



# SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A++' Grade | Awarded Category – I by UGC

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

## NOTIFICATION NO. 1776

SIU/ U-28/ 2026/ 1047

Date: 12<sup>th</sup> March, 2026

**Subject:** Code of Conduct for Students staying in Hostels owned or hired by Symbiosis and operated by Symbiosis International (Deemed University)

**Authority:** Executive Council vide Resolution No. A13: EC: 09.02.2026


**Ref:** Notification No. SIU/U-28/2013/449 dated 27.05.2013

**WHEREAS**, the University offers several residential programmes and provides quality hostel facilities giving the feeling of home away from home for students, while looking after the safety and well-being of hostelers, the University had notified 'Hostel Rules' vide Notification No. SIU/U-28/2013/449 dated 27.05.2013.

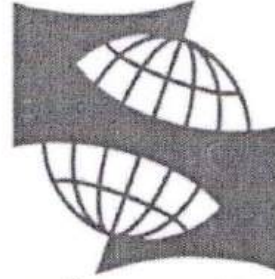
**2] AND WHEREAS**, in order to provide structured guidelines that outline a transparent and efficient process for hostel room allocation, occupancy, and withdrawal, the University has reviewed the existing rules and revised the same as a code, which has been approved by the Executive Council vide Resolution No. A13: EC: 09.02.2026;

**3] NOW THEREFORE**, the revised Code of Conduct for Students staying in Hostels owned or hired by Symbiosis and operated by Symbiosis International (Deemed University) is hereby notified for information of all concerned as Annexure 'A'.



  
**Dr. M. S. Shejul**  
Registrar

**Copy for information to:** The Hon'ble Chancellor, Pro Chancellor, Vice Chancellor, Provost-FoMHS, Principal Director- Symbiosis, Advisor, Symbiosis, Deans of Faculties, Directors/ Heads, Deputy Directors/ Deputy Heads, Administrative Officers/ Assistant Administrative Officers/ Office Superintendents of Constituents/ Research Centres/ Support Departments/ Skills and Continuing Education Departments and Officers of the Symbiosis Society and Symbiosis International (Deemed University)



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**CODE OF CONDUCT FOR STUDENTS  
STAYING IN HOSTELS OWNED OR HIRED  
BY SYMBIOSIS AND OPERATED BY  
SYMBIOSIS INTERNATIONAL (DEEMED  
UNIVERSITY)**

<b>Key Information</b>	
<b>Title</b>	Code of Conduct for Students staying in Hostels owned or hired by Symbiosis and operated by Symbiosis International (Deemed University)
<b>Policy Drafter</b>	A committee comprising of Head-Student Welfare, Chief-Administration, Finance Officer, Registrar, SIU and Campus Administrator, Old Viman Nagar Campus and Sr. Asst. Registrar
<b>Policy Owner</b>	Chief-Administration
<b>Approved by</b>	Executive Council vide Resolution No. A13 EC: 09.02.2026
<b>Version number</b>	Ver.2-Current
	Ver 1.- Notification No. SIU/U-28/2013/449 dated 27.05.2013
<b>Stakeholder consulted</b>	Campus Administrators, Advisor, Symbiosis, Advisor- Off-Campus Centres, Symbiosis and Legal Advisor, SIU
<b>Frequency of review</b>	3 years
<b>To be accessed at</b>	Document Management System

Version Control			
Version	Year	Update Information	Author/ Reviewer
Ver. 1	2013	New Rules	Registrar, SIU and Chief-Administration
Ver. 2	2025	Revised as per new format	Head-Student Welfare, Chief-Administration, Finance Officer, Registrar, SIU and Campus Administrator, Old Viman Nagar Campus and Sr. Asst. Registrar

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SIU

## Code of Conduct for Students staying in Hostels owned or hired by Symbiosis and operated by Symbiosis International (Deemed University)

### 1. Introduction

Established in 1971, Symbiosis was founded on the principles of Vedic thought of *Vasudhaiv Kutumbakam* 'World as One Family'. The name of the Institution fittingly captures the quintessence of the relationship with international students; a mutually beneficial bond between Indian and the International student community. The University has grown in leaps and bounds to be a multi-disciplinary university offering quality education under various faculties across campuses spread over six cities in India and one off-shore campus in Dubai, UAE.

Most of the programmes offered are residential by nature and Symbiosis provides quality hostel facilities giving the feeling of *home away from home* for its students, while looking after the safety and well-being of hostelers. The hostel infrastructure includes comfortable living spaces and recreational areas to support a holistic student experience.

Students are expected to use these facilities responsibly and create an environment of friendship and camaraderie.

The University had framed a Hostel Rules vide Notification No. SIU/U-28/2013/449 dated 27.05.2013 and the same has been reviewed and is revised as under.

### 2. Purpose

The purpose of the code is to provide structured guidelines that outline a transparent and efficient process for hostel room allocation, occupancy, and withdrawal.

### 3. Objectives

The objectives of the code are to –

- i. ensure comfort and safety;
- ii. foster a culture of mutual respect, friendship, brotherhood, inclusivity and cooperation amongst students;
- iii. define the responsibilities of students, wardens, and hostel administration;
- iv. define the facilities to be provided to students during their stay in the hostel;
- v. ensure a safe, secure, and conducive living environment for hostel students by maintaining high standards of cleanliness and hygiene;
- vi. implement surveillance, entry regulations of students and visitors, and emergency response mechanisms; and
- vii. define behavioural expectations, rules for discipline and order, complaint redressal mechanism to address student concerns.

#### 4. Definitions

For the purpose of this Code, unless the context otherwise requires:

- a) "University" means Symbiosis International (Deemed University).
- b) "Constituent" means any Institute, School, Faculty, or Department functioning under the University.
- c) "Campus Administrator (CA)" means the officer designated by the University/Constituent to oversee hostel administration at a campus.
- d) "Warden" means a person appointed by the University/Constituent to supervise and manage hostel operations.
- e) "Hostel Premises" includes hostel buildings, rooms, corridors, common areas, mess, entry/exit points, and all ancillary facilities.
- f) "Student" means a person admitted to any programme of the University and allotted hostel accommodation.

#### 5. Scope and Applicability

- 5.1 This code covers various aspects such as allocation of rooms, hostel infrastructure, safety and security, facilities, conduct in the hostel and its premises, complaint redressal, and disciplinary measures.
- 5.2 The code is applicable to students residing in university-owned or university-hired/managed hostels across its campuses and other stakeholders such as wardens, security personnel, administrative staff etc. involved in all hostel related activities.
- 5.3 The rules and regulations contained herein are in addition to, and not in derogation of, the Symbiosis International (Deemed University) Code of Conduct, academic regulations, or any other general rules and regulations governing the discipline and behavior of students currently in force or as amended from time to time.
- 5.4 These Hostel Rules shall be read in conjunction with the University's disciplinary policies. A violation of the Hostel Rules may simultaneously be treated as a violation of the Student Code of Conduct, and the University reserves the right to initiate disciplinary proceedings under either or both frameworks as deemed appropriate by the competent authority.
- 5.5 These rules are framed in due compliance with various statutory enactments, including but not limited to the UGC Regulations on Curbing the Menace of Ragging, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the Narcotic Drugs and Psychotropic Substances (NDPS) Act, 1985. In the event of any inconsistency between these Hostel Rules and a mandatory statutory provision, the latter shall prevail to the extent of such inconsistency.
- 5.6 Notwithstanding the provisions of these Hostel Rules, the University's Statutes and Ordinances shall remain the primary governing documents. The administration's interpretation of any rule herein, in light of the University's broader objectives, shall be final and binding on all residents.



