



MANIPAL
ACADEMY of HIGHER EDUCATION
BENGALURU CAMPUS
(Institution of Eminence Deemed to be University)

INSTITUTION OF
EMINENCE



HOSTEL RULES AND REGULATION



1. Parent Credentials / Parent Details

MAHE Bengaluru at various instances, require parents to approve, authorize, or be informed of their ward's academic and non-academic activities. In such cases, it is essential that the parent details and credentials provided to the University are accurate, valid, and authentic.

Please note that local guardians, siblings, relatives, or friends do not qualify as parents, and their contact details cannot substitute parent credentials unless specifically requested by the parents in person and formally approved by the University.

Any attempt to falsify parent credentials, or to have siblings, friends, or any other individuals impersonate parents with the intent to mislead University authorities, will be viewed with zero tolerance.

Students are also advised that they are not permitted to access or send emails using their parents' email IDs/ create fake IDs.

Any violation, misuse, misrepresentation, or fraudulent use of parent credentials will be treated with utmost seriousness and may result in strict disciplinary action, including immediate and permanent expulsion from the hostels.

The University shall treat all the emails received from the registered email ID of the parents as the communication from the Parents. University shall not be held responsible for the misuse of the same.

➤ **Official communication and administrative compliance**

Students and Parents as applicable are expected to remain attentive and responsive to all official communications issued by the University. This includes answering calls from the university/hostel administration, regularly checking their personal for parents/learner email IDs, responding to emails in a timely manner, being aware of deadlines, complying with administrative protocols, filling out forms and declarations as required, and adhering to all regulatory requirements communicated from time to time. Students are expected to act responsibly and proactively without requiring repeated reminders or personal follow-ups. Continued non-adherence, failure to respond, or disregard for official communication and procedures shall be viewed seriously and may be construed as negligence and/or wilful disobedience of University directives.

Student Safety:

Student safety is a top priority at MAHE and is something we all share responsibility for. While the campus has several comprehensive measures in place to support

your safety, we encourage you to stay mindful, always make thoughtful decisions in your day-to-day activities and exercise reasonable caution and sound judgment.

Please note that our security personnel have limited authority outside campus premises. Staying aware and taking reasonable precautions as advised is important for your safety.

Emergency Contacts (Off-Campus):

- Police: 100
- Ambulance: 108
- National Emergency Helpline: 112

Emergency Contacts (On-Campus):

- MAHE-BLR Security (24/7): 6364631781 / 6364631792

Students are advised to remain vigilant and are encouraged to stay aware of their surroundings. The following guidelines are meant to help you stay safe, though they may not cover every situation:

- Avoid isolated or poorly lit areas, especially at night. When booking or waiting for cabs, it's best to do so near MAHE gates, where security personnel are present.
- Please avoid walking and socializing near railway tracks or visiting water bodies, as the depth and potential risks may not always be visible.
- Do not interact with unknown individuals outside the campus.
- Follow traffic rules carefully. Wearing helmets is essential, and it's important to avoid triple riding or performing stunts such as wheelies. Please also keep the prescribed speed limits.
- It's advised not to attend unauthorized parties or events, irrespective of whether organized by MAHE or non-MAHE students.
- For your safety and well-being, please avoid alcohol, cigarettes, vaping, and any other prohibited substances. Coming to campus under the influence may affect your safety and lead to disciplinary action.
- Stay attentive when visiting nearby areas, including local eateries.
- Share travel details: Inform a friend/roommate when going out, especially at night, and share live location when using cabs.
- ID card: Always carry your student ID card while on and off campus.
- Health awareness: Seek medical help immediately in case of illness or injury; do not ignore symptoms.
- Group movement: Prefer moving in groups, especially during late hours or to unfamiliar places
- Also be mindful and responsible of your postings / content on social media.
- Be mindful of your actions and interactions to avoid situations that could lead to discomfort or risks such as coercion or misuse of personal information leading to blackmail, or extortion.
- It's best to refrain from involvement in conflicts, directly or indirectly, with fellow students, neighboring institutions, or others.

If students ever feel unsafe, uncomfortable, or find themselves in a concerning situation, they are encouraged to hesitate to seek help immediately.

2. Hostel Timings

| Particulars | On-Campus | Off-Campus |
|-----------------------------------|-------------------|------------------|
| Curfew Hours | 9.30 PM -6.00 AM | 9.30 PM -6.00 AM |
| Reporting inside the hostel block | Before 11.00 PM | Before 9.30 PM |
| Attendance Hours | 09.30 PM 11.30 PM | 9.30 PM 10.00 PM |
| Silent Hours | 12.30 AM-6.00 AM | 12.30 AM-6.00 AM |

The last bus from the campus to the Off-campus hostels will leave at 8:30 PM.

Students who miss the University transport are expected to make their own arrangements.

Curfew Hours:

Movement into and out of campus is strictly prohibited during curfew hours keeping in mind the safety of the students. It is essential for students to be mindful of the curfew hours and plan their outings accordingly to avoid any delays. Please note that unavailability of transportation, traffic jams or vehicle breakdowns will not excuse violations of the hostel curfew, which is set at 9:30 PM.

Students travelling in own vehicle are required to plan their travel in a way that they return to the campus before the curfew hours. Verbal approvals /emails seeking approval/ any other reason for reporting late other than permitted reasons will be treated in line with late coming. Availing a gate pass and reporting the same day beyond the curfew hours is not permitted

Exception: Movement during these hours is only allowed for medical emergencies or outstation travel, subject to prior approval from parents and submission of relevant travel documents or for pre-approved academic activities.

