

INTRODUCTION

PES Boys Hostel is situated in the PES University campus. Hostelites will therefore have the advantage of deriving the benefit of the various facilities available on PES University campus, such as : sports, gymnasium, campus store, campus mart, banking, travel booking, on going live projects in various departments / CORI centre and can participate in various National and International seminars / conferences / events keeps happening round the year etc.

Hostel accommodation & facility

PES Boys Hostel will accommodate over 1100 students in 6 blocks with varying facilities.

IT Block	Single / Two / Three / Four / Six seaters	Earmarked only for fresh students admitted to 1 st year UG, Diploma and PU
New Block	Three seaters with attached bathroom & toilet (Level 1-N)	
New Block – Annex	Three seaters with attached bathroom & toilet	

New Block	Three seaters with attached bathroom & toilet (Level N-9)	Open for all students other than Freshers admitted to UG, Diploma and PU
IH Block	Single seaters	
Mess Block	Two seaters	
Management Block	Two seaters	

1. Facilities provided in the room:
Cot, Table, Chair, Book shelf, Wardrobe / Almera, Display board, Dustbin, Power point (for mobile / laptop charging and table lamp only).
2. Students are advised to bring bedding, bucket (10-15litres), mug, table lamp, mosquito curtain.

Food Facility

Hostelites can opt to take food in one of the following 3 places only .

(1) Hostel Mess (2) Aman Rasoi Mess (3) Food Court

The hostelites can change their option for taking the food, at the end of each month, for the following month, subject to number of hostelites a mess can accommodate. Hostelite will be asked to give their option normally during the later half of every month for the following month. The exact schedule will be announced in advance.

Mere lodging facility will not be given.

Other facilities in the hostel

1. CML – Common Multipurpose Lounge.

Situated at the cellar area in the IH Block, provides the following facilities.

- a) General library section – News paper and magazines
- b) Study area for self / combined studies
- c) Discussion cubicles (for academic purpose only)
- d) PC center with internet facility
- e) Laundry facility
- f) Indoor games: TT and Carom
- g) Saloon

2. A tuck shop in the Hostel mess area.

3. Clinical facility: Between 4.00 p.m. and 7.00 p.m. from Monday to Saturday

4. Professional counseling for career guidance / academic / non-academic related issues.

5. Cloak room:

This is a facility provided for hostelites to keep their luggage at the end of the academic year when going on vacation.

Only hostelites who are given permission for conditional reservation for the following academic year can make use of the cloak room facility. Students interested in availing the cloak room facility should approach the hostel office and give requisition letter in the prescribed format. An acknowledgment will be given for having kept the luggage in the cloak room. A nominal amount will be charged towards the facility extended.

Hostelites are cautioned not to keep any valuable materials / documents

Please note, the hostel authority will not take the responsibility of loss / damage to the materials in case of occurrence of extraneous / untoward incidences.

Rules & Regulations

Sl. No	Specific Details
1.	<p>a) Room should be kept neat, fresh and tidy all the time.</p> <p>Books, baggage, study materials, used clothes for washing, fresh clothes, shoes / slippers, etc. should be kept in the place ear marked for. The Bed sheet / Blanket should be cleanly folded & the Bed spread must neatly be spread on the bed as and when got up from the bed. This should be done even on the test / examination days.</p> <p>b) Room cleaning - House keeping personal will come to sweep the individual rooms on alternate days for 3days in a week between 4.00pm and 7.00pm. Hostelite should be in the room during this time & get the room cleaned. If not, the hostelite will have their own Broomstick & clean the room themselves regularly. This should be done even on the test / examination days.</p> <p>DTL - 2 Times per sem / session*</p>
2.	<p>Garbage should be put only in the dustbin kept in the corridor.</p> <p>Each hostelite will be given a dustbin.</p> <p>For the transit of garbage from the room to the dustbin kept in the corridor, hostelites should use the dustbin given.</p> <p>Hostelites should not push the garbage into the corridor or throw outside the windows.</p> <p>Dustbin in the room should be cleared as and when it is filled just more than 3/4th. It should not be allowed to spill over.</p> <p>DTL - 2 Times per sem / session*</p>
3.	<p>Putting clothes on the railings and parapet walls in the corridor is strictly prohibited.</p> <p>DTL - 1 Time / During the stay period*</p>
4.	<p>Furniture should be only in the place initially planned for and cannot be moved.</p> <p>Hostelites will not have the option to change the position of the furniture & other accessories from the position where they are initially placed.</p> <p>Hostelite should ensure all these being properly used and handed over in the good condition at the end of each academic year while vacating the room.</p> <p>Things not in place is highly objectionable.</p> <p>DTL - 1 Time / During the stay period*</p>