## 6. Hostel Facilities

- 6.1 SIU hostels are spacious, well-ventilated, well-maintained, and equipped with essential amenities to cater to the diverse needs of students. Each hostel has spacious, furnished rooms with common areas for socializing and recreation. Infrastructure amenities such as Wi-Fi connectivity, laundry services, round-the-clock power and water supply, gymnasium, playgrounds, indoor game facilities, cafeteria, student service centre, health centre, counselling centres, mess, ensures a congenial and conducive environment for academic pursuits.
- 6.2 Security measures include 24/7 security personnel, wardens, CCTV surveillance, and access control systems to regulate entry and exit, ensuring a safe and secure living environment. CCTV cameras are installed in common areas for safety.
- 6.3 Special facilities for persons with disabilities.
- 6.4 Each student in the room is provided with a cupboard, one bed, one mattress with a mattress cover, one study table with a chair, and one book rack. Everyday items like buckets, mugs, door mats, bathroom door mats, curtains, and clotheslines/cloth stands are provided separately or as a part of the check-in form. Housekeeping facility is also provided.
- 6.5 Additionally, the hostels organize various cultural and social events to foster a sense of community engagement amongst students.

## 7. Types of Accommodation/ Occupancy

There are separate hostels for boys and girls. Rooms are available/allotted on a single, double, triple, or quadruple sharing basis.

## 8. Criteria for availing hostels

- 8.1 Hostels shall be compulsory for all programmes announced as fully-residential programmes.
- 8.2 Undergraduate students are also offered hostel accommodations on every campus, subject to availability on a first-come, first-served basis.

## 9. Allotment of rooms:

- 9.1 Students shall request the Campus Administrator/ Administrative Officer of the Constituent, **through a Google Form** provided in **the provisional offer letter**, for hostel accommodation immediately after taking the admission to the programme with the proof of admission letter and payment of academic, hostel and mess fees.
- 9.2 The Administrative Officer of the Constituent / Campus Administrator will communicate with the students regarding the allotment of the hostel accommodation.  
OR  
At some campuses, allocation of room will be done on physical reporting on campus.
- 9.3 Allotment of rooms will be based on a first-come, first-served basis.

9.4 Admission to the hostel in the first-year programme does not guarantee a room allotment for the following year.

9.5 Accommodation to students who apply for re-allotment for next year, will be subject to the availability and fulfilment of the criterion laid down by the Constituents.

#### **10. Joining the Hostel:**

10.1 The student should preferably check in during office hours i.e. between 10.00 a.m. to 5.00 p.m.

10.2 Upon arrival in the hostel, the students need to complete check-in formalities and provide all the required details mentioned in the form of "Student Data", submit undertakings to complete the hostel admission formalities. These are enclosed as Annexure I, Annexure II and Annexure III and Annexure IV.

*The Check-in formalities include filling the Hostel Admission Form, necessary undertakings and submission of four passport size photographs for hostel records/ documents to Hostel Authorities.*

#### **11. Identity Card:**

11.1 It is mandatory for every student to carry their physical identity card(s) issued by the constituent/ school when moving in/out of the hostel campus.

11.2 Students shall cooperate with security personnel to verify and check Identity Cards at the entrance gates. The names of students not carrying their Identity cards shall be reported to the respective Administrative Officer of the Constituents by the security supervisor, and appropriate disciplinary action may be initiated against the erring students.

11.3 A digital form of the I-card shall not be accepted.

11.4 Identity cards shall not be handed over to any unauthorised individual for facilitating their entry into hostel premises or to access any facility therein.

11.5 Loss of identity card will be regularised after the concerned student has lodged an FIR and reported the loss to the concerned Institute.

#### **12. Conduct of students in hostel room:**

12.1 The student can bring their locks for their cupboard and for places where inbuilt locks are unavailable. Each Student will get a lock and key to the allotted room. Loss of the key necessitates replacement of the lock. Penalty will accordingly be levied.

12.2 Cleanliness: Hostel occupants shall maintain a high standard of cleanliness and hygiene in their rooms. The responsibility of keeping the room clean is that of the occupant. Housekeeping staff are available, but they are facilitators. They can be used, if the occupants share the room keys and indicate their willingness to allow rooms to be opened in their absence. It shall be incumbent on all hostel occupants to get their room regularly cleaned every day or at least once in three

days. In case students are not present during the cleaning activity, they shall give an undertaking regarding getting their rooms cleaned in their absence.

- 12.3 The students shall keep their rooms, veranda and surrounding areas tidy, neat and clean at all times and shall not throw anything, including trash, in common areas or within the premises in the hostel, except in the dustbin or the place provided explicitly for the said purpose.
- 12.4 No wet clothes should be dried on the furniture or in corridors.
- 12.5 No student shall store any cooked food in the room or allow any outside food to be brought into the room. Any food items delivered through delivery companies or from outside the Mess, will not be consumed in the hostel rooms.
- 12.6 Private cooking in the hostels/student's room is strictly forbidden. If found, such appliances will be confiscated and not returned, and disciplinary action will also be initiated as per Violation of Hostel Rules.
- 12.7 No exchange of furniture items from one room to another or hostel to another is allowed.
- 12.8 Any misbehaviour with hostel staff, security, attendants, etc., will be strictly dealt with as per the violation of Hostel Rules. Any physical assault of or misbehaviour with students shall be dealt as per the Code of Conduct of Students.
- 12.9 Cigarettes including e-cigarettes, alcohol, banned substances, etc., are strictly prohibited from possession, use, sale or distribution in the hostel rooms/premises and violations are punishable as per the Code of Conduct of Students.
- 12.10 Students are prohibited from possessing and holding weapons (including sharp objects like knives) in their rooms. Students including those who are National/State-level sportsmen are not permitted to keep rifle, bows and arrows Javelin, etc., in the hostel room and violations are punishable as per the Code of Conduct of Students.
- 12.11 Students are expected to maintain decorum in the hostel.
- 12.12 Ragging and sexual harassment are strictly prohibited and punishable as per the respective Rules.
- 12.13 Strict silence shall be observed in the hostel from 12.00 midnight to 6.00 A.M. Care shall be taken to ensure that music/ talking is NOT audible outside the room. Any festivities and noise-making/celebration that may disturb others on the hostel premises is not permitted.
- 12.14 Students are responsible for the safety and security of their personal belongings, valuables, study notes, and study materials. Students are advised not to keep more than Rs 2000/- in cash or any other valuable items.
- 12.15 Musical Instruments may be kept in Common Rooms.

- 12.16 Birthday celebrations should be done at a common place between 8 pm and 10 pm after taking due permission of the Campus Administrator.
- 12.17 Playing loud music, singing loudly, laughing or talking loudly is strictly prohibited from 10.00 P.M. till 6.00 A.M.
- 12.18 After 10.00 P.M., students are not allowed to enter another room, causing disturbance to others.
- 12.19 Bursting firecrackers or use of firearms or gambling on the entire campus is strictly prohibited and punishable as per the Code of Conduct.
- 12.20 Ensure polite behaviour with non-teaching staff, hostel staff, housekeeping and cleaning staff.
- 12.21 Students should abstain from public or physical displays of affection, that may cause annoyance or nuisance to the University or fellow students in the hostel. Maintaining the decorum and sanctity of the educational campus is the responsibility of all students. Any deviation from this will invite strict disciplinary action as per Code of conduct of students.
- 12.22 Respect the rights and beliefs of other persons.
- 12.23 Suitable dresses as appropriate to an educational campus will be worn outside the hostel rooms.
- 12.24 Male students will not be allowed to visit the girls' hostel and vice-versa and disciplinary action will be initiated against defaulters as per violation of Hostel Rules.
- 12.25 Any act of cyberbullying, sharing non-consensual images, or using the hostel Wi-Fi for illegal downloads or accessing prohibited content shall be treated as a major disciplinary violation, leading to immediate expulsion from the hostel.
- 12.26 Students are prohibited from tampering with cameras/ fire extinguishers/ sensors.

While privacy in individual rooms is respected, the University reserves the right to conduct surprise checks by authorized personnel in the presence of the student or two witnesses if a violation of rules is suspected.

### **13. Shifting to another Room:**

- 13.1 Students shall not interchange their rooms with other students or shift into vacant rooms/beds without prior written permission from the Campus Administrator.
- 13.2 The Campus Administrator will have the right to shift any student from their room to another room in the hostel for administrative reasons, in consultation with the Warden and Campus Administrator.

