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|  | | ACHARYA HALLS OF RESIDENCE ACHITNAGAR POST, BANGALORE 560107 | | | | | | | | | | Paste Passport Size Photograph | | | |
| | | 7.0 RESIDENT RECORD [Students and Parents may please note that providing wrong names / address for communication and / or contact No's is a punishable offence.] | | | | | | | | | | | | | |
| Name of Resident | | | | | | | | | | | | | | | |
| Date of Joining | dd | mm | yy | Name of Hall of Residence | | | Date of Birth | | | dd | mm | yy | | | |
| College of Study | | | | | | | Programme of Study | | | | | | | | |
| | | | Nationality | | | | | | | | | | | | |
| Room Number | | | | Passport No. | | | Valid Till | | dd | Mm | yy | | | | |
| No of Co-Residents | | | | Place of Issue | | | Visa Number | | | | | | | | |
| Date Vacated | dd | mm | yy | FRO Permit Number | | | Valid Till | | dd | Mm | yy | | | | |
| Blood Group | Mobile Number | | Male | Female | E Mail ID | | USN Number | | AUN Number | | | | | | |
| | | | | | | | | | | | | | | | |
| Hobbies | | | | | | | | | | | | | | | |
| Favorite Games | | | | | | | | | | | | | | | |
| Literary Interests | | | | | | | | | | | | | | | |
| Health Problems (if any) | | | | | | | | | | | | | | | |
| Allergy to Medicines(if any) | | | | | | | | | | | | | | | |
| PARENT'S COMMUNICATION RECORD | | | | | | | | | | | | | | | |
| Name of Father | | | | | | | | Name of Mother | | | | | | | |
| Home Phone | | ISD Code | | STD Code | | Mobile Number | | E mail ID (Compulsory) | | | | | | | |
| | | | | | | | | | | | | | | | |
| Full Address of Parents | | | | | | | | | | | | | | | |
| | | | | City | | | PIN | | | | | | | | |
| Signature of Parent | | | | | | | | Signature of Guardian | | | | | | | |
| Name of Local Guardian And Address | | | | | | | | Mobile No. | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | City | | | PIN | | | | | | | | |
| RECORD OF PAYMENT OF HALL OF RESIDENCE DUES | | | | | | | | | | | | | | | |
| Date | | | Receipt No. | | Amount Paid (Rs.) | | | Dues to be Paid if any | | | | | | | |
| dd | Mm | yy | | | | | | | | | | | | | |
| dd | Mm | yy | | | | | | | | | | | | | |
| RECORD OF PROCTOR CONTACTS | | | | | | | | | | | | | | | |
| Name | | | College | | Branch | | Contact No. | | Email ID | | | | | | |
| | | | | | | | | | | | | | | | |

RECORD OF RESIDENTS MISCONDUCT

| SI | Date | Details of Misconduct | Sign of Resident | Action Taken By Supervisor HRES | Remarks by Manager HRES |
|----|------|-----------------------|------------------|---------------------------------|-------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Any other Remarks

Date :

5.0 RULES AND REGULATIONS

The JMJ Education Society which is vested with the authority of managing all the Hostels and Halls of Residence of Acharya Institutes for both Boys and Girls has resolved until further orders to authorize the Chairman Hostel Council, Chief Administrator and the Manager Hostels to manage the affairs of the hostels. The Chief Administrator and the Manager Hostels are assisted by a team of Wardens and Superintendents. Superintendents are normally resident on Hostel premises and are easily accessible round the clock. The mission of JMJ Education Society envisages a healthy environment and discipline among hostel residents, who are encouraged to develop community life and inculcate the spirit of tolerance, thus taking care of their psychological and emotional problems and shape themselves to be better citizens. The Acharya Hostels also believe in Equity and Equal Opportunities as well as strong academic ambience on its Campus and in the Hostels irrespective of Gender, Caste, Creed or Religion. These Rules are Applicable to all residents of Acharya Hostels [also read Halls of Residence]