5. **Nothing should be written and No posters are allowed to be pasted on walls, roof, wardrobe doors, entry doors, window shutters, etc...**
Hostelites can only use the display board provided for each hostelite in the room - for the purpose of writing or for displaying quick references, any material relevant to studies, work planner, Timetable, quotes, etc...
If the kind of display put is objected by the hostel authorities, it should be removed without any resistance or argument; failing which will amount to violation of hostel norms.

DTL - 1 Time / During the stay period*

6. **Playing in corridors / rooms / area of common facility in the Hostel is strictly prohibited.**

DTL - Zero tolerance

7. **Hostelites going to terrace is prohibited.** When hostel authority takes objection to this, it should be honored.

DTL - 1 Time / During the stay period*

8. **Use of PCs / Laptops /Tablets etc is allowed only as per the norms of the hostel.** The software is subject to scrutiny by Hostel authorities. Objectionable material will be confiscated as a disciplinary measure.

DTL - 1 Time / During the stay period*

9. **Students should be back in the hostel before 7.30 pm.**

Only on Sundays Hostelites are allowed to return before 9.00 pm.

After the specific timings said above, the security at the main entrance will not allow hostelites to go out or enter into, till 6.30 am. without the prior written permission of the Warden / HA. Arguing with security will amount to violation.

DTL - 1 Time / annum*

10. **7.30 p.m. to 6.30 a.m. is specified as study and restricted hours. During these hours:**

- Every student should be strictly in his place in his room, except when using common facilities.
- Allowing hostelites to go to other rooms for borrowing materials such as notes, books, medicine, etc... have been misused by hostelites repeatedly and has resulted in problems in the past.

Hence hostelites are not allowed to go to other rooms during these hours barring in exceptional cases.

When a hostelite is found in the others' room, if hostel authorities make enquiry regarding this, or take objection on this count, it should be honored. Arguing with hostel authorities on this count amounts to violation of hostel norms.

- c) Use of electronic gadgets, laptops, audio and portable devices to hear music loud, to watch movies, playing games, etc.. in the room is strictly not allowed. Hostelites can hear to music only with the use of earphone / headphones. It should not be heard even to the room mate. If hostel authorities found that it is causing problem and takes objection, it should be honored. Arguing with hostel authorities on this count will amount to violation.
- d) Combined studies, discussions, reading loud - are not allowed in the room. For this purpose hostelite can use (Common Multipurpose Lounge).**CML**.

DTL - 2 Times per sem / session* (Cumulatively - a to d put together)

11. During the college working hours the hostelites are expected to necessarily attend classes. For any reason if a hostelite is unable to attend the class, he should seek permission from the Principal / HOD to the effect and intimate the same to the Warden / HA in writing.
After the college hours the hostelites can go out of campus or utilize facilities on the campus. However hostelites should return to the hostel before 7.30 p.m.

DTL - 1 Time per semester / session*

12. **Gate pass:**
Whenever hostelite needs to go out during the restricted hours, or he finds it difficult to return to hostel before 7.30 pm., hostelite should take the gate pass from the hostel office. It is mandatory. It will be issued only once a week for a student barring exceptional cases. The gate pass will be issued only if HA gets convinced with the reason. Gate Pass issue timings will be displayed on the Notice Board.
Hostelites who intend to go to tuitions, special training classes, etc. should seek prior permission from the Warden by giving a letter in the prescribed format. In such cases, **approval of parents is a must**. Hence hostelite should write to parents seeking their approval to go for tuitions / training at least 15 days in advance. The parent's letter of approval should be submitted along with the duly filled prescribed application of the

hostel, to the warden at least 2 days in advance to the start of the tuition / training classes. Such students will be issued long term gate pass.

Without gate pass, the security at main entrance to the campus will not allow hostelite to go out / enter in between 7.30 p.m. and 6.30 a.m. And hostelite cannot take objection to this. Any objection taken / argument done with security guard / HA is considered as violation.