#### 14. Hostel Timings:

- 14.1 No student shall be allowed to leave the hostel after hostel timings as laid down in this Code or as revised and notified from time to time. The students failing to adhere to the hostel timing shall face disciplinary action.
- 14.2 Students shall return to the hostel every evening before 10.00 P.M. on working days and by 11.00 P.M. on Saturdays, Sundays and holidays. The gates will be closed and open only at 6.00 A.M. the next day. Students are expected to ensure their safety during their stay outside.
- 14.3 The entries made by latecomers will be intimated to the campus administrator, who may initiate appropriate disciplinary actions against such latecomers. .
- 14.4 Permission to come late at night will generally not be granted. However, if it has to be given for some academic reason, the Director shall provide it on a case-to-case basis, and the Campus Administrator will be duly intimated of such permission.

#### 15. Attendance Register

- 15.1 Daily Biometric and/or manual attendance in the hostels is mandatory between 9.00 P.M. to 10.00 P.M. (Monday to Friday) and 11.00 P.M. on Saturday/Sunday/Holidays.
- 15.2 Student(s) shall mandatorily make themselves present in their respective rooms at the time of attendance. If a student goes outside the campus after 10.00 P.M. (Monday to Friday) and 11.00 p.m on Saturday/Sunday/Holidays without informing the hostel warden (without night out permissions) such acts will be a violation of the Hostel Rules and student(s) would be liable for disciplinary action.
- 15.3 Not recording presence in the register/ biometric system or being absent from the hostel without proper leave, night out permission will be penalised as per the violation of the Hostel Rules.
- 15.4 Student(s) sharing the room shall immediately bring to the notice of the hostel warden if they find their roommate (s) not in the room after the deadline i.e. 10.00 P.M. (Monday to Friday) and 11.00 P.M. (Saturday and Sunday).

#### 16. Leave from Hostel: The following events may call for a student to remain absent from the Hostel: -

##### 16.1 Outstation competitions/events:

In case of participation in any outstation competition/project/ tour, the Constituent shall grant permission, the Campus Administrators and the Warden shall be informed of the same. The student shall then make an entry in the attendance register kept with the Warden.

## 16.2 Night Outs:

Campus Administrators **may permit maximum five (5) night outs per month** under the following conditions and circumstances:

- i. Night outs may be permitted for academic purposes when provided in writing by the Director/ Administrative Officer of the Constituent.
- ii. Night outs may be provided on holidays with written consent/ email from parents / local guardians to the Campus Administrator.
- iii. All requests for night out must be sent formally to the respective persons as mentioned in points a) and b) above, through e-mail latest by 4 PM on working days only.
- iv. In a medical emergency, the student can contact the warden directly.
- v. Once night-out permission is granted, the students will be permitted to report only after 6.00 A.M.

## 16.3 Attending Festivals/ Ceremonies:

- i. If the student wishes to join their family at some ceremony/ function or stay out of the hostel for some other reason, he/ she shall apply for the said leave stating the reason, along with the permission of his / her parents/ local guardian to the Administrative Officer/ Director of the Constituent with a copy to Campus Administrator.
- ii. Accordingly, permission will be granted by the Administrative Officer/ Director of the Constituent to the Campus Administrator for the student to stay outside the hostel during the said period. The student shall then make an entry in the attendance register kept with the Warden.
- iii. If the student decides to join the hostel before the expiry of the leave so granted, they have to amend the leave dates from the Constituent.

## 17. Vacating the Hostel Room:

- 17.1 On completion of the programme's final year, students shall vacate the hostel and take all their belongings with them, and no cloakroom facility shall be provided by the University.
- 17.2 At end of the academic year, every student (except final year students) shall vacate the room within 3 days of completion of their examination or any academic requirement, whichever is later.
- 17.3 Overstay: Any overstay shall be permitted only in exceptional circumstances with prior written approval from the Campus Administrator/Director of the respective constituent institute by paying additional charges as applicable.
- 17.4 Students must complete the checkout formalities for No Dues within the stipulated time as notified in this regard.
- 17.5 On account of transfer of student(s) to another campus or cancellation of admission, the student shall complete the checkout formalities for No Dues within stipulated time in this regard.

17.6 A student shall be required to vacate the hostel if punished with suspension/expulsion from the Institute.

The University reserves the right to remove the belongings of the students who do not complete the checkout formalities for vacating the rooms within the stipulated time as notified in this regard. The Campus Administrator shall remove the belongings and lock the room in the presence of a Hostel staff, with no responsibility to the management for the loss, if any.

17.7 In case students are not allotted hostel accommodation for the subsequent year and students intend to keep their luggage **in the designated luggage/cloakroom**, this may be permitted by the Campus Administrator at his/ her sole discretion with a nominal charge of Rs. 500/- per month restricted to a maximum of 2 boxes per student, subject to availability.

17.8 In events of 'Force Majeure' (pandemics, natural disasters, or government-mandated closures), the University reserves the right to evacuate hostels. In such cases, the refund of hostel fees shall be subject to the decision of the Management, considering the fixed costs incurred.

#### **18. Storage of Baggage during Vacation:**

18.1 It is mandatory for the students to vacate the allotted room after the closure of each academic year.

18.2 The students who have been allotted hostel facilities in the subsequent year will be permitted to keep their belongings in a shared storage facility for a limited quantity (2 boxes) after payment of rates and charges as applicable.

18.3 The student not allotted the hostel in the subsequent year will be permitted to keep their luggage subject to availability of the space and on payment of specified charges till the commencement of the next academic session, as per the clause regarding vacating the hostel.

18.4 In the event of circumstances beyond the control of the University, including but not limited to pandemics, epidemics, natural disasters, governmental orders, or security emergencies, the University reserves the right to modify hostel operations, evacuate hostels, or restrict access.

#### **19. Responsibility of Wardens**

The responsibility of wardens shall be to -

19.1 Be fully familiar and conversant with the hostel rules and regulations, interpret and implement the same in consultation with the Campus Administrator (CA) in the best interest of the stake holders & the management.

19.2 Brief visitors, parents and inspection teams on their queries and requirements regarding hostel.

19.3 Maintain details of hostel availability and allotment.

19.4 Maintain a daily attendance state of the students, both manually and in bio-metric form. Check the whereabouts and report any absence to the Campus Administrator.

- 19.5 Organize reception and dispatch of students during commencement and conclusion of the academic session.
- 19.6 Send daily feeding strength to mess manager by the previous day evening
- 19.7 Convey to the Campus Administrator suggestions and grievances/ complaints received from students
- 19.8 Grant permissions for leave, night out, late night as per the hostel rules
- 19.9 Monitor hospital Admissions especially at night and ensure all emergency cases are processed as advised by SCHC staff/ Campus Admin/ Campus Director.
- 19.10 Carry out surprise checks of the rooms of students with the assistance of security staff.
- 19.11 Maintain a check on student's discipline, conduct, acts of ragging, consumption / use of prohibited substances in the hostel. Report and initiate appropriate disciplinary action as essential
- 19.12 Observe the students and their activities and recommend them for counselling where necessary.
- 19.13 Issue clearance and no due certificates
- 19.14 Ensure that all hostel facilities and services are properly maintained and available to the students.
- 19.15 On the directives of Campus Administrator and in consultation with the Hostel Superintendent, organize social events, festivals, celebrations and other student's activities as per campus practices
- 19.16 Report breakages, damages, losses, breakdown of furniture, fitments, electricity, water, drainage, to the concerned authorities through telephone / in writing/ WhatsApp group
- 19.17 Monitor & assign duties to the hostel staff and also plan and recommend their relief and turnover
- 19.18 Ensure cleanliness, hygiene and protection from pests/ reptiles in rooms common areas.
- 19.19 Where campus Pets have been provided, ensure their care, maintenance, training, shelter and protection



## 20. Responsibility of Hostel Caretaker

The hostel care taker / attendant will assist the warden in the execution of the day-to-day routine in the hostel. They will function directly under the aegis of the Warden.

