as per the governing council of the institution in order to appear for the university examination.

3. Classroom Behaviour

Every student has the right to an uninterrupted and safe instructional environment. Behaviours which interfere with student learning will not be tolerated.

Mobile phones: Use of mobile phone in the class, laboratory, library and in the hospital wards during working hours is not allowed. Mobile phones with camera are banned.

Wearing caps and shorts, eating, chewing and drinking during the class is strictly forbidden.

All students must be in possession of their identity cards. Any loss should be promptly reported to the Dean. The cards must not be mutilated, defaced or rendered ineffective for identification. The card must be returned at the termination of course / withdrawal from the institute.

4. Conduct during Examination

Students are expected to strictly abide by the rules and regulations as specified in the hall ticket issued by the university and the candidate found guilty shall not be permitted to take practical and viva examination till appropriate authority clears.

5. Graffiti / Vandalism (property and /or equipment)

Students are responsible for any textbooks, library books, or any equipment loaned to or used by them. If misused or damaged, students will be responsible for charges to repair or replace. If repayment is not received, students will have in-school privileges removed or suspension.

Interfering or tampering any of the office records of college / university is a serious offence and will result in suspension / rustication.

6 Dress Code

Students will wear clean, neat and presentable clothing. Following is the dress code of the university. Visiting students are also expected to observe the dress code.

Students are advised to follow the following dress code while attending the colleges for lectures/ practicals / dissections / library / labs and formal function of the institution.

The dress should be neat, clean and pressed.

This dress code will also be followed while visiting manipal.edu building.

Boys

- Trousers and collared shirt
- Shoes and Socks
- Clean white apron with mametag

Girls

- Formal wear dress like Salwar Kameez, Chudidar, Sari
- Formal foot wear
- Hair (beyond shoulder length) to be tied up
- Clean white apron with nametag

Prohibited for boys

- T. Shirts
- Tight fitting dirty jeans
- Caps
- Chappals/ Sports shoes
- Shorts
- Ear rings
- Torn trousers touching the floor
- Pony tails
- Trousers with 6 or more pockets
- Clothing depicting illegal drugs, alcohol, profane language, racial, sexual & vulgar suggestions (applicable for boys & girls).

Prohibited for girls

- Tight fitting dirty jeans
- Torn trousers touching the floor
- Skirts, Shorts
- Revealing deep tops / Spaghetti top/Sleeveless tops/ shirts /t-shirts showing the midriff

In case of violation of the dress code, the student concerned will be asked to leave the academic session.

For Health Sciences: Aprons (extending to mid thigh or below) and name tags are compulsory for boys and girls especially during dissection / practicals / demonstration. Wearing the apron outside the campus is discouraged.

7. Weapons or Replicas of Weapons

Weapons or replicas of weapons are not permitted on University Campus at any time. Criminal charges will be filed in every instance, as well as suspension or expulsion.

Involvement in any criminal offence under Indian Legal System will result in suspension or expulsion from the college.

Engaging in trade /trade activities with in the premises / campus is prohibited.

8. Illegal Drugs and Alcohol (possession\personal use\providing for others)

Illegal drugs and/or alcohol are not permitted on university property or on any college excursion. If students are found to be experiencing difficulties with substance abuse, they will be referred to counselling, drug and alcohol rehabilitation programs. Persistent disregard or denial of medical assistance could result in criminal charges and possible expulsion.

9. Smoking

Smoking is not permitted in any college/hostel/campus. Fine will be levied for each infraction.

10. Risky Behaviour

Students are strongly discouraged from owning and riding motor cycles

Students riding noisy two wheelers are warned that their vehicles will be locked/seized by the security/police.

As the Arabian Sea is rough throughout the year, it is dangerous to venture into these waters. Hence students are strongly advised not to venture swimming in the sea.

11. Fighting / Criminal Assault

Any student involved in or encouraging the involvement of another student in fighting will be suspended. Persistent involvement will result in expulsion from the college.

12. Respect for Authority

Students will demonstrate respect for all staff and students. Students are expected to recognize and comply with the authority held by the institution/ university and its staff. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to parental contact, loss of privileges, suspension or expulsion.