When gate pass facility is availed, as the hostelite returns he should report at hostel office and complete the necessary formalities. This is mandatory.

DTL - 1 Time per semester / session*

13.

Attendance:

Every day during the prescribed timings, for every hostelite to come near the Hostel office and give the attendance in person is compulsory and mandatory – except for those who have taken permission to go out to LG's place.

Not only we find some hostelite will come late or never come to give attendance, they even argue with HA giving reason such as – was sleeping / was in discussion with friends / did not notice the time / forgotten / what if one day attendance is not given ... etc... These are not acceptable.

If the hostelite is not doing well & unable to come and give the attendance in person, he should send words to the Hostel office through his friends. The attendance will be marked after due verification and where needed the medical facility will be arranged.

It is also noticed that when a hostelite not given attendance is not traceable and HA attempts to intimate the same to parents/LG on phone, the parents/LG will tell HA to search for their ward and not to panic them. **These are not acceptable.**

On the other hand, the parents / LG to ensure that they contact their ward immediately and ensure that their ward immediately will come and give attendance. Parents / LG should advise their ward to necessarily give attendance well within the prescribed timings.

If hostelite do not give attendance, HA will intimate parent / LG if reachable. HA can not take up the responsibility of tracing the hostelite. Any consequences arising out of this, HA or college will not be responsible.

DTL - 1 Time per semester / session*

14.	<p>When called for a Hostel meeting, attendance is compulsory and should be punctual. Failing to meet this is considered as serious violation.</p> <p>DTL - 1 Time / During the stay period*</p>
15.	<p>Any problems / discrepancies / bad or untoward incidences the hostelite notices in the hostel, the hostelite should bring it to the notice of the Warden / undersigned immediately.</p> <p>Failing to this, for any consequential problem that arises because of such discrepancies, all those who are in the sight of incidence will be held responsible and considered to be a part of the problem. So much so an innocent who is suspected because of circumstantial evidence may land up in problem, though he may be innocent / not involved.</p> <p>For example:</p> <ul style="list-style-type: none"> a) Damaging of facilities anywhere in the room / hostel / college premises. b) Possessing / use of prohibited materials (Refer Sl.No. 23),crackers, etc... c) A place where some activity / incident that takes place amounting to traces of attempt to ragging d) Some hostelite involved in fighting or exchange of abusive / provocative words <p>DTL - Zero tolerance **</p>
16.	<p>Hostel authorities are empowered to enter the room at any point of time, (even in the mid-night) to inspect the room and belongings of the hostelites. No resistance should be offered by the hostelites. Hostelites are to co-operate in completing the inspection. Resistance offered / displeasure shown is considered as violation.</p> <p>DTL - Zero tolerance **</p>
17.	<p>Hostelites will have to take food in one of the specified messes or food court only. Mere accommodation facility will not be provided.</p> <p>Students going out for food because they have skipped food in the hostel due to some reasons such as – overslept / got late to food / was studying / food is not good in the hostel, etc... are not acceptable.</p> <p>Some hostelites make it a habit to go out of campus as early as 5.00 a.m. or after 9.00 p.m. to take food outside because they could not take food in the night or they are hungry or the hostel food is not good.</p>

Hostelites will not be allowed to go out between 7.30 p.m. and 6.30 a.m. for taking food outside. Suggested that hostelites can always have some good, fresh ready eatables in room to meet such requirements. Hostelite should ensure it is used before the expiry date and does not lead to food poisoning. **Ordering pizza / bakery items etc to bring it to the hostel by hostelites is strictly prohibited.**

Monthly registration for Mess ID cards / Food Court Coupons.

The hostelites can change their option for taking the food at the end of each month for the following month, subject to number of hostelites a mess can accommodate.

Hostelites can opt to take food in one of the following 3 places only.

- (1) Hostel Mess (2) Aman Rasoi (3) Food Court

Schedule for issue of Food Court Coupons and Mess ID cards will be notified during 2nd / 3rd week of every month. It will be issued only on those days.

Even if the hostelite has gone to LG's place, one of these days the hostelite has to come and reserve for the Mess ID card (if not reserved for Food Court).