Their duties and responsibility are :-

- 20.1 Carry out daily maintenance of the hostel rooms and common spaces the house keeping staff.
- 20.2 Report all damages, breakages, losses noticed to the Campus/Estate Supervisor and follow-up with the repairs and replacements.
- 20.3 Monitor the activities of the students and report any cases of indiscipline, misconduct, violation of hostel rules to the Warden & Campus Administrator
- 20.4 Attend to the complaints of the students and take necessary action.
- 20.5 Assist the warden in documentation/ accounting of stores, attendance, preparation of nominal rolls, listing of assets, purchases, disposal of salvage and waste material.
- 20.6 Maintain proper hygiene, sanitation and cleanliness of rooms, common spaces and environment.
- 20.7 Carry out liaison and supervise the services of the housekeeping, security, canteen staff and vendors requisitioned for repair and maintenance in the hostel.
- 20.8 Manning the telephones and reception when instructed.
- 20.9 Assist in organizing central events in the hostel.
- 20.10 Assist in preparation for visits, and inspections of the hostel.
- 20.11 During vacations getting all the rooms cleaned, pest control, washing of curtains and carry out any major repairs

## 21. General responsibilities of the Hostel Administration – Campus Administrator

- 21.1 Manage applications, selection, and allotment of hostel accommodation.
- 21.2 Ensure transparent, equitable, and merit-based or need-based allotment as per institutional norms.
- 21.3 Maintain updated records of residents, room occupancy, and waiting lists.
- 21.4 Oversee vacation, re-allotment, and withdrawal procedures.

- 21.5 Maintain discipline and ensure adherence to hostel rules and code of conduct.
- 21.6 Address student grievances related to accommodation, facilities, food, safety, and behavior.
- 21.7 Ensure physical security through access control, visitor management, and surveillance systems.
- 21.8 Implement fire safety, disaster management, and emergency response plans.
- 21.9 Coordinate with security staff, medical units, and local authorities during emergencies.
- 21.10 Oversee maintenance of hostel buildings, rooms, sanitation, water supply, electricity, and common facilities.
- 21.11 Coordinate with engineering, housekeeping, and outsourced service providers.
- 21.12 Ensure hygienic and habitable living conditions.
- 21.13 Monitor use and upkeep of institutional assets.
- 21.14 Supervise hostel mess and catering services.
- 21.15 Ensure food quality, nutrition, hygiene, and compliance with health standards.
- 21.16 Address complaints related to mess services through laid down processes.
- 21.17 Monitor utility consumption and promote resource conservation.
- 21.18 Maintain inventory of furniture, equipment, and consumables as per norms prescribed.
- 21.19 Ensure financial transparency and accountability.
- 21.20 Organize social events, festivals, celebrations and other students' activities as per campus practices
- 21.21 Act as a liaison between students, wardens, parents/guardians, and university authorities.
- 21.22 Coordinate with Constituents, Student Welfare offices, security, and health services.
- 21.23 Facilitate effective communication and dissemination of hostel-related information.

21.24 Conduct regular inspections and audits of hostel facilities and services.

21.25 Prepare and submit periodic reports to Chief Administration.

21.26 Implement corrective and preventive measures to enhance hostel administration.

21.27 While the University makes every effort to provide a secure environment, it shall not be held liable for any loss, theft, or damage to personal belongings of the residents. Furthermore, the University shall not be responsible for any injury sustained by a resident due to their own negligence or the unauthorized use of electrical appliances and hostel facilities.

## 22. Conduct within the hostel premises:

22.1 The University maintains a zero-tolerance code towards (i) Ragging, (ii) Sexual Harassment, and (iii) Intoxication/Substance Abuse, including narcotics, smoking, alcoholism, and banned substances/drugs within hostel premises also. Dedicated policies/rules are created and committees/cells/squads are formed to actively address and monitor these issues.

22.2 As per UGC directives, a *Nasha Mukh Hostel Committee* is established on each campus to ensure a substance-free hostel environment through awareness programs, surprise inspections, and strict enforcement. Violators face disciplinary and legal action.

22.3 Additionally, an Anti-Ragging Squad and Anti-Ragging Committee in each campus work to prevent and eliminate ragging, while the Internal Committee is constituted at each campus to ensure a safe and respectful living space for all hostel residents preventing Sexual Harassment.

22.4 Security personnel are permitted to check students' backpacks and belongings at the campus/ hostel entry gates. Any unauthorized substance shall be forfeited and will result in disciplinary action.

22.5 In the presence of the students, the Campus Administrator, Warden and Hostel staff, dedicated committees/squads are entitled to carry out surprise checks of hostel rooms, including cupboards, table drawers and property, at any time during the day or night. They can click photos or record video of the incident, if required. Any misbehaviour with hostel staff, security, attendants, etc., will be strictly dealt with.

22.6 Surprise inspections of hostel rooms and belongings shall be conducted only in the presence of at least two authorized staff members (e.g., Warden and Campus Administrator) and, where feasible, the student. A written record of the inspection, including date, time, staff present, and findings, shall be maintained and signed by all

parties. Inspections shall be conducted respectfully, ensuring minimal disruption to the student's privacy and dignity.

### **23. No Creation of Tenancy:**

- 23.1 No right in the nature of tenancy or any other similar right shall be created by the occupant for use of hostel premises and property. A student is permitted to temporarily stay in the hostel, under the rules framed by the University, from time to time. No friends/sisters/brothers/relatives will be allowed to stay in the hostel.
- 23.2 The allotment of hostel accommodation does not create any relationship of landlord and tenant, employer and employee, or service provider and consumer between the University and the student. Hostel facilities are provided as an incidental academic welfare measure subject to institutional discipline and regulations.

### **24. Expulsion from hostel due to disciplinary misconduct:**

- 24.1 The University/ Constituent/ Campus Administrator reserves the right to terminate the hostel occupancy of the student for any wilful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-university, anti-social, anti-national or undesirable activities.
- 24.2 Students recommended for suspension/ expulsion from the hostel as per directions of the Campus Disciplinary Committee will be expelled and the hostel fee and the security deposit will be forfeited.
- 24.3 All hostel administrative and disciplinary actions shall be guided by the principles of natural justice, including the right to be heard, the right to appeal, and protection against arbitrary or excessive exercise of authority. Decisions affecting students' rights or privileges shall be made transparently, fairly, and with due regard to the facts and circumstances of each case.

### **25. Grievance Redressal Procedure**

- 25.1 Students may submit complaints or grievances regarding hostel administration, facilities, in writing to the Campus Administrator. If unresolved within ten days, the complaint may be escalated to the Chief Administration.
- 25.2 Anonymous complaints regarding sensitive issues (e.g., sexual harassment/ ragging) may be submitted separately to appropriate Authorities under their respective jurisdiction.



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## 26. Emergency Powers for Safety, Security, and Institutional Reputation

- 26.1 Notwithstanding anything contained in this Code, the Vice Chancellor/ Registrar or an authorized nominee shall have the power to take immediate and pre-emptive action in "*Suitable Cases*" where there is a reasonable apprehension of:
- Imminent threat to the safety and security of the students, staff, or University property.
  - A grave breach of public order or hostel discipline.
  - Conduct by a resident that is severely prejudicial to the reputation and standing of the University or its constituents.
- 26.2 In such suitable cases, the University may issue a mandatory direction to a student to vacate the hostel premises within a specified short notice (including immediate effect if necessary). The student shall be required to leave the hostel and remain away from the premises until further notice.
- 26.3 Any action taken under this clause, including a direction to leave the hostel, shall be deemed provisional and interim in nature. It shall not be construed as a final disciplinary sanction or an admission of guilt.
- 26.4 Upon the issuance of a provisional interim eviction order, the University shall initiate a formal inquiry or refer the matter to the relevant Disciplinary Committee within three (3) working days.
- 26.5 The student shall be provided with a fair opportunity to be heard and to present his/her defence in accordance with the principles of natural justice and the due process established under the University's Code of Conduct.
- 26.6 The provisional order shall remain in force until a final decision is rendered by the competent authority following the conclusion of the inquiry.
- 26.7 Any act, conduct, communication, or digital activity by a resident which materially harms or is intended to harm the reputation, credibility, or public standing of the University or its constituents shall constitute serious misconduct for the purpose of this clause and invite disciplinary action.