Hostel Attendance:

| Category | Guidelines / Rules |
|--|--|
| Attendance System | Attendance is captured through the facial recognition system and students are expected to report for attendance as per the prescribed timings. |
| Medical Exception for Attendance | In the event of illness preventing students from logging their night attendance, the wardens must be informed before the start of the attendance time for validation and recording. |
| In-Campus and Off-Campus Hostel Attendance timing | IN-CAMPUS Hostels: 09:30 PM and 11:00 PM Exit from the hostel block after 9.30PM is not allowed. However, entry is permitted to accommodate attendance starting at 09:30 PM. OFF-CAMPUS Hostels: 09:30 PM and 10:00 PM |
| Late Arrival & Attendance Violations | Late arrivals to the campus/hostel gates and missing attendance at the hostels will be reported to the concerned authorities. |

| | |
|---|---|
| Impact on Hostel Allotment | Accumulating 5 or more late arrivals or violations of attendance protocols in an academic year will affect hostel allotment for future years. |
| Escalation for Repeated Violations | Instances of repeated violations will be communicated to the respective HoI/HoDs and parents. |
| Severe Disciplinary Action | In acute cases, the resident may be required to vacate the hostel. |
| Silent Hours Policy | Silent Hours: 12.30AM to 6.00AM Students must remain in their own rooms during silent hours |
| Room Visit Restrictions During Silent Hours | Entertaining friends in your room or being present in rooms other than your own during silent hours is strictly prohibited. |
| Room Inspections | Wardens and hostel authorities are permitted to visit rooms for administrative purposes, including surprise audits during silent hours, and students are expected to cooperate. |
| Disciplinary Action for Silent Hour Violations | Violations of silent hours will be reported to hostel authorities for disciplinary action. |

3. Leaves and Outing

| Aspect | Guideline |
|---------------------|---|
| Leave request | Must be submitted 24–48 hours in advance (except emergencies) through the hostel app. |
| Mode of application | Apply through the hostel app only |
| Parent approval | Mandatory from parents as registered in the app. |
| Gate pass issuance | Issued by wardens after approvals and formalities |
| Exit/entry process | Leave out passes must be applied through the Zolo App and require approval from both parents and wardens. The QR code generated must be scanned at the security gate during exit and entry. |
| Curfew movement | Travel documents required; prior approval (24–48 hours) mandatory |
| Night/curfew passes | Not permitted; no night passes will be issued. Availing a gate pass and reporting back during curfew hours is not permissible. |

Unauthorized Absence from Hostels

Absence from the hostel without prior approval and a valid gate pass will invite disciplinary action. If a student is found missing post attendance hours, wardens will first attempt to contact the student. If unreachable, parents will be informed to confirm their awareness of the student's absence.

Parents who confirm the absence must send an email to the hostel team. This email serves only as confirmation and does not exempt the student from disciplinary consequences.

If both the student and parents are unreachable, or if parents are unaware of the student's whereabouts, the matter will be escalated to security and senior officials. In such cases, necessary action—including filing a police report—may be initiated immediately.

4. Access To Hostel Blocks

| Category | Guidelines / Rules |
|---|---|
| Access Restriction to Hostel Blocks | Hostel residents are restricted to their respective hostel blocks only. Entry into other hostel blocks or hostels is prohibited. |
| Access to other Hostel Blocks | Prohibited |
| Access to Hostels Blocks for Day Scholars | Prohibited (Not even till the reception) |
| Gender-Based Hostel Access | Boys' hostels are strictly off-limits to girls and girls' hostels are strictly off-limits to boys. |
| Reporting Unauthorized Individuals | Hostel residents are expected to cooperate in preventing unauthorized persons from entering or staying within the hostel premises. Any unauthorized individual noticed must be immediately reported to the Warden for further action. |

Access To Hostel Blocks for Visitors

| Category | Guidelines / Rules |
|---|---|
| Parents Visiting for Academic/Official Purposes | Parents visiting for academic or official purposes may access the respective academic or administrative blocks during university working hours through Gate-1. |
| Parent & Local Guardian Hostel Visits | Parents and local guardians visiting hostel residents may do so between 4:30 PM and 6:30 PM at the designated Parent's Visiting Lounge only through the specified entry gate. |
| Restriction on Male Visitors in Girls' Hostels | Entry of male visitors into girls' hostel blocks is strictly prohibited, except for authorized staff on official duty. Such personnel must carry valid authorization and must always be accompanied by a lady warden or female security staff member. |
| Sibling / Cousins / Friends Visits | Siblings or others are permitted to visit only when accompanied by parents or authorized local guardians. |