Failing to this :

- a. The hostelite will not get Mess ID card for the following month and will forfeit the amount paid towards the food charges for the month.
- b. On this pretext the hostelites cannot ask permission to go out to take food after 7.30 pm.
- c. Not taking the Mess ID card (if not reserved for Food Court) will amount to violation of the Hostel rules.

If hostelite cannot cope up with the food or with the timings of the specified messes / food court, such hostelite will have to vacate the hostel.

DTL – One time during the entire period of stay in the Hostel

18. Local Guardian (LG):

A local guardian is a must for every hostelite.

Parents have to authorize the LG. The LG should be an elderly person (above 35 years). Only in the case of LG being own brother / own sister working in Bangalore, age limit may be slightly relaxed. The decision of the hostel authority, to accept or not the authorized local guardian from the parent, is final and binding.

The local guardian is to be authorized / re-authorized every year.

Expectations from LG:

- a) LG should accept and appreciate all the rules, regulations and conditions of the hostel.
- b) As and when requested by the hostel authority to come and meet, the LG should immediately respond
- c) When hostelite is unable to stay in the hostel, the LG should participate pro-actively and take the hostelite to their residence if required.
- d) If the Hostel Authorities request the LG to come to appraise about their ward on academic / health related issues, the LG should immediately respond.
- e) If it is found by hostel authority that an hostelite is indulged in some problem / is going to be in problem because of certain developments around his associates, LG should be ready to keep the hostelite in their residence / residing place at their own risk till further notification.

Every LG should visit the hostel and meet the warden / hostel authority once every two months necessarily.

Hence it is onus on the part of parents to identify right local guardian whom the parents believe can take up such responsibilities and discharge to the satisfaction of the parents. The institution / hostel will not be responsible for any lapses on the part of local guardian.

DTL - 1 Time / During the stay period* (Cumulative)

If the LG is found not responding to the needs of the HA more than once the parents will be requested to change the LG. Otherwise the hostelite has to vacate the hostel.

19. Hostelites are allowed to go to Local Guardian's (LG's) place with prior permission only, and normally only once a week. They have to seek permission from the Warden by submitting the request in the prescribed format well in advance before going, preferably a day earlier or at least one hour in advance in emergency. Timings for seeking permission to go to LG's or parents place will be displayed on the hostel notice board. While returning from LG's place, the signature of the LG is to be obtained necessarily in the prescribed format. If anybody goes to LG's place without permission, it will be treated as violation.

As hostelite returns from LG's place he should report to the Warden / at hostel office to complete the formalities. Otherwise it is considered as violation.

DTL - 1 Time per annum*

20. Visitors / Guests to meet the hostelites:

Visiting hours: Between 3.30 p.m. and 6.30 p.m.

The guests are to report at reception. Visitors can meet their ward in the reception only. No guests / visitors (including the family members, relatives and friends) are allowed to enter the hostel without the prior permission of the Warden.

Only in case of parents and the family members, relaxation in the timings may be given by the hostel authority.

Visitors other than parents may not be allowed to visit the hostel rooms, unless the Warden is totally convinced the need for the same.

In all these cases the decision of the Warden / HA is final and binding on all.

Hostelites / parents / visitors taking objection to this is considered as violation.

DTL - 1 Time / During the stay period*

21. There is no provision for parking vehicles of the hostelites near the hostel premises.

DTL - 1 Time / During the stay period*

22. Use of electrical heater or other appliances in the room is strictly prohibited.

DTL - 1 Time / During the stay period*

23. Smoking, consuming alcohol, Ganja, Gutka etc or any other similar material considered toxic / drugs are strictly prohibited

- in the room, within the hostel premises / college premises or outside the college premises.

"Breath Alcohol Analyser" will be used to test - by sample / arbitrarily / purposely in order to check/control the consuming of alcohol & related materials. This being done in the best interest of the students, it is expected that no body will get offended. Any body taking objection to this will amount to Violation. If any student seeking admission to hostel is sensitive to this, it is strongly suggested that they do not join the hostel.

Even if the hostelite is **in possession of such prohibited materials**, it will be treated as **serious offence** and is in violation of the hostel norms. A hostelite in possession of

such materials **cannot claim that he is not aware of it.**

If the hostelite is found violating any of these, he will be sent out of both the hostel & institution with immediate effect.

