

# **MBM University - Hostel Rules and Guidelines Summary**

## **Hostel Allotment Rules and Regulations**

- Allotment is managed by the concerned hostel authority.
- Priority is based on year, academic merit, and availability.
- Students must provide correct documents during the application.
- Rooms cannot be exchanged without warden approval.
- Allotment is valid for one academic session only and must be renewed.

## **Rules for Managing the Hostels and Mess**

- Warden and hostel committee oversee hostel and mess operations.
- Mess timings are fixed; no food served beyond scheduled hours.
- Cleanliness in mess and common areas is mandatory.
- Complaints about food or facilities should be submitted in writing.
- Students must contribute to maintaining discipline in hostel premises.

## **Disciplinary Rules for Hostel Residents**

- Ragging, bullying, or any form of misconduct is strictly prohibited.
- Loud noise, drinking, smoking, or drug use in hostels is banned.
- Residents must return by designated hostel timings (curfew).
- Damaging hostel property will lead to fines and strict action.
- Repeat violations may lead to cancellation of hostel allotment.

## **Hostel Fee Structure and Payment Guidelines**

- Hostel fee must be paid at the start of the academic year/semester.
- Late payments will attract penalties as per university rules.
- Fee is non-refundable after occupation of room.
- Payment can be made online/offline as per university guidelines.
- Students must keep payment receipts for verification.

## **Hostel Leave Application Process and Guidelines**

- Residents must submit a leave application before leaving hostel.
- Leave must be approved by the hostel warden.
- Long-duration leave requires guardian/parent approval.
- Unauthorized absence will be treated as an indiscipline case.
- Emergency leave must be informed immediately via phone/email.