13. Harassment\Threatening

Harassment will not be tolerated. Harassment, whether written, verbal, sexual (including homosexuality and pornography), physical, emotional, or racial, is a serious offence and will be treated as such.

14. Bullying\Intimidation\Swarming

No student will participate in or initiate any form of bullying, intimidation or swarming. Persistent disregard would result in suspensions, expulsions, and/or criminal charges.

15. Ragging

Ragging within or outside the educational institution is prohibited. Ragging is an offence under penal code and Karnataka Education act 1983. Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the educational institution shall

be suspended, expelled or rusticated from the institution and shall also be liable to fine. The punishment includes rigorous imprisonment, cancellation of admission, suspension from attending classes, withholding/withdrawing fellowship/scholarship and other financial benefits, withholding or cancelling the results.

Ragging includes display of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy, undisciplined and obscene activities which cause or are likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma or raise apprehension or fear in a fresher or other students, or forcing a student to do any act which such a student is not willing to do or which causes him/ her shame or embarrassment or danger to his/her life or indulging in eve teasing.

EMERGENCY TELEPHONE NUMBERS		
	MU Exchange	Civ. Extensions
Fire Service	0101	0820-2520333
“May I Help you” Desk Kasturba Hospital	22761/23153	0820-2922761 0820-2923153
Ambulance Kasturba Hospital	22404	0820-2922404
Manipal Police Station	02570328	0820-2570328
MU Security Vehicle	9945670913	-
MU Security Officer (duty)	9945670912	-
MU Security Counter	22515	0820-2922515
Trauma Center	22352	0820-2922352
Lift Operator	22476	0820-2922476 9448480561
Electrical	22265 22355	0820-2922265 0820-2922355
AC	22110	0820-2922110
Water	22196 22243	0820-2922196 0820-2922243
Assistance/Inquiry general	9	
Director Students Affairs	22035	0820-2922035
Chief Warden	22413	0820-2922413 91485 91537
Chief Security Officer	22848	0820-2922848
Anti Ragging Cell		9945670913

University Hostels Manipal

#	Hostel	Hostel Extn.	Warden	Contact No.	Email ID
1	N B Q	48701	Dr. Srikanth G	Extn. 22215 Mobile.9986455201	srikanth.mds@manipal.edu
2	Nehru (A Block)	41001	Dr. Arvind Kumar Pandey	Extn.22327 Mobile.9741968640	arvind.pandey@manipal.edu
3	New International (B-Block)	31611	Mr. Anand K M	Extn.33006 Mobile.9844009873	anand.km@manipal.edu
4	Nehru (B&C Blocks)	43001	Dr. Vinod C Nayak	Extn. 22450 Mobile.9845240393	vindumanipal@gmail.com
5	R T	45001	Dr. K Nandakumar	Extn. 22482 Mobile.9449951422	nandakumar.k@manipal.edu
6	Amartya Sen & Charaka	48600	Dr. Ashwini Kumar	Extn. 23304 Mobile.9964139848	kumar.ashwini@manipal.edu & ashwini.kumar.dr@gmail.com
7	C V Raman	46001	Dr. EG Padmanabha Udupa	Extn. 22326 Mobile.9844872934	padmanabha.udupa@manipal.edu
8	Sharada	37600	Dr. Shobha KL	Extn. 33009 Mobile.9945271648	shobha.kl@manipal.edu
9	Indira Senior Wing	31600	Dr. Bharti Chogtu Magazine	Extn. 22365 Mobile.9901728668	bharti.magazine@manipal.edu
10	Indira (Ground Floor)	31600	Ms. Vinutha Ballal	Extn. 22008/22326 Mobile.9845156248	bhatvinutha@yahoo.co.in
11	S Chandrashekar (Old & New)	49001 49005	Dr. Shobha U Kamath	Extn.22008/22326 Mobile.9845865848	sinbha@hotmail.com
12	New AC Ladies	41006	-do-	-do-	-do-
13	Sonia	32600	Dr. Shaila Angela Lewi	Extn. 22482 Mobile.9449283222	s.lewis@manipal.edu
14	P G & NSB	36600	Dr. Kanaka G	Extn. 22577 Mobile.9845384136	g.kanaka@manipal.edu
15	Rajaji & Kamaraj	36600	-do-	-do-	-do-
16	OSB & NTS	33600	Dr. Malathi G. Nayak	Extn. 22822 Mobile. 9449586431	malathi.nayak@manipal.edu
17	New International (A-B Block-girls wing)	31610	Ms. Devasrita Dash	Mobile. 7259462852	devasrita.dash@manipal.edu
18	WGS HA	23235	Mr. Naresh Nayak	Extn. 23223 Mobile.9900409080	warden.wgsha@manipal.edu
		23231	Ms. Kshama Vishwakarma	Mobile.9945499640	kshama.v@manipal.edu