- Occupation, Usage and Student Responsibility

| Section | Details |
|---|---|
| Proxy / Dummy Occupancy | Strictly prohibited and will invite disciplinary action, permanent removal from hostel |
| Unauthorized Stayovers | Staying away overnight or allowing others, including friends, to stay in the room is not permitted. |
| Use by Non-Residents | Rooms must not be used by non-residents, including students from other hostel blocks, day scholars, or guests. |
| Disturbance and Noise | Any form of disturbance, including loud music or shouting, is prohibited and may lead to disciplinary action including confiscation of speakers etc if used. |
| Use of Musical Instruments | Musical instruments may be kept in rooms; however, they must not be used in a manner that causes disturbance. Complaints or violations may lead to confiscation. |
| Use of Allotted Space | Students must use only their allotted space and ensure the room remains ready for an assigned roommate at all times. Full cooperation must be extended to newly assigned roommates. |
| Room / Block Shifting | Students may be required to shift rooms or hostel blocks based on administrative requirements. Compliance is mandatory. Students are advised to refer to the hostel handbook regarding allotment policies. |
| Security of Belongings | Wardens may provide room access to assigned roommates upon their arrival. Students who have already occupied the room must ensure that their belongings are securely stored at all times. |
| Responsibility for Room Activities | Residents are responsible for all items kept in their rooms and for any prohibited activities occurring within the room. |
| Personal Valuables | Personal valuables are the sole responsibility of the student. Students are advised to arrange appropriate insurance at their cost for valuable items. |
| CCTV Access Requests | CCTV access will not be provided for minor or insufficient reasons, including loss of items from unlocked rooms. Students must ensure that rooms are securely locked and belongings are safeguarded. |
| Key Etiquette | Lending or borrowing keys (even among friends), unauthorized possession or collection (including holding any key other than one's own), duplication of keys, or leaving doors unlocked is strictly prohibited. Any loss of keys should be reported immediately through the app. |
| Room Knocking | Students must open their rooms promptly when requested. Unnecessary delays are not acceptable, and wardens may use a spare key if access is not provided immediately. |
| Use of table Lamp | Students studying after 12.00 AM are required to compulsorily use table lamps. Headphones to be used to ensure comfort of the roommates at all times. |

5. Cleanliness and Hygiene

| Aspect | Guideline |
|-------------------|---|
| Room cleanliness | Rooms and surroundings must be kept clean, always |
| Housekeeping | Housekeeping services must be used; students must be present during cleaning and secure valuables |
| Cleaning schedule | Alternate-day cleaning is mandatory |
| Non-compliance | May result in access via master key for cleaning |
| Repeated refusal | More than 3 refusals may lead to inspection and compulsory cleaning |
| Waste disposal | All waste must be disposed off only in designated bins |
| Shared hygiene | Students must maintain basic hygiene in rooms and follow washroom etiquette; non-compliance may lead to accommodation downgrade |

6. Maintenance of Rooms

| Category | Rule |
|--|---|
| Defined Room layout | No alteration, modification, or movement of room layout are allowed Students are to occupy the beds, cupboards and other areas basis allocation (A, B, C, or D). |
| Painting/Maintenance | Managed by hostels as per schedule; students cannot repaint or alter rooms. |
| Maintenance requests | Must be raised via hostel app; outsourcing not allowed |
| Movement of furniture, fixtures, or any items between rooms or from common areas, inside or outside the hostel | Not Permitted |
| Mattress & Pillow | The students are expected to use bedsheet over the mattress / mattress protector. Student are expected to arrange their own pillows. |
| Personal items (including shoes) in hostel corridors | Not Permitted |
| Electrical points | To be used only for designated /permitted appliances only |
| Electrical issues | Must be reported through the app; self-repair prohibited |
| Use of Power & electricity | Switch off appliances when not in use; conserve energy |
| AC default temperature setting | As per BEE guidelines, 24°C is the default temperature setting for all AC rooms, when in use |
| Water usage | Water must be used responsibly, and any leaks should be reported immediately. Restriction on water availability or temporary shutdowns may occur during the summer season / other operational purposes. |

| | |
|-----------------------------------|--|
| Room shifting (post occupation) | May be required for maintenance / administrative issues; compliance mandatory-Refer Hostel Allotment |
| Damages | For any damage of hostel property - Costs and fines will be imposed |
| Decorations | Posters/wall art not permitted; damage will be charged |
| Celebrations (Birthday/Otherwise) | Only in reception area; must end before silent hours; no room parties |
| Cooking | Strictly prohibited in rooms, including carrying raw frozen foods like cold cuts etc |
| Restricted items | Knives, blades, tools allowed only for academic use with declaration |

7. Appliance Usage Policy

Electrical Appliances Permitted on Chargeable Basis

Important Usage Guidelines

1. Appliances must be placed on stable wooden surfaces and must not be used on mattresses, pillows, or clothing which can be potential fire hazards.
2. Payments made are for the full academic year, irrespective of semester usage/ irrespective of the period of usage and the payments lapse at the end of the academic year.
3. All payments are non-refundable.
4. All items must be declared and paid for before bringing the appliances inside the hostels
5. All appliances kept in a room must belong to its residents and must have been purchased and paid for by them. Appliances belonging to or paid for by students of other rooms are not permitted and will be permanently confiscated.
6. Students must be able to produce payment proof at any time, even multiple times.
7. Payment is applicable to a specific device only. Substituting or using a different device in place of the one registered and paid for will not be permitted.
8. Items not compliant with Appliance Policy will be confiscated and the student must make arrangements to have the same removed from the hostels permanently within one week.
9. Payments for the appliances must be completed within one month from the date of reporting to the hostel or on or before 31st August 2026, whichever is earlier.