If found necessary, the hostel authorities can handover the case to the Police for necessary investigation & action. For resulting consequences, the HA or College will not be responsible.

The same will be intimated to the parents / Local guardian immediately, if reachable.

DTL - Zero tolerance

Will also be rusticated both from Hostel and College.

May also be handed over to the Police, as the case may be.

24. **Celebrations of birthdays are banned in the room or in the corridor or in the common facility areas.**

However provision is made for hostelites to celebrate birthday only in the venue specified, with stipulated conditions. Those who are interested should obtain prior permission at least 15 days in advance. Birthday will be allowed to celebrate in the prescribed hours between 06.30.pm and 08.00 pm only.

There could be more than one birthday celebration in the same venue.

Only the current hostelites are allowed to be part of celebrations. Outsiders, including classmates or friends, are not allowed.

Celebration during mid-night is strictly prohibited.

DTL - Zero tolerance**

25. **The dress code will be displayed on the Hostel Notice Board. Hostelite should strictly follow it.**

DTL - 2 Times per Sem / Session *

26. **Ragging is strictly prohibited. It is a cognizable offence.**

Even any act that amounts to an attempt to rag is considered as an unforgivable offence.

- Every hostelite and the parents are to give an undertaking in the prescribed format on a stamp paper through a Notary to the effect.
- Even any traces of an attempt to rag, when comes to our notice, all the involved students may have to be handed over to the police. Parents /

guardian will be intimated if reachable. For any consequences arising out of this, the HA or college will not be responsible. When such an incidence is noticed / comes to the notice, the HA will first conduct an enquiry giving opportunity to all involved to reveal the truth without hiding the facts or misleading the HA

- to know who is/are guilty and who is / are victims
- the gravity and seriousness of the offence.

If HA are able to get some picture of the situation, then accordingly

- Attempt will be made to intimate the concerned parents / LG if reachable to proactively participate to resolve the issue and with all urgency.
- Keep all concerned hostelite under suspension till all enquiry and investigation are completed. Hostelites involved will be given to the custody of the parents / LG during the period of suspension.
- suitable action will be initiated based on:
 - i) guidelines available by statutory authority
 - ii) decision / recommendation of Hostel Committee

However, if HA will not be able to get correct picture of the incident and identify the culprits / guilty:

- Attempt will be made to intimate parents / LG immediately if reachable, requesting them to take proactive role with urgency as situation demand.
- Will be handed over to Police for further enquiry and necessary investigation.
- Keep all concerned hostelite under suspension till all enquiry and investigation are completed. Hostelites involved will be given to the custody of the parents / LG during the period of suspension.
- Necessary action will be initiated as per the statutory rules and guidelines.

For any consequences that arises out of such act, the HA and college will not be responsible.

- It is from this point of view, the hostelites are requested to not to give scope for getting victimized. Hostelite susceptible for such victimisation are advised and cautioned not to go when requested / called / threatened to go to a place for introduction – either inside the hostel or college campus or

outside the college campus by somebody not very well known. If anybody receives such calls, without fear it should be brought to the notice of HA / Anti-ragging committee / Anti-ragging squad. Instead, if the hostelite willingly or out of fear responds to such calls / threat / invitation and get into the problems, such hostelites will become a part of the menace. This will attract punishment as per the statutory guidelines / HA decision. In such cases the HA or college will not be responsible for any resulting consequences.

- The Fresh students getting admitted to Hostel will be given accommodation in the specified locations earmarked. Entry to these locations in the hostel for senior students is restricted even if own brother / relative / cousin is staying in the hostel & can only go with the prior written permission of the HA. Freshers should not go to rooms in the other locations in the hostel without the written permission of the HA. Freshers should not allow others to enter their room. Any resistance offered by the external person, should be immediately brought to the notice of the Warden / HA.

Hence it is advisable and mandatory that if any hostelite or parents comes to know of even any symptoms of "an attempt to rag", it should be intimated to the Warden / hostel in-charge/ Principal / Anti-ragging committee / Anti-ragging Squad with no lapse of time so that the innocent hostelites do not suffer.