Your hostel telephone number is given on the attached sheet. Inform your parents to dial India code and then 0820-29 with hostel number as applicable to you. Call will only be received in the hostel as per the laid down timings.

Postal Address

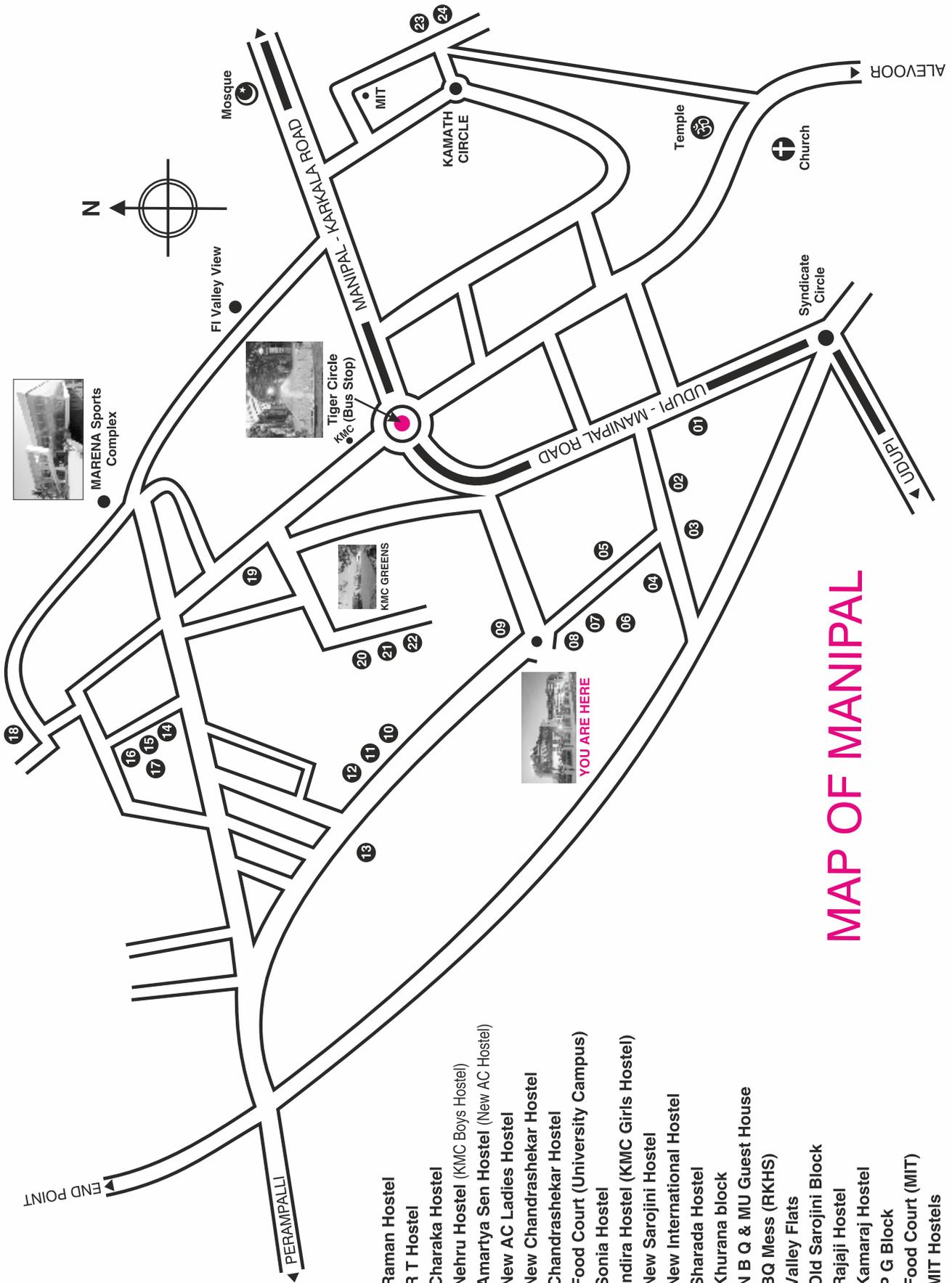
Name of the Student
Room Number
Name of Hostel
MAHE, Campus
Madhav Nagar, Manipal 576 104