Permitted Electrical Appliances / Gadgets

The following appliances will be allowed under prescribed wattage limits, specific usage conditions and associated charges for the usage:

| Appliance | Maximum Permitted Wattage | Charges per Academic Year |
|---|---------------------------|---------------------------|
| Electric Kettle [For heating water only. Cooking is strictly prohibited. Multipurpose kettles are not allowed] | 1200 Watts | Rs.1,000 |
| Egg Boilers | 500 Watts / 7 Eggs | Rs.500 |
| Portable Blenders (Battery operated) | 50 Watts & 500 ML | Rs.100 |
| Table Fans | 60 watts | Rs.1000 |

Holding multiple appliances of similar nature is not permitted. Eg 2 Kettles

Electrical Appliances Permitted on Non-Chargeable Basis

- Table Lamps
- Personal Tech Equipment Charging
- Electric Shavers
- Hair Dryer
- Hair Straightener
- Electric Comb
- Inhaler/ Vaporizer/Nebulizer up to 500 Watts [For health / medical requirements only]

Electrical Appliances Prohibited

The following electrical appliances are strictly not permitted in hostel rooms:

| Items Prohibited in the Rooms | |
|--|---|
| Televisions and Projectors | Iron boxes/steam irons |
| Washing Machines-Portable/otherwise | Electric massagers |
| Fridges | Coolers |
| Large Knives/ saws/ blades/ hammers, ropes and likes | Cooking appliances (hotplates, sandwich maker, induction stoves, multipurpose kettles, microwave ovens, rice cookers, etc.) |
| Immersion Coils | Any item not specified in the 'permitted list'. |

Consequences for Non-Compliance

1. Any misuse of permitted appliances will result in immediate confiscation and disciplinary action.
2. Possession or use of equipment/ appliances other than the ones permitted above will be confiscated permanently.
3. Any appliance found in possession of a student without prior approval will be permanently confiscated, and the student will face disciplinary consequences.
4. Any appliance found in a hostel room will be deemed to belong to the residents of that room. Claims that the item belongs to a friend from another room will not be accepted. Unauthorized items will be permanently confiscated.

These guidelines have been established in the larger interest of student convenience, safety and security. The cooperation of all residents in adhering to this policy is greatly appreciated.

Other Permitted and Non-Permitted items

All students staying in the hostels are hereby notified that the following items are being permitted in the hostels, with immediate effect.

| Sl No | Item | Allowed | Condition |
|-------|------------------------------|---------|--|
| 1 | Dumbbells | Yes | To be used for health requirements only |
| 2 | Scissors | Yes | To be used as per the requirement only |
| 3 | Small Knife/ Butter Knife | Yes | To be used for cutting fruits and as required |
| 4 | Personal Items/Artifacts | Yes | Only which are harmless |
| 5 | Cakes | Yes | Birthday celebrations to be done in the reception - cut cake and pastries are allowed to be taken to the room. Full cake without any icing/cream can be directly taken to the room. |
| 6 | Kombucha - health drink | Yes | Provided it is sealed |
| 7 | Speakers | Yes | In case of disturbance to others or when observed, it will be confiscated. |
| 8 | Eggs | Yes | To be used judiciously and for the purpose of eating only. Any misuse will lead to disciplinary action. |
| 9 | Aerated Drinks | Yes | <ol style="list-style-type: none"> 1. Not to be sold under any circumstances 2. Can be procured in reasonable quantity- Max 3 per student/ each time. 3. Aerated drinks to be brought in a sealed state at the gates of the campus- Gate 1 & Gate 3. Opened / half consumed aerated drinks will not be permitted inside the campus. |

Further, the following items are not allowed –

| Item | Allowed | Condition |
|--|---------|---|
| Playing Cards | No | UNO cards are permitted. (SEPARATE) To be ensured that no form of betting is indulged inside the campus. |
| Candles/ agarbattis/ diyas | No | Fire hazard |
| Energy Drinks / Empty energy cans as collectables | No | Not allowed inside the campus |
| Alcohol including empty bottles/ Cigarette including empty box/ Vape/ Matchbox/lighter/Substance | No | Zero - tolerance |

Students are expected to make a note of the same and ensure compliances.

8. Surprise Room Audits

| Aspect | Guideline |
|-------------------|---|
| Audits | Surprise room audits/inspections may be conducted by wardens/security |
| Notice | No prior notice; student cooperation expected |
| Timing | May be conducted anytime, including silent hours |
| Scope | Entire room and all occupants' belongings may be checked. Audits will be carried out even if one resident of the room is present. |
| Frequency | At the discretion of authorities; may occur multiple times weekly/monthly |
| Additional Checks | Sniffer dogs may be used during audits |
| Prohibited items | Must be surrendered immediately; students must cooperate and provide a statement. |

1. RULES, REGULATIONS & DISCIPLINARY POLICIES

[To be read in conjunction with the MAHE-B'LRU 'Code of Conduct' document]

Students are expected to fully comply with the rules and regulations in place. Any changes in regulations will be communicated via student learner emails ids and students are expected to check their emails regularly, take note of any changes and adhere to the prevailing regulations accordingly.

Please refer to Annexure-III for the penalties and consequences of non-adherence to the established rules and regulations.

1. Anti- Ragging

Ragging in any form is banned inside and outside the campus. Strict action is taken against persons flouting this rule; no leniency is shown. Suspension pending enquiry and/or withdrawal from the hostel/ college is the first action against the offender.

Please note that under the University Grants Commission curbing the Menace of Ragging in Higher Educational Institutions (second Amendment) Regulations, 2013. ragging is a criminal offence and punishable with one year imprisonment. The Supreme Court of India has also defined ragging as a criminal offence. All students admitted to constituent colleges of Manipal Academy of Higher Education and their parents are hereby informed to go through the guidelines on anti-ragging. MAHE-B'LRU has an anti-ragging committee that has been formed as per approved guidelines to address the complaints. Wardens / authorities are authorized to access the rooms with the master keys without prior intimation for reasons deemed fit.