## 27. IT norms:

- 27.1 It is mandatory for all students to register their laptops/ PCs with the IT Dept w.r.t details and install/use licensed Software ONLY. The students shall abide by the Policy on IT Infrastructure and its Management and use licensed and updated computer antivirus software to protect their device from malware. Use of non-licensed software is prohibited on Symbiosis campuses and will invite disciplinary action, including but not limited to payments to the University in case of a breach of compliance. The students shall keep the University indemnified against any

liability on account of their usage of laptops/pcs/electronic devices in contravention of the applicable rules.

- 27.2 The University may implement digital systems including biometric access, RFID, smart cards, mobile applications, and integrated campus management platforms for attendance, access control, grievance redressal, communication, and security monitoring.
- 27.3 Students shall comply with such systems as notified from time to time, and data collected shall be used strictly for administrative, safety, and welfare purposes in accordance with applicable data protection laws.
- 27.4 **Misuse of Internet and Online social media:** Any act of uploading derogatory posts or remarks or images ridiculing a person, constituent, university and or national agenda on social media will invite disciplinary action as per the Code of Conduct. Students shall refrain from indulging in violating the code of internet use. Residents shall refrain from engaging in any form of cyberbullying, online harassment, or the non-consensual recording and sharing of images or videos of fellow residents within the hostel premises. The use of the University's IT network for accessing or distributing illegal, defamatory, or pornographic content is strictly prohibited and shall be treated as a major disciplinary violation. Digital evidence including CCTV footage, electronic communications, emails, social media content, and system logs may be relied upon in disciplinary proceedings, subject to applicable law.

**28. List of prohibitions within hostel/ hostel premises:**

- 28.1 Consumption, possession, use, or sale of banned substance of any kind with connected paraphernalia.
- 28.2 Consumption, possession, use, or sale of cigarettes/ tobacco/ e-cigarettes with connected paraphernalia.
- 28.3 Consumption, possession, use, or being found in an intoxicated state or sale of alcohol with connected paraphernalia.
- 28.4 Gambling in any form, as defined in Public Gambling Act 1867.
- 28.5 Impersonation/ usage of fake ID/ forging signatures/ forging parent's email ID.
- 28.6 Any mental or physical harassment/abuse/ discrimination of co-students/guards/wardens in the hostels. The University shall not tolerate discrimination on grounds of gender, caste, religion, disability, nationality, or any other protected characteristic within hostel premises.
- 28.7 Ragging
- 28.8 Sexual harassment of co-students/ staff/ faculty in the hostel/ premises intentional injury or harm to another person or intentionally self-inflicted injury

- 28.9 Causing real or perceived violence or giving threats of violence
- 28.10 Bullying or intimidating another person
- 28.11 Causing damage to the belongings of another person in the room or hostel
- 28.12 Causing damage to hostel room/property or facilities
- 28.13 Any groupism/ mass propaganda through any social media platform, written or verbal communication.
- 28.14 Pet(s) in the hostel/ room/ premise.
- 28.15 Pampering stray dogs and cats on campus by giving them leftovers or food or bringing them inside hostels.
- 28.16 Firearms: Any storage or possession of firearms, firecrackers, knives/ sharp objects/ ammunition, explosive and inflammable goods on the hostel premises is strictly prohibited.

*Violation of the rule may lead to expulsion from the hostel and Constituent.*

*The list of prohibitions is not exhaustive.*

*Anybody caught in the above acts will face strict disciplinary action as per the Code of Conduct/ Hostel Rules, which may impact the student's academics, placements, exams etc. It may also lead to expulsion/ suspension from academics and the hostel.*

**29. Visitors:**

- 29.1 Visitors/parents are allowed to visit hostellers in the visitor's lobby on the service floor between 8.00 A.M. to 8.00 P.M. with prior intimation to the warden/ campus administrator.
- 29.2 No student shall take any visitor, including their parents, to the room.
- 29.3 Personal servants/domestic helpers are prohibited from entering the rooms.
- 29.4 The parents shall give an undertaking to cooperate with the university authorities at the time of admission in the hostel and are expected to be available on call.
- 29.5 Male persons will not be allowed to enter/visit the female hostel and vice-versa.

**30. Water timings:** Normal water supply is available on campuses 24/7. However, the hot water supply will be restricted at the time displayed on the notice board of respective hostels. To ensure water conservation, students shall not leave taps open as they may result in subsequent water loss and further aggravate the water problem.

### 31. Electricity Restrictions:

31.1 No electric appliances such as immersion heaters, electric stoves/heaters/and electric iron/induction cookers shall be permitted inside the room. The Warden/ Campus Administrator shall confiscate the gadget. As a part of electricity conservation, students are expected to switch off bathroom lights / room lights when not in use. Defaulters are liable to be fined as per code.

Additional electric items, e.g. air coolers, can be used with the prior permission of the Campus Administrator on payment of applicable electric charges.

### 32. Vehicles:

32.1 Wherever and whenever students are permitted to bring vehicles on campus, they shall comply with all the rules and submit documents required /abide by the conditions as imposed by the Campus Administrator. In case of over speeding, vehicles shall be confiscated for 7 days by the Campus Administrator and will be charged fine as per the Code.

32.2 Parking of vehicles will be at the owner's risk.

32.3 Two /four wheelers of the hostel students are neither allowed inside the Hostel nor allowed to be parked outside along the perimeter. The final authority of granting permission for entry/ parking of private/ hired vehicles of visitors will rest with the Campus Administrator.

32.4 Parking charges, as applicable, will be levied on non-residential students of Symbiosis. This directive may be displayed on the Notice Boards, wherever applicable.

32.5 **Safety Measures-** Rash driving, driving vehicles without proper documents, over speeding, breaching traffic rules, wrong parking, honking in the campus are prohibited.

Wearing of helmets / Using safety gears in two OR four wheelers, as applicable, is mandatory.

### 33. Registering Complaints: The Warden shall monitor the records of following complaints-

33.1 WiFi Register: Complaints related to the WiFi facilities should be lodged in the WiFi Complaint Register.

33.2 Repairs & Maintenance (R&M) Register: Requests for repair & maintenance should be made in the R&M Register.

33.3 Mess Register: Students are welcome to share their suggestions in the Mess register.

34. **Mess Facility – Mess facility is compulsory for all hostel residents.** Outside food/tiffin (dabbas) are strictly forbidden in the Mess. Guests are allowed in the mess only with prior permission of the Campus Administrator and on payment of charges as applicable. Day scholars are permitted to dine in the Mess on payment of prescribed charges.

34.1 Grievances related to food quality, staff behaviour, or service delays can be submitted in a Complaints Register. A QR code available in each Mess also provides access for Feedback .

#### 34.2 Mess facilities and Timings:

The general Mess timings are as follows;

- i. **Breakfast** - 7.30 a.m. to 9.30 a.m. (*up to 10.00 a.m. on Sundays*)
- ii. **Lunch** - 12.30 p.m. to 2.30 p.m.
- iii. **Evening Snacks** - 5.00 p.m. to 6.30 p.m.
- iv. **Dinner** - 7.30 p.m. to 9.30 p.m.

The respective campuses will give specific mess timings and display them on their notice boards accordingly.

If a student is sick, based on the certificate issued by the Medical Officer, food may be served in the respective room.

34.3 **Mess Committee:** There shall be a Mess Committee for each campus/location as under:

- i. Campus Administrator - Chairperson
- ii. Administrative Officer of each Constituent
- iii. Campus supervisor
- iv. One Student Representative from each Constituent,
- v. Medical Officer
- vi. Mess Manager
- vii. Warden

*Nutritionist will be invited for each meeting of Mess Committee.*

The Mess Committee shall meet at least thrice in an academic year (once/ twice in each semester).

#### 34.4 Functioning of the Mess Committee:

The **Mess Committee** plays a crucial role in ensuring the smooth functioning of the mess and maintaining the quality of food and services. Its primary responsibility is to oversee the management, operations, and financial aspects of the mess while representing the interests of students.

- i) Oversee the operations of the mess, ensuring smooth functioning.
- ii) Coordinate with mess staff, caterers, and university administration.
- iii) Monitor the hygiene, cleanliness, and sanitation of the mess premises.
- iv) Conduct surprise inspections to check food quality and hygiene standards.