Student counsellor : **Ms. Karuna Devadiga**
Location : Room No. 104, Manipal.edu
Availability : 9.00 AM - 5.00 PM
Contact No. : 0820 2922903/ 91485 91543
Email : counselor.mu@manipal.edu;
karuna.devadiga@manipal.edu

Student counsellor : **Mr. Vishwesh K**
Availability : 12 noon -7.00 PM
Contact No. : 0820-2933517/ 91485 91545
Email : counselor.mu@manipal.edu;
vishwesh.k@manipal.edu

Student counsellor : **Ms. Shilpa Joshi**
Availability : 8.00 AM- 3.00 PM
Contact No. : 0820-2933516/ 91485 91546
Email : counselor.mu@manipal.edu;
shilpa.joshi@manipal.edu

Student counsellor : **Ms. Sangeeta Krishan**
Availability : 8.00 AM - 3.00 PM
Contact No. : 0820-2933515/ 91485 91547
Email : counselor.mu@manipal.edu;
sangeeta.krishan@manipal.edu



MAP OF MANIPAL

- 01 Raman Hostel
- 02 R T Hostel
- 03 Charaka Hostel
- 04 Nehru Hostel (KMC Boys Hostel)
- 05 Amartya Sen Hostel (New AC Hostel)
- 06 New AC Ladies Hostel
- 07 New Chandrashekar Hostel
- 08 Chandrashekar Hostel
- 09 Food Court (University Campus)
- 10 Sonia Hostel
- 11 Indira Hostel (KMC Girls Hostel)
- 12 New Sarojini Hostel
- 13 New International Hostel
- 14 Sharada Hostel
- 15 Khurana block
- 16 N B Q & MU Guest House
- 17 BQ Mess (RKHS)
- 18 Valley Flats
- 19 Old Sarojini Block
- 20 Rajaji Hostel
- 21 Kamaraj Hostel
- 22 P G Block
- 23 Food Court (MIT)
- 24 MIT Hostels

SAFETY INSTRUCTIONS

Speed is the cause for majority of the accidents. Students are recommended to observe the traffic rules and drive cautiously.



Students are expected to possess the identity card issued by the University at all time and are required to produce the same when asked for by the institutional and University authorities / District Police Authority.



**Swimming
in the
Arabian Sea
is prohibited
and can
cost your life.**

Life is precious.
We value it.

Issued in the interest of students

July 2015

Director, Student Affairs



MANIPAL
ACADEMY of HIGHER EDUCATION

(Deemed to be University under Section 3 of the UGC Act, 1956)



TEARS WON'T MAKE A DIFFERENCE
**RAISE YOUR
VOICE**
A G A I N S T
RAGGING

What constitutes Ragging?

"Ragging is any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling rudely any student, indulging in rowdy or undisciplined activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely effect the psyche of a fresher or a junior student". . . .

The Hon'ble Supreme Court of India

Ragging is a criminal offence.

Warning

No leniency will be shown to the offenders involved in ragging. All students are requested to note and co-operate in keeping the university and its constituent colleges free of ragging. If found to be an offender, the following actions will be resorted to:

- **Suspension / Rustication / Expulsion from the college**
- **Fine up to ₹2.5 lakhs**

Penalty for Ragging

No person who is a student of an educational institution shall commit ragging. Supreme Court of India has ordered that "if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the institution".