Link: <https://www.manipal.edu/mu/campus-life/student-affairs/anti-ragging.html>

Any student who experiences, witnesses, or receives information regarding ragging, attempted ragging, intimidation, or retaliation connected with a ragging complaint shall immediately report the same to the Warden, Anti-Ragging Committee, or other designated University authorities. Failure to report such incidents, suppression of facts, or acts of retaliation against a complainant or witness will also be treated as serious misconduct and may invite disciplinary action independent of the proceedings against the principal offender.

At the time of admission the students and the parents shall submit appropriate affidavit as mandated in the University Grants Commission curbing the Menace of Ragging in Higher Educational Institutions (second Amendment) Regulations, 2013.

2. Substance Abuse

To prevent substance abuse and to create a secure and conducive atmosphere for learning among the students on the campus MAHE B'LRU adheres to the following guidelines concerning the possession, use and/or distribution of substances of abuse:

Cannabis, Heroin, Benzodiazepines, barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic acid diethylamide, Amphetamine, Methamphetamines, MDMA, Phencyclidine, GHB, Methaqualone, Inhalants and any other drugs and substances mentioned in The Narcotic Drugs and Psychotropic Act 1985.

The possession, use and/or distribution of substances of abuse are prohibited on premises owned or controlled by MAHE B'LRU.

MAHE-B'LRU squads will carry out random checks on students/residential premises for substances of abuse.

Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion.

Violators will also come under the purview of Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act) and will be liable for penal action.

Disciplinary procedures

A student violating the MAHE policy on substance abuse will face:

- Immediate suspension from the college and hostels, pending enquiry.
- Parent/legal guardian will be informed immediately and will be expected to meet the Head of Institution (HOI) and the Chief Student Officer at the earliest.

The Disciplinary committee will conduct an enquiry and submit the report to authorities who will initiate further action in consultation with the MAHE -B'LRU Management.

Link: <https://www.manipal.edu/mu/campus-life/student-affairs/substance-abuse.html>

3. Cyberbullying

Cyberbullying in any form is strictly prohibited within the college community. Students are expected to use digital platforms responsibly and respectfully at all times.

Cyber bullying includes, but is not limited to:

- Sending abusive, threatening, or derogatory messages
- Spreading rumors, false information, or defamatory content online
- Sharing or posting embarrassing photos, videos, or personal information without consent
- Impersonating someone to harm their reputation
- Excluding or harassing individuals through online groups or social media
- Audio/ Video recording and circulation is strictly prohibited

Dos

- Be respectful and responsible in all online interactions.
- Think before posting, commenting, forwarding, or sharing content.
- Use social media and messaging platforms ethically.
- Maintain privacy settings on your accounts.
- Report abusive, threatening, fake, or inappropriate content immediately.
- Support peers who may be facing online harassment.
- Keep evidence such as screenshots or chat records if cyber bullying occurs.
- Inform wardens, faculty, counsellors, or authorities if you witness serious online misconduct.
- Use digital platforms in a way that reflects the values of the institution.
- Practice empathy — words online can affect mental health and well-being.

DON'Ts

- Do not ask/ share passwords / OTPs / any login credentials.
- Do not troll, mock, threaten, shame, or humiliate others.
- Do not create fake accounts or circulate morphed images/videos /emails.
- Do not share private conversations, photos, or personal information without consent.
- Do not forward rumours, gossip, or defamatory content.
- Do not use offensive language, memes, or comments targeting someone's appearance, identity, culture, or background.
- Do not engage in anonymous harassment or group bullying.
- Do not record or post videos of others without permission.
- Do not assume "it was just a joke" excuses harmful online behaviour.
- Do not retaliate aggressively online — report and seek support instead.
- Do not ignore cyber bullying incidents happening around you.

Any student found involved in cyberbullying will face disciplinary action, which may include:

Filing of a formal complaint with the cyber police

Issuance of warning letters

Suspension from hostel/academics

Expulsion in severe or repeated cases / and other action deemed fit by the University.

The University stands committed to providing a safe and respectful environment, both offline and online.

4. Alcohol And Tobacco/Cigarette

MAHE-B'LRU campus is strictly an alcohol- and tobacco-free zone. Possession, consumption, or use of alcohol, tobacco, cigarettes, vapes, e-cigarettes, or any related substances within premises owned or controlled by the University will attract disciplinary action.

Key provisions:

- Reporting to campus in an inebriated condition is a violation.
- Possession of empty cigarette packets, alcohol bottles, or related paraphernalia is not permitted.
- Vapes, e-cigarettes, bhang products, lighters and similar items are strictly prohibited and treated on par with tobacco/alcohol violations.
- Claims of alternate or academic use (e.g., candles, projects) will not be accepted.
- Students will be held fully responsible for any prohibited items found in a room they occupy or are present in, irrespective of direct or indirect involvement, and are expected to immediately report any such activities to the authorities.

5. Socially Unacceptable Behavior

Students are expected to maintain appropriate behavior on campus at all times. Any form of socially inappropriate or unacceptable conduct is strictly prohibited.

Students are hereby cautioned to refrain. Please read the Code of Conduct for further clarity.

6. Violation of Fire Safety Norms

The hostel is equipped with comprehensive fire safety and emergency response systems to ensure the safety of all residents. These include fire detection and suppression equipment, emergency evacuation facilities, and trained response mechanisms to effectively manage fire-related incidents. Residents are encouraged to familiarize themselves with the available safety measures, follow emergency procedures, and actively participate in fire drills to contribute to a safe and secure living environment.