5A ADMISSIONS TO HOSTELS

- 1 Application for admission to the Hostel must be duly filled in and two copies of applicant's passport size colour photograph must be attached there on.
- 2 The right of Admission to the Hostel is reserved. Admission to the Acharya Hostels will not be made as a matter of routine and it will be at the discretion of the Manager Hostels.
- 3 The allotment of rooms to the applicants will be made by the Manager Hostels. The residents of hostels are not permitted to change their rooms once occupied without the written approval from the Manager Hostels. However one change is permitted within one week of joining the hostels.
- 4 Admission and continued stay in the hostel depends upon academic performance of every semester and also on good behavior and conduct of the resident in both college and hostel. The resident should provide a certificate signed by the principal in this regard.
- 5 If a resident is expelled from the college for any reason he / she should immediately vacate the hostel on the day of expulsion from the College. His / her continuance in the hostel will be treated as un-authorized occupation.

5B HEALTH CARE

- 1 Residents with chronic medical problems will not be admitted to the Hostel. Even if admitted by oversight, he/she will be asked to vacate the Hostel, to enable the resident to have proper medical care under direct supervision of the parent / guardian. This ensures that chronic diseases do not spread to other residents.
- 2 Any resident, who is unwell, should report to the Superintendent and get referred for appropriate medical advice. If the sick resident requires medical care at a hospital needs to contact the Superintendent for ambulance.
- 3 In case any resident is sick he/she may be accompanied to the Hospital by two other residents.
- 4 If the situation warrants admission to a hospital as an in-patient the same is to be reported to the Manager Hostels immediately.
- 5 If a sick resident requires any special diet, the individual should inform the mess supervisor through the warden concerned for making suitable provisions.
- 6 Parents should pre-declare the physical and mental status of their ward. Chronic cases if any should be intimated to the Manager Hostels.
- 7 Hostel authorities are not responsible if any sort of illness or uneventful happenings are not brought to the notice of the superintendents.

5C MESS

- 1 Dining hall furniture like chairs, tables, etc., and utensils like stainless steel tumblers, plates, spoons etc. are not to be taken out of the dining hall. If anyone is found taking these out, he/she will be penalized.
- 2 The hostel kitchen is strictly "Out of Bounds" for the residents.
- 3 Bringing food from mess to the sick persons in Hostels can be done, after getting the written permission from the Hostel Supervisor.
- 4 Food parcels from outside caterers or other eateries are not permitted in Hostels.

5D USE OF COMPUTERS / LAPTOPS

- 1 Installation of computer systems / laptops in the hostel rooms should be done only after obtaining written permission from the Manager Hostels.
- 2 The computers / laptops shall be used for the purposes of college Curricular or Co-Curricular only.
- 3 The College / Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rule, disciplinary action will be taken against him/her.

5E RAGGING

Ragging is a criminal offence as per the Supreme Court verdict. Ragging is an offence under penal code and under section 116 of the Karnataka Education Act, 1983 (Karnataka Act No.1 of 1995), which define ragging as, "Causing, inducing, compelling or forcing a resident, whether by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his/her person or exposes him/her to ridicule from doing any lawful act. By intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force on him/her or by holding out to him/her any threat of intimidation, wrongful confinement, injury or the use of force."

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the Institution, the possible punishments for those found guilty of ragging shall be one or more of the punishments: Suspension from attending classes and academic privileges, Withholding / withdrawing scholarship / fellowship and other benefits, Forfeiting Campus Placement opportunities / recommendations, Debarring from appearing in any test/examination or other evaluation process, Withholding of results, Debarring from representing the institution in any regional, national or international meet or tournament or youth festival, Suspension/ expulsion from the hostel, Cancellation of Admission, Rustication from the institution for a period, ranging from 1 to 3 years, Expulsion from the institution and consequent debarring from admission to any other institution for a specific period, Imprisonment and/or fine of Rupees 25,000/-

5F VISITS OF PARENTS OR APPROVED GUARDIANS

- 1 Parents and/or approved Guardians are not permitted to stay in any of the hostels or in rooms of residents.

5G DAMAGES AND RECOVERY

- 1 Rough handling of dining hall furniture, room furniture or any furniture / property or fittings of the hostel is strictly forbidden.
- 2 Double the cost of damages will be recovered in the following manner immediately after damage:-
 - (i) If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.
 - (ii) If damage is done in anyone of the rooms and the persons are not identified than double the cost will be recovered from the room-mates collectively.
 - (ii) If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc. and the person(s) is/are not identified, then double the cost will be recovered, floor wise or block wise or on the whole Hostel, as the case may be. Repetition of damage to the hostel property results in expulsion from the hostel.
3. Electricity bill, above (RS. 600/- P.M for Indian Residents and RS. 1,000/- P.M for International Residents) has to be shared by the Residents of Cottage.
- 4 The room, with all items must be handed over in the same condition as received, at the time of vacating Residence.

5H GENERAL DISCIPLINE

- 1 The hostel rooms are subject to inspection by the College / Hostel authorities at any time of day or night. Severe action is recommended in case the rooms are not kept neat and clean and any unauthorized items like liquor, Cigarettes, drugs, lethal weapons, objectionable photographs, or digital storage devices etc. are kept in the room.
- 2 Smoking is prohibited in the hostel buildings. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited.
- 3 Anyone found indulging in such activities will not only be asked to vacate the hostel but also be rusticated from the College.

- 4 The residents of hostels are not allowed to use air coolers, musical instruments, and CD players, speakers, TV, electric irons or any electrical equipment without written permission of the Manager Hostels. Permission shall be granted to use electric kettle on recommendation of Campus Medical Officer for a limited period only.
- 5 The residents of hostels themselves are personally responsible to safeguard their belongings. They are not to keep large amounts of cash or valuables like ornaments, rings, costly wristwatch etc., in their rooms. They should also take care of their purse, calculators, cell phones, computers and books.
- 6 In case of theft or loss of any items it will not normally be possible to carry out any investigation. The residents of hostels are advised to keep their rooms, suitcases, cupboards, etc., securely locked with good quality locks.
- 7 All residents of hostels have to be present in their respective rooms; (Boys 8:45 PM, Girls 7.00 PM) and keep their rooms open for attendance.
- 8 No group study is permitted after 09.00 PM.
- 9 Parents please note, the violation of above rule number 6 is not permitted even if parents certify over phone.
- 10 Residents have to take written permission for overnight stay with authorized Local Guardian, whose address is recorded at the time of admission.
- 11 Residents leaving the hostel for vacations, have to take written permission from the Proctor, Hostel Superintendent and Manager Hostels.
- 12 All residents are required to return on the specified dates and submit the slips, (slip is a part of the Performa) signed by their Parents / Guardian as an indication that they stayed with them during the weekends / holidays / vacations. In addition they have to "Check out" and "Check in" in the movement register kept with the security guard of the Hostels.
- 13 Wrong entry, improper / lack of entry in movement register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable.
- 14 Residents are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason under an exception card issued by the authorities.
- 15 When leaving the rooms for attending classes or for vacation, etc., fans, electrical gadgets, lights etc. should be switched off. Glass windows are to be closed securely. Water and Electricity should be carefully used to conserve these resources.
- 16 At the time of starting of the new semester, no resident should keep any room other than the officially allotted room locked. Residents leaving the hostel after the semester or discontinuing their stay should never lock their rooms and cupboards.
- 17 The residents of hostels are advised not to enter into any unnecessary conversation, quarrel or altercation with each other and hostel staff. Complaint against any employee of the hostel, if any, is submitted in writing to the Manager, Residence. Use of abusive, vulgar and unparliamentarily language against the hostel / mess staff is strictly forbidden.
- 18 Hostel authorities are not responsible for the indiscipline of the residents or any other happenings outside the hostel premises.
- 19 No money is to be given to any of the Residence's Staff for any reason.
- 20 No Party is permitted in Residences.
- 21 Residents should not dry their clothes in the rooms.
- 22 Clothes should not be washed in the rooms of NR & HKG hostels.
- 23 Mattress should not be kept on floor.
- 24 Collection of donation for any purpose (Religious / otherwise) is strictly prohibited.
- 25 Every resident of the hostel should have the civic responsibility that he or she should not be a cause of nuisance, annoyance or disturbance to others.
- 26 In case of any Academic or Residential indiscipline, the Manager Hostels should notify to the Council of Principals and disciplinary committee, removal of the offending resident's name from the Rolls of the College and such decision is final in this regard.
- 27 Violation of any of these rules would result in punitive action and serious violations would be referred to the "Hostel Council". The decision of the Council shall be final.