In case of emergency contact:

Anti-Ragging Squad
99456 70913

Chief Operating Officer (Campus Safety)
70226 32484

Director, Student Affairs
70220 16250

Director, Student Affairs

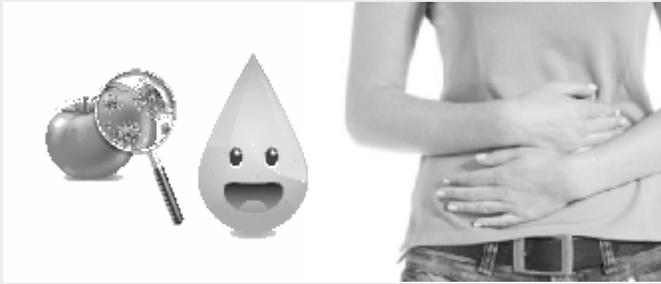


MANIPAL
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HEALTH INSTRUCTIONS

FOOD / WATER BORNE DISEASES



Typhoid, Hepatitis A & Gastroenteritis are food and water borne communicable diseases. Students are advised to take appropriate preventive measures. Use safe drinking water, dine at restaurants of good reputation with good hygienic standards.

Suggested Vaccination

Typhoid Vaccine	Hepatitis A Vaccine
Single dose (Intramuscular)	2 doses
3 years immunity following vaccination	0, 6 months
Cost: ₹290/- (approx.)	Cost: ₹1,290/- per dose (approx.)

HEPATITIS B



Hepatitis B Infection is an occupational hazard for health science students. To protect oneself, the following vaccination is recommended.

Hepatitis 'B' Vaccine

3 doses
0, 1, 6 months (Intra muscular)
Cost: ₹90/- per dose (approx.)

CHICKENPOX / MEASLES



Chickenpox & Measles outbreak in the hostels is a source of concern. It is therefore strongly recommended that students who have not had prior Chickenpox / Measles infection or not been vaccinated for the same take the following vaccinations.

Chickenpox Vaccine

(If there is no history of a childhood episode or not vaccinated earlier)
2 doses | 0, 6 Weeks (Subcutaneous)
Cost: ₹1,700/- per dose (approx.)

Measles-Mumps-Rubella (MMR) Vaccine

(If not vaccinated in the last 5 years)
Single dose
Cost: ₹130/- (approx.)

MALARIA / DENGUE



Prevention is in our hand

It is recommended that the students take the following precautions

1. Use mosquito nets in the hostels.
2. Use mosquito repellents when outdoors at dawn and dusk.
3. Avoid littering and keeping open containers where water could stagnate.



NO SMOKING

It is against the law to smoke in the campus

Director, Student Affairs



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SECURITY GUIDELINES

- ▶ All students staying in hostels must be back inside the hostel by 11 pm. Those (Health Sciences students) studying at the library are permitted to return to the hostel by 12 am (midnight).
- ▶ Those students found loitering around the campus or outside after 11 pm are liable to be checked by security/police.
- ▶ Delivery of food parcels to the hostels by delivery boys is strictly prohibited. Hostel inmates may bring parcels to the hostels on their own, subject to checking of the contents by the security guard and caretakers.
- ▶ All students must carry their combo cards with them at all times in the campus and should produce it on demand by security or staff.
- ▶ Students are expected to dress decently as per the dress code laid down. Torn, dirty jeans, shorts, spaghetti tops and bathroom slippers are prohibited.
- ▶ Vehicles without university parking sticker will not be permitted in the university premises and are liable to be lifted and handed over to the appropriate authority for further action.
- ▶ Smoking, Drinking and PDA (public display of affection) are prohibited in the university premises.

AS STUDENTS OF A WORLD CLASS UNIVERSITY, YOU ARE EXPECTED TO BEHAVE AND DRESS AS BEFITS WORLD CLASS PROFESSIONALS.

Chief Warden

Chief Security Officer



BAN ON RAGGING

Definition: “Ragging” means causing, inducing, compelling or forcing a student, whether by way of a practical joke or other wise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force. Supreme Court of India has defined ragging as a criminal offence.