Key Fire & Safety Measures for Hostels

1. Fire Detection Systems

o Smoke detectors in:

- Rooms
- Corridors
- Electrical rooms
- Manual call points.
- Centralized fire alarm control panel with audible alarms.

2. Fire Suppression Systems

- Automatic sprinkler systems.
- Fire extinguishers:
 - o CO₂ extinguishers for electrical fires
 - o ABC extinguishers for general fires
- Internal hydrants and hose reels.
- External fire hydrant access for fire team.
- Dedicated underground and overhead fire-water tanks.

3. Emergency Preparedness

- Fire evacuation maps on every floor.
- Regular fire drills.
- Emergency contact numbers displayed prominently.
- Public address (PA) system for instructions.

4. Access & Emergency Response

- Unobstructed access roads for fire tenders.
- Dedicated fire control room.
- CCTV monitoring.
- Elevator recall systems during fire emergencies.
- Emergency medical kits and first-aid rooms.

Fire Emergency – Dos and Don'ts:

| DOs | DON'Ts |
|---|---|
| <ul style="list-style-type: none"> ➤ Stay calm and act quickly. ➤ Activate the fire alarm if not triggered. ➤ Call fire emergency services at 9606079848 ➤ Try extinguishing the fire if manageable. ➤ Close doors behind you to contain the fire. ➤ Alarm all nearby and info authority as given below. ➤ Evacuate the building using the nearest staircase. ➤ Assist a needy person in evacuating. ➤ Proceed to the designated assembly point and report headcounts. ➤ Actively participate all fire drill. | <ul style="list-style-type: none"> ➤ Do not panic and don't run. ➤ Do not ignore alarms or assume it's a drill unless confirmed. ➤ Do not Press Manual Call Point (MCP) unless any Fire Emergency ➤ Do not leave your appliances unattended like Laptop, Mobile, Hair Drier etc., ➤ Do not smoke inside the room. ➤ Do not take personal belongings during evacuation as it delays exit. ➤ Do not use elevators during fire emergencies. ➤ Do not block fire exits or firefighting equipment. ➤ Do not re-enter the building until declared safe by authorities. ➤ Do not spread rumours. |

Campus Emergency Contacts (24/7)

| Ser No | Name | Contact No |
|--------|--------------------------------|--------------|
| 1 | Duty Fire Services Duty Mobile | 9606079848 |
| 2 | Security Officer Duty Mobile | 6364631781 |
| 3 | Engg Duty Mobile | 8867886216 |
| 4 | Yelahanka Fire Station | 080 29733407 |

6. Violation of Fire Safety Norms

| Team Lead | Name | Designation | Level | Contact no | Mail ID | Timings |
|-----------|--------------------------|---------------------|-------|--------------|---------------------------------|----------------------|
| Mohana AJ | Shift Duty Mobile (24X7) | Fire Technician | L1 | 9606079848 | fsd.maheblr@manipal.edu | (24X7) |
| | Sanjeev T Mulkgou-dar | Fire Safety Officer | L2 | 9986948331 | sanjeev.mulkgou-dar@manipal.edu | 08:30 AM to 05:00 PM |
| | Mohana AJ | Deputy Manager - GS | L3 | 9886428334 | mohana.aj@manipal.edu | 08:30 AM to 05:00 PM |
| | Basawaraj Kuppasad | DDGS | L4 | 080-24494183 | basawaraj.sk@manipal.edu | 08:30 AM to 05:00 PM |

| Aspect | Guideline |
|---|--|
| Fire safety awareness | Residents must be familiar with fire safety norms and attend all mandatory fire drills |
| Tampering with Fire safety equipment 1. Activation of Alarms 2. Removal or discharge of extinguishers without cause, 3. Closing /sealing of smoke detectors, or any safety devices | strictly prohibited and will attract fines and / or suspensions |
| Firecrackers | Strictly prohibited in hostel premises at all times; possession or use will attract severe disciplinary action including expulsion |
| Flammable substances / hazardous objects (Gasoline, paint thinner, oil lamps, match boxes, lighters, iron box, Candles, incense sticks and similar items) | are not allowed |
| Emergency response | In case of fire, students must immediately raise an alarm and follow safety protocols |

7. Security including CCTV surveillance

| Section | Details |
|--------------------|--|
| Security Personnel | The MAHE campus and hostels are safeguarded round-the-clock by a proficient and highly trained security team comprising guards, supervisors, and senior security officials. The security measures are further reinforced by the team of wardens. |
| CCTV Surveillance | The campus, including the hostels, is under CCTV surveillance, monitored through a robust command center. |

| | |
|----------------------------------|---|
| Bag and Parcel Checks | All bags and parcels will be subjected to checking, including scanning wherever possible. |
| ID Card Requirement | Hostel residents are required to carry and produce their ID cards at all times, including while entering or exiting the campus. Soft copy of ID cards are not allowed |
| Curfew / Silent Hours Monitoring | Hostel residents found violating curfew hours, silent hours, or seen loitering on campus after 11:00 PM may be questioned by security personnel and may be required to hand over their ID cards to the on-duty security staff. |
| Security Frisking | Security personnel may conduct body frisks if there is suspicion regarding a student's possession of prohibited substances on random basis. |
| Room Access by Administration | The administration reserves the right to enter rooms in cases of rule violations, suspicion of illegal activity, security concerns, uninformed absence without notice, or for other valid reasons, including room audits. |
| Access to CCTV Footage | Students wishing to access CCTV footage are required to email cstdtofficer.blr@manipal.edu and will be advised on the further procedure. CCTV access will not be granted for insufficient or trivial reasons, including cases involving loss of items from rooms left unlocked. Students are expected to ensure that their rooms are securely locked at all times and to exercise due care in safeguarding their belongings. |

8. Id Cards

The Student ID card is an official document issued by the respective Institution/Department.

It is a critical form of identification and must be retained with utmost care and diligence throughout your time at MAHE.

Usage and Display

- The ID card serves as proof of identity and authorizes access to campus and hostel facilities.
- Display of ID cards at campus gates is mandatory. Movement without a valid ID card will not be permitted.
- Students must present their ID card upon request by security personnel, wardens, or any authorized staff member.
- Failure to produce the ID card when asked may result in restricted access to campus facilities or services.

Loss and Replacement

In case of loss, students must immediately notify the administrative team of their respective Institution/Department and apply for a replacement.

A new ID card must be applied for and received within four (4) days of the reported loss.

It is the student's responsibility to follow up and ensure timely issuance of the replacement card.

Beyond 4 days, movement in and out of campus without an ID card will be restricted.

Misuse and Disciplinary Action

The following actions constitute serious violations and will invite strict disciplinary action, including penalties and suspension. Each case will be evaluated by the Disciplinary

Committee, and certain violations will attract mandatory suspension:

1. Lending your ID card to another MAHE student.
2. Lending your ID card to a non-MAHE student (mandatory suspension).
3. Using another student's ID card to move in and out of campus.
4. Duplicating or attempting to duplicate an ID card. If used to facilitate entry of outsiders into the campus, this will involve mandatory suspension and information to placements.
5. Falsifying an ID card or allotment letter for any purpose (mandatory suspension).
6. Making false claims of ID card loss.
7. Declaring an ID card as lost via email but failing to apply for a replacement and using the email to move in/out of campus.
8. If you apply for a replacement ID card and subsequently find your old ID card, you are required to immediately hand it over to Security. Under no circumstances are students permitted to hold or use two ID cards at the same time.
9. Repeated loss of ID cards, which reflects negligence.

Such violations may result in penalties, suspension, or discontinuation of hostel accommodation from the following semester/year for the remainder of the course. MAHE also reserves the right to escalate such matters to legal authorities when required.

9. Other Non-Negotiable Points

- All official communications to be via the official learner email ID only.
- Pets of any type are prohibited within the hostel premises.
- All instructions and notices posted on notice boards, display boards, communicated via official emails, hostel apps and any other means of authorized communication are considered read by all hostel residents. Excuses for non-compliance will not be accepted. It is advised to check the noticeboard daily for the latest information and orders.
- Playing any sport in the corridors or rooms or causing disturbance to other residents in any part of the hostel, is not permitted. Students are also required to adhere to the designated timings for the facilities provided within their respective hostel blocks.
- Birthday celebrations are permitted only in the reception area of the respective hostel blocks.
- Birthday bumps are prohibited as they could cause severe injuries and could even be fatal. Instances of birthday bumps will be treated as manhandling. Even if not reported by any student but noticed by the hostel team, such incidents will be addressed and handled by the disciplinary committee.
- If a roommate is absent from the room, sick, admitted to the hospital, experiencing physical/mental distress, or engaging in improper behavior, it must be promptly reported to the Warden or the Chief Student Officer.
- Weapons or replicas of weapons are not permitted on University Campus at any time. Criminal charges will be filed in every instance, as well as suspension or expulsion.
- Involvement in any criminal offence under Indian Legal System will result in suspension or expulsion from the college.
- Engaging in trade/trade activities/betting/aiding or encouraging betting within the premises/campus /hostels is strictly prohibited.
- Any form of fighting, criminal assault, harassment, threats, bullying, intimidation, or swarming will be addressed with utmost severity. Persistent disregard for these rules may result in suspensions, expulsions, and/or criminal charges.
- Vehicle and Parking: No private vehicles except cycles are permitted on the hostel premises.
- Cars/ two wheelers if used to be parked outside the hostel gates at student's own risk.
- Hostel students are strictly prohibited from using the University Route Transport system. They can, however, use the shuttle services available.
- Food orders via Swiggy/Zomato/any other must have the latest delivery receipt time of 10:30 PM, aligning with the campus curfew hours. Students are required to collect their orders in person from the designated gate. After 10:00 PM, orders can only be placed with internal food vendors who will deliver the orders to the hostel reception. No external deliveries will be accepted at the gates post-curfew hours.

SOME DOS AND DON'TS: Dos Don'ts

| Dos | Don'ts |
|---|--|
| <ul style="list-style-type: none"> ● Ensure that calls from MAHE author-ities are answered / calls are re-turned promptly. ● Lock your room when not present in the room, even when you are away for a short period. ● Keep your valuables and cash under lock. ● Adhere to room and washroom etiquette. ● Contact your warden or chief stu-dent officer in case of any problems and for any support required. ● Get the room housekeeping done as per the prescribed schedules. ● Ensure judicious use of water and electricity. ● Carry your ID Cards at all times. ● Adhere to the Curfew hours [9.30 PM to 6.00 AM]. ● Adhere to the silent hours [12.30 AM to 6.00 AM]. ● Ensure that you complete the attend-ance protocols. ● Read the noticeboard (at your college, at the hostel and the notifications sent) and mails sent to learner id reg-ularly. ● Ensure adherence to the leave regulations. ● Enter your complete details in the in- out Register when leaving the hostel for more than one day, based on ap-proval. ● Gate pass to be scanned by the security when leaving the hostel for more than one day, based on approval. ● Dine in one of the mess facilities on the campus, as per the as-signed/opted mess. ● Students going on leave for more than 5 days must necessarily in-form the mess provider. ● Inform your Warden if you are sick. ● Follow the code of conduct for the students. ● Read the hostel rule book, code of conduct and other rules and follow them. ● Take care – your life is precious – we value it. ● Reach out for help – counselors are available at the campus. ● Co-operate during frisking, checking of your bags, audits and other adminis-trative work. ● Use the sports facility for the designated sports only and not otherwise. | <ul style="list-style-type: none"> ● Consume, possess – cigarettes, alco-hol or banned substances. ● Indulge in ragging or activities that can harm others. ● Permit proxy/dummy roommates in your room. ● Permit non-residents to stay in or use your room. ● Alter the layout of the room or make any chang-es. ● Put up posters, wall arts etc on walls and doors. ● Keep or play televisions in your rooms. ● Keeping and using any electrical appli-ances in the room beyond the once per-mitted and authorized for use. ● Misuse of ID Cards. ● Permit / be party to any prohibited activi-ties in your hostel room. ● Conduct or attend parties (in your room or anywhere on the campus except the identified places approved by the Management). ● Enter other hostel block/ hostel and do not allow students from other blocks to enter your block. ● Allow day scholars to enter the hostel blocks. ● Loiter anywhere inside or outside the hostel campus during curfew hours. ● Light lamps / candles, carry crackers or burn/ burst crackers in and around the hostel premises. ● Misuse of the various alarms like the fire and lift alarms ● Cook in your rooms. ● Keep pets in your room. ● Play loud music anywhere (in your room or campus). ● Play or create disturbance in the corridors. ● Disclose the pin/secret code of your credit/debit card to anybody. ● Keep valuables or heavy cash in your rooms. ● Damage university property or assets. ● Act in a manner that offends the local cultural and social values and local sensibilities and rule of the land. ● Violate hostel rules. |

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|---|--|
| <ul style="list-style-type: none"> • Ensure that the food orders reach the hostel gates latest by 10.30 pm. • Do actively participate in the various engagement activities and programs arranged at the hostels and campus, in addition to attending classes regularly. • Be responsible | <ul style="list-style-type: none"> • Buying snacks or any other items in bulk for selling inside hostel. • Excessively order items- all items will be scanned. • Indulge in cash transactions between students and hostel staff. • Engaging in trade/trade activities/betting/aiding or encouraging betting. • Video/audio recording any student or staff member. • Exposing your roommates via video calls as this can be considered an intrusion of privacy. |
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**DISCIPLINARY PROTOCOLS WITH APPLICABLE FINES / PENALTIES
ACADEMIC YEAR 2025-26**

| Sl.No | Incident | Frequency | Fine | Warning letter | Information to parents | Academic Impact | | Hostel Impact | | Others |
|-------|---|---|--|----------------|------------------------|---|--|--|---|--|
| | | | | | | Suspension | Duration | Suspension | Duration | |
| 1 | Substance Abuse | 1st Time 2nd Time Zero tolerance Subsequent Offenses | 10000 | ü | ü | ü | Up to 30days Up to 3months Up to 1 year Expelled | ü | Up to 30days Up to 3months Up to 1 year Expelled | Drug test to be done, action as per Law of the land. Discontinuation of hostels effective immediately |
| 2 | Ragging | Zero tolerance | 10000/ Government guidelines as applicable | ü | ü | Decision of the Anti Ragging Committee | | Decision of the Anti Ragging Committee | | If case is referred to the police, decision on the punishment by the committee may be reviewed and modified. |
| 3 | Man Handling / Fights | Zero tolerance | 10000 | ü | ü | Decision of the Disciplinary Committee | | Decision of the Disciplinary Committee | | Cost of treatment etc may be asked to be paid. |
| 4 | Consumption & Possession of Alcohol / Cigarettes/ vapes /bhang chocolates/Reporting to hostels in inebriated condition, | 1st Time 2nd Time Zero tolerance | | ü | ü | ü | NA Minimum 4 Days (Day Scholars) Not less than 30 days | ü | NA Minimum 7 Days Termination | Frisking will be done for all students when they enter the hostel in addition to checking their bags, all deliveries to the hostel will be scanned. |
| 5 | Socially Inappropriate Behaviour in the Campus | 1st Time 2nd Time Zero tolerance | - As decided | ü | ü | Decision of the Disciplinary Committee | | Decision of the Disciplinary Committee | | |
| 6 | Theft (If established) | Each time | - | ü | ü | ü | NA | ü | | All students are expected to take care of their belongings ensuring all valuables are kept under lock and key and keeping their doors locked. Not less than 15 Days when not present. Discontinuation of hostels effective next semester/ next year for the remainder of the course |
| 7 | Tampering with the Smoke Detectors | Each time | 3000 | ü | ü | Decision of the Disciplinary Committee | | ü | Not less than 15 days | Any damage to property or injury caused to any individual will be the financial responsibility of the concerned student |
| 8 | Activation of false Fire Alarm/Meddling with Fire Extinguishers/ acts of fire hazard | Each time | 3000 | ü | ü | ü | NA | Decision of the Disciplinary Committee | | |
| 9 | Absence from hostel without approval | Each time | 2000 | ü | ü | ü | NA | ü | NA | If students or parents fail to respond to MAHE's calls, and the student's whereabouts remain unknown, a police complaint will be filed. |
| 10 | