

VIGNAN UNIVERSITY, GUNTUR

HOSTEL RULES AND REGULATIONS

1. General Rules

- i. Students must read and acknowledge the hostel rules before admission.
- ii. Hostel rules will be displayed prominently within the premises.
- iii. Duplicate keys for rooms will be issued only upon request to the hostel warden.
- iv. Complaints regarding maintenance should be registered in the complaint register.
- v. Cleanliness of the hostel and its surroundings must be maintained.
- vi. Students must inform the mess about their absence in advance.
- vii. In case of illness, food will be served in the room upon submission of the identity card.
- viii. The hostel committee will conduct regular inspections.
- ix. Night-out permissions must be requested through a standard form with an undertaking.
- x. A suggestion box will be provided and reviewed every 15 days by the warden and student representatives.

2. Admission Process

- i. Hostel admission is provisional and subject to academic performance.
- ii. Students must apply for hostel accommodation one month before the semester ends.
- iii. The application form must include passport-size photographs and be submitted to the warden.
- iv. Admission is subject to the approval of the Director and Warden.
- v. Room inventory must be filled during check-in and check-out.

3. Visitors and Parents

- i. Parents/guardians must provide an undertaking to cooperate with hostel authorities.
- ii. Visitors are allowed only in designated areas.

4. Use of Electrical Appliances

- i. Students are not allowed to bring extra furniture or electrical appliances without permission.
- ii. Any damage to hostel property will result in a penalty.

5. Induction Programme

A common induction program will be conducted to familiarize students with hostel rules.

6. Celebration of Events

- i. Birthdays and festivals must be celebrated with prior written permission.
- ii. Celebrations must be held in common areas and conclude by 10:00 PM.
- iii. No outside guests are allowed.

7. Attendance Rules

- i. Attendance will be taken between 10:00 PM and 10:30 PM.
- ii. Latecomers must sign in a separate register and will be fined accordingly.

8. Disciplinary Actions

- i. Ragging is strictly prohibited and punishable by law.
- ii. Consumption of alcohol, drugs, or smoking is banned inside the hostel.
- iii. Students must maintain decorum and avoid loud music or parties.
- iv. Damage to common property will result in collective fines.
- v. The hostel warden has the authority to inspect rooms at any time.

9. Cleanliness and Hygiene

- i. Students must keep their rooms and surroundings clean.
- ii. Cooking inside hostel rooms is strictly prohibited.
- iii. Wet clothes should not be dried in corridors or on furniture.

10. Security and Safety

- i. Students are responsible for their personal belongings.
- ii. The hostel authorities will not be responsible for any loss of valuables.
- iii. The use of electric irons or unauthorized appliances is strictly prohibited.
- iv. Pets are not allowed inside the hostel premises.

11. Mess Rules

- i. Students must pay mess fees in advance.
- ii. Mess timings must be strictly followed.
- iii. Outside food is not allowed in the hostel rooms.

12. Complaint and Suggestion Mechanism

- i. A suggestion box will be available for students to submit their concerns.
- ii. Complaints should be documented in the complaint register.

13. Hostel Exit and Vacating Rules

- i. A minimum of one month's notice is required to vacate the hostel.
- ii. Students must clear all dues before vacating.
- iii. Unclaimed belongings will be disposed of after a stipulated period.

14. Penalties and Consequences

- i. Violation of rules will result in disciplinary actions, including fines or expulsion.
- ii. Persistent misconduct may lead to permanent disqualification from hostel accommodation.

These rules are to ensure a safe, secure, and harmonious living environment for all hostel residents at Vignan University, Guntur.