Penalty for ragging (Section. 116 of the Act)

1. No person who is a student in an educational institution, including an institution under the management of the university or of the central government shall commit or abet ragging.
2. Any person who indulges in/or abets ragging shall on conviction be punished with imprisonment for a term which may extend to one year. Ragging is a criminal and non-bailable offence.

Warning: No leniency will be shown to the offenders involved in ragging. All students are requested to note and cooperate in keeping our University and its constituent colleges free from ragging.

UNDERTAKING

1. I hereby certify that I know Ragging in every form is prohibited every where in Manipal University Colleges, Hostels and Campus.
2. I hereby certify that I am aware of above laws on ragging and promise that :-
 - (a) I will not indulge in any form of ragging
 - (b) I will not indulge in ragging of my juniors
 - (c) I will report any case(s) of ragging, the moment I notice such a case, to my Dean / Warden / Anti Ragging Squad.
 - (d) I will protect my juniors from ragging by any other students(s).
3. I also certify that, I am aware that necessary action as per law will be initiated against me, if I am at any time found guilty of ragging or abetting ragging.
4. I understand the contents of the above 'Ban on Ragging' and the 'Undertaking' which has been explained to me in the language, I understand by my son/daughter.
5. I also certify that, I have read and understood the Hostel Rules and I undertake to abide by these rules.

Signature of Parent

Name : _____

Address : _____

Phone/Cell No: _____

Date:

Signature of student

Name : _____

Roll No.: _____

Hostel & Room No. _____

Date:

Declaration



MANIPAL
ACADEMY of HIGHER EDUCATION
(Deemed to be University under Section 3 of the UGC Act, 1956)

I _____, Roll No. _____ student of
_____ certify that I have received a copy of hostel rules. I have read and
understood these rules and I undertake to abide by these rules.

Signature of Student

Date:

Countersigned by

Warden _____ Hostel

Declaration



MANIPAL
ACADEMY of HIGHER EDUCATION
(Deemed to be University under Section 3 of the UGC Act, 1956)

I _____, Roll No. _____ student of
_____ certify that I have received a copy of hostel rules. I have read and
understood these rules and I undertake to abide by these rules.

Signature of Student

Date:

Countersigned by

Warden _____ Hostel

NOTICE FOR HOSTEL INMATES

Do's

- Adhere strictly to hostel timings 5:30 am to 12:00 midnight
- Lock your room with a good branded lock
- Lock your room always, even when going out for short durations
- Keep your valuables and cash under lock
- Take special care of your mobiles and give your number only to your near and dear ones
- Observe silence hours (8 p.m. to 8 a.m.) every day
- Read the notice board (both at your college and the hostel) regularly
- Contact your Warden or Chief Warden or Chief Security Officer in case of any problem
- Enter your complete details in the in-out register when leaving the hostel for more than one day
- Obtain visitors pass well in advance for your visiting parents/relatives or any Technician from the Chief Warden's office
- Pay your hostel fees on time
- Dine in one of the messes on the campus and pay your mess bills on time
- Protect yourself against Malaria
- Inform your Block Supervisor / Caretaker if you are sick
- Follow the code of conduct for the students
- Read the hostel rule book and follow the rules
- Take care. Your life is precious. We value it.

Don'ts

- Cook in your rooms
- Keep or feed pets in your room or campus
- Play loud music any where (in your room or campus)
- Play or create a disturbance in the Corridors
- Conduct or attend parties (In your room or any where on the campus)
- Smoke, consume alcohol or indulge in substance abuse
- Indulge in ragging
- Disclose your pin/secret code of your credit/debit card to any body
- Keep or play televisions in your rooms
- Keep valuables or heavy cash in your rooms
- Damage university property or assets
- Go to any beach
- Act in a manner that offends the local cultural, social values, local sensibilities and rule of the land
- Loiter anywhere inside or outside the hostel campus during curfew hours
- Permit proxy/dummy room-mates in your room
- Permit non residents to stay in or use your room
- Light lamps / candles, carry crackers or light crackers in and around the hostel premises
- Waste water or electricity
- Violate hostel rules





MANIPAL

ACADEMY of HIGHER EDUCATION

(Deemed to be University under Section 3 of the UGC Act, 1956)

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