

MSRUAS

Guidelines for Hostel Residents

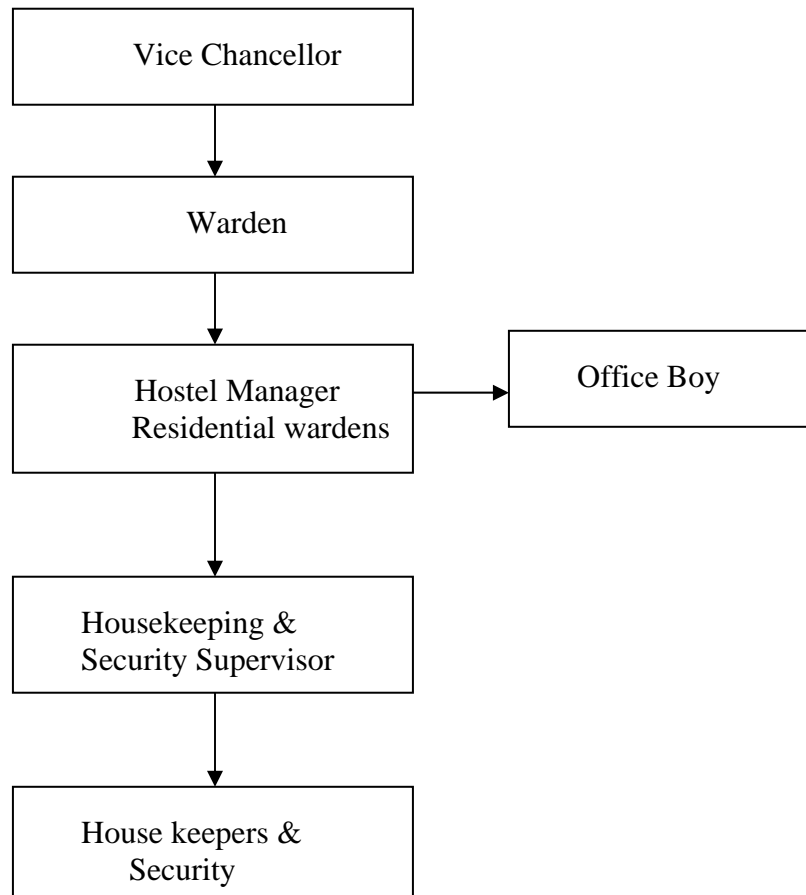
MSRUAS Hostel:

Welcome to M.S. Ramaiah University of Applied Sciences, Himalaya Hostel Block. We at MSRUAS are committed to ensure that your stay at the hostel is a pleasant one. MSRUAS hostel with a capacity to accommodate over 250 students.

Information regarding the rules and regulations of the hostel which you must abide by, how best you can utilize the provided facilities and the personals you can contact when in need is contained in this brochure.

Feel free to contact us for any further clarifications and suggestions regarding the hostel.

MSRUAS Hostel Organization:



Hostel Rules

Admission to Hostel:

The student will be allotted a hostel room based on availability on first come first basis, after verification of the documents by the hostel manager.

- Admission to the hostel is open to any bonafide student of MSRUAS registered for a course mounting to a minimum duration of six months. However, students of shorter duration courses can be considered on case by case basis.

Documents required at the time of admission to hostel include:

1. Duly filled and signed hostel accommodation contract
2. 2 Nos. of Passport size photos
3. The Tuition fee / 1st installment payment receipt.
4. A photocopy of the hostel caution deposit & Rental payment receipt.

Hostel Accommodation Facilities:

1. All hostel rooms have built in cupboards and an attached bathroom.
2. Each boarder will be provided with a cot, mattress, a pillow, a table and 2 chairs.
3. Access to Wi-Fi internet is available.
4. Hot water is available in the bathroom for 3 hours every morning (6:30 AM To 9:30 AM)
5. House-keeping services are in place for regular cleaning.

Note : Boarders have to use their own bed sheets, pillow covers and blankets.

Facilities for washing and ironing clothes can be availed for a nominal fee

Recreational Facilities:

Access to play area for indoor like table tennis, carom, chess in the basement of the hostel block and outdoor sports activities like basketball, volleyball and throw ball in the campus.

1. Yoga will be taught by an experience practitioner to interested students at a nominal fee
2. Gym for Body building / Fitness with an experienced trainer can be availed for a nominal fee.

Other Facilities:

Facilities available in the common area include:

1. Daily newspaper
2. DTH TV service
3. Purified Drinking Water

Health care:

1. First Aid Box is kept in the Ground floor common area
2. In case a student falls ill; a visiting doctor will be summoned. (minimum charges apply)
3. For ambulance service Ph:080 108 (GVK)/ 080 1062/ 088888 88888(Sanjeevani)/ Kumar
4. For details of Clinics and Hospitals close to the campus – **See Notice Board.**

Accommodation Rules:

1. The boarder is not allowed to change his/ her room from the allocated room without prior permission from the Hostel Manager.
2. Boarder will be provided with one set of keys to their hostel room. Duplication of this key is prohibited.
3. The hostel ID card must be carried by boarders at all times and must be produced when demanded by the security/ office staff. Strict disciplinary action will be taken against defaulters.
4. Boarders must renew their ID cards for every 6 months of stay in the hostel.
5. In case of loss of the hostel ID card; a fine of Rs.150/- will be charged and a duplicate ID card will be issued.
6. Ragging is strictly prohibited in the campus and any boarder found guilty will be duly punished and liable for rustication.
7. Misbehaving or unruly behavior of any sort with the hostel in-charge or fellow boarders will not be tolerated. Any boarder found guilty of the same may be expelled from the hostel.
8. Boarders should not annoy/ bother their room-mates or other members of the hostel. Strict disciplinary action will be taken against malingerers.
9. Boarders are to take care of their own valuables/ possessions. Management is not responsible for any loss.
10. Any boarder falling sick must keep the Hostel Manager/ Resident Warden informed.
11. Boarders must submit duly filled “absence from hostel” form in case he/ she plan to stay out at night/ travel out of station.

12. The boarder must inform / update the hostel office as and when his / her contact phone number is changed.
13. Acquaintances of the boarders are allowed in the boarder's room from morning 9:00 AM to 6:00PM only.
14. Any acquaintance of boarders found in the hostel other than during the visiting hours. The acquaintance will be considered as accommodated guest.
15. If any boarder is found accommodating guest/ friend/ relative in the hostel room, the boarder will be penalized a sum of Rs. 500/- per day on the first occasion and on subsequent occasions Rs.1000/- per day per person.
16. Consumption of drugs and alcohol is strictly prohibited in the campus. If found guilty of possessing or indulging in consumption of the same, the boarder will be penalized for a minimum of Rs. 500/- and / or expelled from the hostel.
17. Tobacco and tobacco products are prohibited within the campus. However, smoking is restricted to the smoker's zone in the hostel premises only, if found guilty a penalty of Rs.200/- on the first occasion; Rs.300/- on the subsequent occasions and/ or eviction from the hostel may ensue.
18. If Cigarette butts and empty liquor bottles are found in the boarder's room, he / she shall be penalized as per rules.
19. Permission must be sought compulsorily from the hostel office to celebrate/ party in the campus. Any celebrations whatsoever after 9:00 PM will not be tolerated.
20. The management/ hostel staff are not responsible for any incident(s) involving the non-boarder in the hostel block.
21. Hostel Manager / Staff are authorized to periodically inspect the hostel room for which the boarder must co-operate.
22. The boarder is not allowed to have additional coir / cotton mattress in the room.
23. The boarder must obtain written permission from resident warden for using additional personal coir / cotton mattress. Otherwise the mattress will be ceased and a fine up to Rs.500/- will be collected.
24. Hostel boarders are to dispose of the waste material in their respective room dustbins or in the big dustbin kept in the common area.
25. Parking space for only one vehicle per student is allocated within the campus. The entry / exit will be made as per the rules and regulation of campus estate office.
26. Hostel authorities will not take any responsibility for the damage or loss of any Motor Vehicles or parts of Motor vehicles.
27. Cooking is not allowed in the hostel room. If found guilty, the boarder will be penalized a minimum of Rs. 500/- per month from the date of stay. The cooking equipment and utensils will be confiscated/ taken away. The confiscated items will be recorded and on claim request letter, the items will be returned at the end of the boarders stay in the hostel.

28. Boarders should not use electric heater/ water heater in their rooms. If found guilty, the boarder will be penalized for a minimum of Rs. 200/- per month from the date of stay and the heating equipment used will be confiscated/ taken away. The confiscated items will be recorded and returned at the end of the boarders' stay in the hostel.
29. Boarders must switch off lights and fans when not in use.
30. Boarders must not take away the water containers/ newspapers meant for the common area into their rooms. If found guilty, the boarder will be penalized Rs.100/- on each occasion.
31. Boarders should not scribble, stick posters or deface the hostel walls in any form. Anyone found committing this nuisance should make good of the damage caused and/ or pay a minimum fine of Rs.1000/-.
32. Boarders should not damage or destroy any hostel item; failing which the boarder will have to pay for the repair or replacement of the item.
33. Boarders are requested not to dirty the pillow / mattress provided, if found so the boarder will be penalized a minimum of Rs.250 or the replacement cost.
34. Boarders must not litter the corridor and the hostel block surrounding garden area.
35. The hostel boarders are to make use of the door stopper fixed to each of the room main door to avoid the damage to door frame / wall and to avoid disturbing others in the hostel.
36. Courier / letters for boarders is to be collected at the Hostel Office / Reception counter at the entrance of Block – A.
37. If a boarder notices the requirement of any maintenance such as Civil/Electrical/Carpentry/Plumbing etc., he/she shall enter in the complaint book at the hostel office.
38. Boarders going out after 6:00PM are to make an entry in the boarders register and those entering the hostel after 9:00PM are to furnish their ID card to the security guard and make an entry in register at the entrance of the hostel.
39. Playing games which may cause damage to the properties and cause injury to any person is strictly prohibited in common or covered areas inside the hostel premises.
40. At the time of vacating the hostel room the boarder must surrender their room keys and ID card to the hostel office, failing which he/she has to pay the prescribed amount, obtain the receipt and apply for the no due certificate for refund of caution deposit.

Accommodation Fee and Fee Payment

1. Accommodation Fee for the whole year can be paid in one/ two installments at the accounts department.
2. Delay / Non-Payment of monthly hostel rent beyond 30 days, student will be evacuated from the hostel without any notice.

3. The caution deposit against breakage / damage to the hostel property has to be paid in full. The caution deposit will be refunded at the time of vacating the hostel on submission of hostel no due form duly signed by the hostel manager. The cheque will be issued in the name of the student at accounts department within 15 days.
4. No refund of the hostel fees will be made in case the boarder has been expelled from the hostel.
5. During admission time if the student does not pay the hostel rental amount within 30 days, the caution deposit collected will be forfeited and room allocation will be cancelled without any notice.
6. If the student withdraws from the course / hostel at the beginning of the course, the process of refund will be done after 2weeks from the date of submission of letter from the student. Refund of fees is not permitted during the middle of his / her stay in the hostel, unless the student has withdrawn from the course. The rental for the month / duration of his / her stay will be deducted
7. If the student fails to pay the monthly rental amount leaves the hostel without any information to the hostel office / does not report to the hostel within 30 days. Seven days notice will be issued and the management reserves the rights to cancel the allotment / open the allocated room and cease the items without any further information to the student. Any dues towards the hostel will be adjusted from the caution deposit. Any claim on the items has to be made within 30 days of cancellation of room allotment.
8. If the student / boarder do not claim the hostel refund within 45 days from the date of vacating the hostel, the caution deposit will be forfeited.
9. Hostel management is not responsible for any valuables left behind in the room while vacating the hostel.

The Annual Room Rental Charges and amenities charges per boarder are as follows:

<u>Period :</u>	<u>Double Room:</u>
One Year	Rs.38000/-
Six Months	Rs.19000/-
Room Rent	Rs.24000/-
Electrical Charges:	Rs.5000/-
House Keeping	Rs.5000/-
Maintenance: News paper, Water, Hot water, etc.,	Rs.4000/-
<u>Caution Deposit:</u>	Rs. 10000/- (Refundable)

Note: Single room allotment from the academic year 2013-14 has been discontinued

Permissions and Approvals:

Permission must be obtained from the hostel manager on the follow issues:

1. Absence from hostel
2. In case a boarder opts for a change from the allotted hostel room; permission must be obtained from the hostel manager with a written request clearly stating the reason for opting change.
3. In case guests (friends, family, relatives) visiting the boarder intend to stay in the hostel for a short duration of time. Room will be allocated on subject to availability at an additional cost. For details contact the hostel office.
4. To host any event (eg. birthday bash, sports/ cultural activity, etc.)
5. To use any electric gadgets other than personal laptop and cell phone in the hostel room, the boarder must provide the details of the equipments being used in writing to the hostel office and permission to take them out at the time of vacating the hostel.

Eviction:

Boarders maybe evicted from the hostel in the following cases:

1. If the boarders do not follow the stated hostel accommodation rules.
2. If the boarder fails to pay the accommodation charges on time.
3. If the boarder continues to stay after the check-out date.

Contacts:

1. Mr. P. Venkatesha Murthy,
Warden / Administration Registrar.
Ph: 080-4906 5555 Extn: 2406, Mobile No: 9686618894
2. Mr. Anand G S,
Hostel Manager,
Ph: 4906 5555 Extn: 5011, Mobile No: 9945201293
- 3 Mr. Chandru P. Kulkarni, and Mr. Dakshath P. Jembige
Residential Wardens
Ph: 080-4906 5555 Extn: 5012 / 5033, Mobile No: 8147138629 and 9901910601
4. MSRUAS Campus:
Security / Main Gate Ph:080- 4906 5555.