5J SPECIAL RULES FOR FOREIGN RESIDENTS FOR VACATION

All the rules and regulations given above are applicable to the Foreign Residents as well. In addition, the following special rules are meant exclusively for foreign residents.

- 1 If any resident wants to leave the country on vacation or for any other purpose, the individual will submit a written application at least 15 days prior to the date of departure to the Dean to enable the office to obtain all the required clearances from the authorities concerned.
- 2 The application should have details such as
 - (a) Purpose
 - (b) Duration of stay outside India,
 - (c) Full contact address with phone number.

- 3 No resident shall leave the town without the written consent as indicated above. Failure will be treated as serious violation of rules and the appropriate authorities will be informed for pursuing further action.

5K PROCEDURE TO VACATE HOSTEL

- 1 In case any Resident wishes to vacate the hostel, he / she have to put up a prescribed application form with a letter of concurrence from his/her parents to Chief Warden / Manager-Hostels with justification.
- 2 Such cases after vacation shall be nourished by the Proctor concerned.

5L REFUNDS OF HOSTEL FEE

- 1 Applications for refund of Residence fee Payments may be made in writing to the Manager Residence.
- 2 If the resident leaves the Residence before 03days (Even after booking of Room) Accommodation fee will be refunded after deducting 50% of fee and Mess fee after deduction current month fee.
- 3 If the resident leaves the Residence after 03 days, only Mess fee will be refunded after deducting current month fee.
- 4 If the resident decides to vacate the Residence after 03 months of stay for personal reasons, No money will be refunded.
- 5 If there is change of college (for CET residents), Accommodation fee will be refunded after deducting 20% of fee plus actual days of stay in Residence and Mess fee after deducting current month fee.
- 6 Residents who wish to continue in Residence and block the accommodation by paying Rs. 50,000/- (Non Refundable). If he wishes to leave the Residence even on the day of admission into Residence, Accommodation fee will be refunded after deducting 50% of Accommodation fee and mess fee after deducting current month fee. If the resident has not paid yet, he will have to pay.
- 7 Those who paid full fee of Residence and not eligible for continuation of their course due to YB. Accommodation fee will be refunded after deducting 50% of fee plus actual days of stay in Residence and Mess fee after deducting current month fee.
- 8 No money will be refunded to rusticated residents.

5M VACATION OF ROOM

All hostel residents will vacate their rooms before proceeding on authorized annual vacation. Only foreign residents shall be permitted on application to that purpose to stay during vacations in Hostels. All others must vacate and hand over the rooms to the Manager Hostels on the day the examinations are completed for annual renovation and maintenance purposes.

Hostel Opted:-

| | | | | | | | | | | |
|-----|----|--------|--------------|--------------|--------------|--------------|----------------|-----------|----------------|----------------|
| HKG | NR | Balaji | Shakthi 1 | Shakthi 2 | Shakthi 3 | Shakthi 4 | Cottage IND | Park View | Maruthi NRI | Cottage NRI |
|-----|----|--------|--------------|--------------|--------------|--------------|----------------|-----------|----------------|----------------|

6.0 UNDERTAKING BY PARENT AND RESIDENT OF HOSTEL

All pages of Rules and Regulations are to be signed in duplicate by Resident and Parent - with a copy retained for Official Records and one handed over to Resident.

Name S/O have read the Residence's Rules.

I hereby undertake to obey the Rules and in the contrary am willing to accept the punishment accorded by vested authority.

Dated Signature of Residence's Resident

As the parent / Local Guardian of the above Resident / Resident of the Hall of Residence shall ensure that my ward shall not indulge in any activity contrary to the Hostel Rules.

Dated Signature of Parent / Local Guardian of resident