- v) Ensure a balanced and nutritious diet is provided to students.
- vi) Suggest modifications in the menu based on student preferences and health requirements.
- vii) Select and approve food vendors and suppliers through tenders or contracts.
- viii) Conduct periodic reviews of vendor performance and food supply quality.
- ix) Enforce rules regarding food wastage and ethical practices in the mess.
- x) Organize special meals on festivals and cultural occasions.
- xi) Act as a bridge between students and mess authorities.
- xii) Address grievances related to food quality, staff behaviour, or service delays.
- xiii) Address complaints and feedback from students regarding food quality and services.

The committee shall maintain the Agenda, Minutes and Action Taken Report of each meeting and shall submit a half-yearly report to the Chief Administration.

**34.5 Wastage of Food:** Students are requested not to waste food and must inform the Mess Supervisor of their absence/ dining out or night out well in advance to avoid food wastage.

### **35. Norms for Hostel, Mess Fees, Bus fees (if applicable), Hostel Deposit/ Refund**

- 35.1 **Hostel and Mess Fees:** Payment of Hostel and Mess fees will be as applicable campus-wise. Students are required to pay the hostel and mess fees within the stipulated time prescribed by the University. A per-day fine will be levied for payments made after the last date, in accordance with the University policy.
- 35.2 **Hostel Deposit:** Apart from the hostel fees, the student shall pay a one-time refundable hostel deposit as mentioned in the prospectus.
- 35.3 **Bus fees:** Wherever applicable bus fees will be charged to the Hostel students.
- 35.4 **Hostel and mess fees are independent of academic fees and are payable in accordance with this Code, irrespective of academic attendance.**

### **36. Hostel Fees Refund Policy in accordance with SIU refund norms.**

*In any other case which is not covered in these rules, the decision would be taken by the Vice Chancellor.*

#### **36.1 Procedure in Case of Admission Cancellation/Campus Transfer:**

##### **(i) Checkout Formalities:**

- a) In case of admission cancellation or campus transfer, the student must:

- Apply for cancellation/campus transfer through the Admission Portal, or
  - Email the campus administrator (for programmes not covered under the portal).
- b) The Director/Administrative Officer will initiate the cancellation/transfer process and notify the Campus Administrator.
- c) The student must fill out the Checkout Form on the day they vacate the hostel.
- d) The Campus Administrator will complete the necessary checkout formalities.
- e) Once formalities are completed, the Campus Administrator will initiate the refund process upon receiving the email confirmation.

**The refund will be processed in accordance with applicable rules, to the same bank account provided by the student in the admission form on the portal.**

### 36.2 Summary for Refund of Hostel, Mess Fees and Hostel Deposit:

<u>Particulars</u>	<u>Refund norms</u>
In case, admission of students is cancelled on account of ineligibility	A proportionate deduction of hostel and mess fees for the duration of the hostel and mess facilities availed by the student.
Cancellation of admission till <b>31st October</b> .	The University will refund the amount after a proportionate deduction of hostel and mess fees for the duration of the hostel and mess facilities availed by the student till the date of cancellation of admission <b>or 31st October, whichever is earlier.</b>  - Dues (if any) will be adjusted from the hostel deposit, and the remaining balance (if any) will be refunded.
Cancellation of admission from 01st November onwards	- No refund of hostel and mess fees.  - Dues (if any) will be adjusted from the hostel deposit, and the remaining balance (if any) will be refunded.

**37. Refund Norms for Other Scenarios:**

<u>Particulars</u>	<u>Refund norms</u>
Students going for summer internships,  student-exchange programmes	<p>- <b>Proportionate waiver</b> of mess and bus fees.</p> <p>- <b>Hostel fees will not be refunded or waived for that period.</b></p>
Student shifting from one campus to another due to transfer of admissions	<p>- If transferred before programme commencement: Full transfer of hostel, mess, and hostel deposit.</p> <p>If a student applies for transfer of admission to another Constituent Institute/Department of the University after commencement of the programme, the proportionate amount of academic, hostel, and mess fees for the period attended shall be deducted by the current Institute/Department. The balance amount, after such deductions, shall be transferred to the concerned Constituent Institute/Department. The receiving Institute/Department shall charge the proportionate academic, hostel, and mess fees for the period from the date of joining until the last date of the respective semester in which the transfer is effected.</p> <p>The fees applicable shall be as per the fee structure of the Institute/Department to which the student is transferred. In case of any difference in the fees, the same shall be payable by the student or, as applicable, adjusted against the next instalment or refunded to the student.</p> <p>- Any differential fees will be charged to the student.</p>

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Students vacating hostels due to medical reasons approved by SUHRC	- <b>Proportionate waiver</b> of mess and bus fees. - Hostel fees refunded after deducting charges based on the duration of the stay availed by the student till the date of checking out of hostel.
Student suspended on disciplinary grounds and asked to vacate hostel	- <b>No refund</b> of hostel or mess fees. - <b>Recovery charges</b> , if applicable, will be levied.
Student rusticated on account of disciplinary action	- <b>No refund</b> of hostel, mess, or bus fees. - <b>No refund</b> of hostel deposit.

### 38. Disaster/Risk Management: Emergency Response

- 38.1 During the Induction programme at the Constituent, Students shall be informed about the existing emergency protocols for natural disaster (earth quake, floods), fire incidents, terrorist attack etc.
- 38.2 Mock rehearsal shall be carried out periodically on campuses.
- 38.3 Public Address system, refuge/Assembly areas, firefighting equipment (including sprinkler system) are available on all the campuses.
- 38.4 Co-ordination with local law and order (police) and fire authorities shall be carried out periodically.

### 39. Violation of Hostel Rules with following penalties:

Type of Misconduct	Fines	Other Punishments
Late entry to hostel after the laid down timings	Rs. 500/-	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Intimation to Parents</li> </ul>
Misuse of I Card such as refusal to show I card/ using I card to impersonate a hosteler etc.	Rs. 500/-	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Intimation to Parents</li> </ul>
Absent in the Hostel without permission	Rs. 500/-	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Intimation to Parents</li> </ul>
Misuse of Mess Card	Rs. 500/-	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Intimation to Parents</li> </ul>
Duplicate Mess Card	Rs. 500/-	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> </ul>

		<ul style="list-style-type: none"> <li>• Intimation to Parents</li> </ul>
Loss of room/Cupboard/Drawers Keys - depending upon the types of keys	1.5 times the cost of damage/replacement/repairs- <i>depending upon the type of key</i>	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Intimation to Parents</li> </ul>
Private cooking in the hostel/student's room	Rs. 1000/-	<ul style="list-style-type: none"> <li>• Confiscating the equipment</li> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Intimation to Parents</li> </ul>
Misbehaving with the warden/security/staff	Rs. 2000/-	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Intimation to Parents</li> </ul>
physical assault with the warden/security/staff	Rs. 5000/-	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Forward the matter to Campus Disciplinary Committee for further action/s</li> <li>• Intimation to Parents</li> </ul>
Using fake mail ID / forging signatures/ forging parent's email ID for getting night outs	Rs. 5000/-	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Intimation to Parents</li> </ul>
Noise, shouting and or loud music in the room	Rs. 1000/-	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Intimation to Parents</li> </ul>
Male students entering/visiting girls' hostel and vice-versa	Rs. 1000/-	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Intimation to Parents</li> </ul>
Any other damage to property / furniture / fixtures in hostel room/property or facilities	Recovery of 1.5 times the cost of damage / replacement / repairs	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Intimation to Parents</li> <li>• Forward the matter to Campus Disciplinary Committee for further action/s</li> <li>• Lodge a complaint with concerned police station depending on gravity of the act</li> </ul>
damage to the belongings of another person in the room or hostel	Recovery of 1.5 times the cost of damage / replacement / repairs -	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Intimation to Parents</li> </ul>
Gambling	Rs.2000/--	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> </ul>

		<ul style="list-style-type: none"> <li>• Forward the matter to Campus Disciplinary Committee for further action/s</li> <li>• Intimation to Parents</li> </ul>
Pet(s) in the hostel/ room/ premise	Rs. 1000/-- and removal of pet	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Intimation to Parents</li> </ul>
Pampering stray dogs and cats on campus by giving them leftovers or food or bringing them inside hostels	Rs. 1000/-- and removal of animal	<ul style="list-style-type: none"> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Intimation to Parents</li> </ul>
Any conduct involving objectionable physical display of affection of any form in hostel room/premises	Rs.5,000 for repeated occurrence.	<ul style="list-style-type: none"> <li>• Verbal Warning for first instance.</li> <li>• Issuance of Memo by the Campus Administrator</li> <li>• Intimation to Parents</li> </ul>

*Apart from the above hostel norms, any other violations in the hostel or in its premises, that are mentioned in the Code of Conduct for SIU students which covers all students and may bring disrepute to the Constituent/ University will also be considered Hostel violations/ violation of Code of Conduct.*

- 39.1 Students are expected to give an undertaking. The penalties prescribed herein are indicative and not exhaustive. The nature and quantum of penalty shall be determined based on the gravity of misconduct, repetition, intent, impact on safety or discipline, and surrounding circumstances, subject to principles of natural justice and proportionality.
- 39.2 Intimation to parents or local guardians shall ordinarily be made in cases involving serious misconduct, repeated violations, safety concerns, or where the student is a minor, and may be made in other cases at the discretion of the Campus Administrator.
- 39.3 Repeated violations of hostel rules, even if minor in nature, may be treated as gross misconduct and may result in enhanced penalties including suspension or expulsion from the hostel.
- 39.4 The Campus Administrator shall have residual powers to issue administrative directions necessary for the smooth functioning of hostels, provided such directions are not inconsistent with this Code.

#### **40. Emotional Wellbeing Support:**

Students seeking counselling, therapy (CBT, art-based), and support groups may approach the Symbiosis Centre for Emotional Wellbeing (SCEW) for assistance vide email id [mindhelp@siu.edu.in](mailto:mindhhelp@siu.edu.in). SCEW offers promotive, preventive, and curative mental health services, focusing on emotional, social, and psychological wellness as integral components of overall health. The Hostel Administration reserves the right to contact the Local Guardian or Parent

immediately if a student exhibits signs of severe psychological distress. Students are encouraged to utilize the Symbiosis Centre for Health Care (SCHC) services.

#### **41. Medical Support/ Facilities/ Emergency:**

Symbiosis Centre of Health Care (SCHC) offers preventive, promotive & curative healthcare services for the students and staff of Symbiosis. These services focus on **health promotion, disease prevention, early diagnosis, and treatment of common illnesses** while fostering a supportive and healthy campus environment.

In life-threatening emergencies where parents/guardians are not immediately reachable, the University is authorized to provide or arrange necessary medical treatment in the best interest of the student.

##### **41.1 Key Services Under Primary Healthcare for Students (on payment)**

###### ***(i) Preventive & Wellness Services***

- a) **Health Screenings & Check-ups:** Regular medical check-ups, vision, dental, and hearing screenings
- b) **Vaccinations & Immunizations** – Flu shots, Hepatitis, HPV, and travel-related vaccines
- c) **Nutritional Counselling** – Diet and nutrition guidance for better health & well-being.
- d) **Lifestyle Management:** Advice to consult fitness experts and counsellors for exercise programs, yoga, and stress management sessions.
- e) **Tobacco, Alcohol, and Drug Abuse Prevention:** Advice to consult psychological counsellors for awareness programs for emotional well-being.

###### ***(ii) Medical Consultation & Treatment***

- a) **General Physician Consultations:** Diagnosis and treatment of common illnesses like fever, cold, infections, etc.
- b) **Emergency Medical Support (EMS):** 24/7 on-call medical officers to facilitate urgent care
- c) **Management of Chronic Conditions:** Referral to specialist OPD for asthma, diabetes, hypertension, and allergies
- d) **Minor Injury Care:** First aid, wound care, sprains, and minor burns
- e) **Referral Services:** Coordination with specialists for advanced care when necessary

#### 41.2 Health Education & Awareness

- a) Workshops & Webinars on Health Topics: Nutrition, sleep hygiene, disease prevention, and Sexual & Reproductive Health.
- b) Digital Health Resources & Mobile Apps: Access to online health advice, telemedicine, and self-care tools
- c) Community Health Initiatives: Blood donation camps and public health campaigns

#### 41.3 Telemedicine & Digital Health Services

- a) Online Doctor Consultations – Virtual medical appointments for remote assistance
- b) E-prescriptions & Health Records – Digital access to prescriptions and medical history
- c) Symbicare Mobile App – Health updates, EMS contact details, and wellness tracking

#### 41.4 Campus Medical Support & Emergency Contacts

Primary healthcare is provided by medical officers on all campuses. A Campus Medical Officer is available 24/7 on call to help during emergencies.

☎ Emergency Contact Numbers (Available at all campuses, hostels, and common areas)

No.	Campus	EMS Contact No.
1	S.B. Road	+91 9552525651
2	Viman Nagar-2 (New)	+91 9552589179
3	Viman Nagar-1 (Old)	+91 9552525654
4	Hinjewadi	+91 9552525650
5	Lavale	+91 7796688343
6	Kirkee	+91 9552525663
7	Model Colony	+91 9552382845

8	Nashik	+91 9552525658
9	Noida	+91 9910049924
10	Bengaluru	+91 7022043266
11	Hyderabad	+91 9175673119
12	Nagpur	+91 8669987754

#### 41.5 Medical Assistance for Students & Staff

- For minor health issues: Visit the Campus Medical Officer, Symbiosis Centre for Health Care (SCHC).
- For medical emergencies: SCHC doctors will refer to a specialist or arrange hospital admission if needed.**
- Hospitalization: Students will be admitted to Symbiosis University Hospital Research Centre (SUHRC), Pune. In case of a medical emergency, the Medical Officer, SCHC, will assist with admission to a nearby hospital.

These services create a **healthy campus culture**, improving academic performance, productivity, and overall quality of life.

- Website: [www.schcpune.org](http://www.schcpune.org) App: Symbicare Mobile App: <https://apps.apple.com/in/app/symbicare/id1393616437>

#### 41.6 Important for Students ✎

Make sure to inform your **hostel warden** about:

- Your **medical history**
- Any **drug allergies**
- Your **blood group**

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#### 41.7 Insurance Policy:

- i. All Symbiosis students are covered under a **group medical insurance scheme**.
- ii. To the fullest extent permitted by law, the University shall not be liable for any indirect, incidental, or consequential loss or damage suffered by students due to theft, accidents, misuse of facilities, or acts of third parties within the hostel premises.
- iii. The University reserves the right to amend, modify, or revise this Code from time to time. Such amendments shall take effect from the date notified by the University.
- iv. Any dispute arising out of or relating to this Code shall be subject to the exclusive jurisdiction of courts at Pune, Maharashtra.

\*\*\*\*\*

*M. Shetye*





Symbiosis International (Deemed University)

Form No. \_\_\_\_\_

**HOSTEL APPLICATION / CHECK-IN / OUT FORM**

ACADEMIC YEAR .....

**Instruction:**

- Please fill in all the sections using BLOCK LETTERS:
- The student & parents must sign this form. Incomplete form will not be accepted.
- This form is valid only for the current Year.

Affix Latest  
Photo

**STUDENT DATA**

FULL NAME			
INSTITUTE NAME			
PROGRAMME NAME			
PRN			
BATCH			
UG / PG			
HOSTEL NAME		ROOM NO.	
CONTACT NO.			
INSTITUTE EMAIL ID			
PERSONAL EMAIL ID			
DATE OF BIRTH (DD/MM/YYYY)			
PERMANENT ADDRESS			



	CITY:	STATE:
	PINCODE:	COUNTRY:
NATIONALITY		
ADMISSION CATEGORY (General / SC / ST / DA / KM / DQ / Int. Stu.)		
FATHERS'S NAME		
FATHERS'S CONTACT NO.		
FATHERS'S EMAIL ID		
MOTHER'S NAME		
MOTHER'S CONTACT NO.		
MOTHER'S EMAIL ID		
LOCAL GUARDIAN'S NAME		
LOCAL GUARDIAN'S CONTACT NO.		
LOCAL GUARDIAN'S EMAIL ID and postal address		
LOCAL GUARDIAN KNOWN ME SINCE (in years)		

### WRITTEN DECLARATION BY STUDENT

I, the undersigned, hereby agree, without any compulsion, to abide by the following rules and regulations, subject to which my admission to Symbiosis (Hostel name) \_\_\_\_\_  
\_\_\_\_\_ Hostel is based.

- 1) I will pay the fees as per the prescribed / approved fee structure of SIU. I am aware that a per-day fine will be levied after the last date of payment, which I shall be liable to pay.
- 2) I will not encourage entertaining any undesirable element within the entire campus of Symbiosis, in the event of violation of any rules or regulations mentioned in SIU code of conduct. The concerned authorities have full right to evict me from the room occupied by me in the hostel, within the jurisdiction of Symbiosis.
- 3) I will strive to promote mutual understanding and co-operation among students of various cultural back grounds.
- 4) I will not put additional light or fittings in the room.
- 5) I will not bring and encourage any personal pets of any kind.
- 6) I will not ask for room change once allotted.
- 7) I will not misbehave with any hostel staff, warden, security etc.
- 8) In case my room is not clean, I permit the housekeeping staff to clean the room in my absence.
- 9) I permit the Hostel warden, security to carry out surprise checks of my hostel room, if required.

- 10) I will not bring, consume, possess, distribute any cigarette E-cigarette/ liquor/Vape/intoxicant items/Drugs/banned substances, which is liable to punishment.
- 11) I will not indulge in any behaviour or act, nor participate in or associate with any activities that bring disrepute to the Constituent or the University.
- 12) No refund will be sought by me or anyone from my family, if I leave the hostel in between the session.
- 13) Any additional electrical gadget will be charged extra **(amount)**.
- 14) I will not keep any Jewellery/Ornaments/Cash (beyond the permitted amount of Rs.2,000/-) in my room. Any loss of the same will not be the responsibility of hostel administration.
- 15) I agree to record Biometric / Physical attendance will be done between 9.00 pm to 10.00 pm from Monday to Friday and 10:00 pm to 11:00 pm on Saturday/ Sunday.
- 16) I will not bring Outside food to my room.
- 17) I will disclose any kind of medical issues/disease/mental disorders prior to admission to any academic programme and hostel admission.
- 18) I hereby declare that the information given in this form is true and correct to the best of my knowledge and belief. I have read the SIU hostel rules and regulations and SIU code of conduct and I agree to abide by them, failing which I shall be liable for disciplinary action.
- 19) I am fully aware that ragging in any form is prohibited by law and is punishable under UGC regulations.
- 20) I am aware that in case I am outside the hostel beyond the night muster timing, without due authority I shall not hold the Institute responsible for any untoward incident that may occur.
- 21) I acknowledge that hostel accommodation is a privilege and not a right, and that continued stay in the hostel is subject to strict compliance with the Hostel Code and University regulations.

Yours faithfully,

Date:

**Signature of Student:**

**Signature of Parent / Guardian:**

**Signature of Warden:**

**Signature of Campus Administrator:**

*MSK*



**STUDENT CHECK IN FORM**

STUDENT'S FULL NAME			
INSTITUTE NAME			
PROGRAMME NAME			
PRN / TEMP. ROLL NO.			
BATCH			
UG / PG			
HOSTEL NAME		ROOM NO.	
HOSTEL CHECK IN DATE			
VEHICLE DETAILS (TWO-WHEELER / BICYCLE)			
VEHICLE TYPE and VEHICLE NO.			
VEHICLE COLOR			
VEHICLE REG. NO.			

BESIDES PERMANENT FIXTURE, FOLLOWING ADDITIONAL ITEMS ARE PROVIDED IN EACH ROOM:

BED	WRITING TABLE	CHAIR (1)	BOOK SHELF (1)
SOFA BOARD (1)	BULBS	CURTAINS (1)	BUCKETS
MUG (1)	BATH STOOL (1)	MATTRESS WITH COVER (1)	ROOM KEY (3) WITH THE KEY CHAIN
Shoe Rack	Cloth Drying Stand		

DATE:

SIGNATURE OF STUDENT:

SIGNATURE OF CARETAKER:

SIGNATURE OF WARDEN:

SIGNATURE OF CAMPUS ADMINISTRATOR:

## UNDERTAKING BY PARENT

I, .....(name of parent), parent of  
Mr/Mrs..... (student's name), resident of  
.....  
..... (complete address).

hereby, confirm that I have read and understood the Hostel Rules and shall cooperate with the university authorities for any matter related to the staying of my ward in the hostel and shall be available on call.

Name of the Parent:

Signature:

Date:

### Details of Local Guardian

Name of Local Guardian .....

Relationship with Student.....

Address.....

.....

.....

.....

Phone number.....

Email address.....

Signature of the Parent

Name of Parent:

Signature of the Local Guardian

Name of Local Guardian:



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SIU

**CHECK OUT FORM**

STUDENT'S FULL NAME			
INSTITUTE NAME			
PROGRAMME NAME			
PRN			
BATCH			
UG / PG			
HOSTEL NAME		ROOM NO.	
HOSTEL CHECK OUT DATE			
VEHICLE TAKEN BACK			

(Parent / Guardian/Warden) have today personally verified the items in the above hostel room and my remarks are as under: Amount to be refunded Rs. \_\_\_\_\_/-

- |     |     |
|-----|-----|
| (a) | (d) |
| (b) | (e) |
| (c) | (f) |

Refund process will take a minimum of one month from the date of completion of check out formalities.

For refund of deposits, kindly submit a cancelled cheque (*kindly submit Indian National bank account details only*)

**Note: In case of damage / loss of the items, 1.5 times the cost of those items will have to be paid by the students sharing the room. This cost will be deducted from the security deposit.**

Date:

Signature of Student:

Signature of Warden:



*Annexure IV*

Dear Parents/ Guardians,

Every effort is made by the administration to ensure various protocols and processes have been put in place and all students are required to be familiar with them. We seek your cooperation in ensuring the safety and security of all students residing in our hostels. Towards that end, we urge you to familiarize yourselves with the rules and regulations that have been put in place to promote discipline, safety and responsibility while living on campus.

Students are encouraged to use the facilities on campus and in case they wish to travel outside, they are required to comply with timings and other conditions as laid down.

Violation of laid down rules, such as failure to adhere to night muster timings, or other hostel rules and regulations, which result in any untoward incident or mishap will not be the responsibility of the Administration of the Institute.

We appreciate your cooperation and understanding in this matter.

Hostel Administration,  
(Name of Campus)  
City/ Location

Student. \_\_\_\_\_  
Parent. \_\_\_\_\_  
Date. \_\_\_\_\_

MSK



**ANTI – DRUG DECLARATION FORM TO BE SIGNED BY THE STUDENT**

- 1) I am aware that the possession, use, sale and distribution of alcohol / tobacco/ any psychoactive substances are wrong and harmful.
- 2) I shall refrain from using, being under the influence of possessing, furnishing, distributing, selling or conspiring to sell or possess, or being in the chain of sale or distribution of alcohol / tobacco/any psychoactive substances within or outside the premises of the Institute/university or during any sponsored activities by the institute/ university.
- 3) I shall report to the authorities of the institution any irregular behaviour that I observe in relation to the possession, use sale and distribution of alcohol / tobacco/any psychoactive substances which may have occurred at the institution or during any activities conducted by any students or institution.
- 4) I shall support and actively participate in any education programmes which may be organized by the institution/government regarding use of prohibited substance use prevention education programmes which may be organized by the institution/government with the understanding that this would enable me to be a better student and citizen of India.
- 5) I shall co-operate with the authorities of the institution and other relevant authorities in their investigation of any substance-related incident of which I may have information, and to prevent the possession, use sale and distribution of any psychoactive substances in or around my Institution.
- 6) I understand that a violation of this undertaking may result in a report being filed with the local police authorities in addition to the University disciplinary action.

Date: .....

Signature of the Student: .....

Name of the Student: .....