DTL - Zero tolerance

Will also be rusticated both from Hostel and College. Will be handed over to the Police

27.	Use and possessing of inflammable / explosive material in any form (including crackers) is strictly prohibited. DTL - Zero tolerance. Will be sent out from both hostel and college.
28.	Putting fire in the room / corridor / common area is strictly prohibited. DTL - Zero tolerance. Will be sent out from both hostel and college.
29.	Going on picnic / visits is strictly prohibited. If a student violates this, for any consequences arising out this, the hostel or

	<p>college is no way responsible and such hostelite will be sent out both from the hostel & college without any further notice</p> <p>DTL - Zero tolerance. Will be sent out from both hostel and college.</p>
30.	<p>Use of mobiles, if found creating problems in the hostel, may be banned with restricted hours of using and in case of emergency only. If hostelite disobeys the restrictions, it will be treated as violation.</p> <p>DTL - 1 Time per Annum*</p>
31.	<p>The period of accommodation in the hostel is for one academic year, and not for one calendar year.</p> <p>A hostelite has to vacate the hostel at the end of each academic year, within a maximum of 3 days after the last day of examination. Even during this period of his stay in the hostel, he should abide by all the rules, regulations and conditions of the hostel with no exception.</p>
32.	<p>If a hostelite is leaving the hostel in the middle of the academic year on his own due to personal reasons or because he is asked to vacate the hostel on disciplinary measure, he will forfeit entire amount paid to the hostel, except the part of caution deposit.</p>
33.	<p>When hostelites are going out of hostel on short term / mid-term vacation, hostelite are to take prior written permission from the Warden. When returning, should get the letter signed from the parents in the prescribed format. Going without permission under any circumstances is treated as violation.</p> <p>DTL - Zero Tolerance.</p> <p>Will not be given hostel accommodation for subsequent semester / year.</p>
34.	<p>When hostelite are vacating the hostel, they have to intimate the Warden at least 15 days in advance. Hostel office will issue no due certificate, after which only the hostelite can vacate the hostel otherwise it is considered as violation.</p> <p>If a hostelite is leaving the hostel once and for all, the no due certificate is to be sent to the accounts section for refund of balance due towards the hostelite. It will normally take 1 week to 10 days to handover the cheque towards refund. Hence intimating the Hostel authorities 15 days in advance is essential.</p> <p>DTL - Zero Tolerance.</p> <p>Will not be given hostel accommodation for subsequent semester / year.</p>
35.	<p>If any hostelite vacates the hostel without following the procedure said in Sl.No 33 and</p>

34 above, it amounts to violation of hostel rules. While hostel office will attempt to contact the hostelite / parents / guardian to get the information regarding this, if no proper response is received, **hostel authority reserves the right to break open the lock and confiscate the materials inside and to re-allot the room.** The hostel authorities will not be responsible for any loss of materials.

DTL - Zero Tolerance.

Will not be given hostel accommodation for subsequent semester / year.

36.

Provision for reservation of accommodation for subsequent academic year:

If a hostelite desires to continue for the next academic year, he can reserve his seat by submitting "Conditional reservation form" for hostel accommodation. The date for commencement for reservation of accommodation for subsequent academic year will be notified in advance.

Admission given to Hostel for an academic year does not ensure automatically the admission to the hostel for the subsequent year. HA reserves the right to permit or reject the hostel accommodation for the subsequent year, without giving any reasons.

If the hostelite is given the application form for conditional reservation, he can reserve the hostel accommodation by paying the prescribed amount. After having reserved, if the hostelite decides not to join the hostel for the next academic year, a process fee Rs.1000/- will be deducted and the balance amount will be refunded. However the request letter for cancellation should have the acceptance and signature of the parents.

* If the tolerance limit for the given period is exceeded or if any of his act / behavior amounts to violation of hostel norms as specified in the hand book, the hostelite will not be allowed to stay from the very next semester / session onwards. The same will be intimated to parents / LG for necessary follow-up, if reachable.

Even after this, if the hostelite continues to deviate repeatedly, the hostelite has to vacate the hostel immediately. The same will be intimated to the parents and local guardians for necessary follow-up, if reachable.

** Immediately the hostelite has to vacate the hostel. The parents and LG will be intimated for necessary follow-up, if reachable.

NOTE:

ABBREVIATIONS USED:

1. **HA** – Hostel Authorities
2. **LG** – Local Guardian
3. **DTL** – Deviation Tolerance Limit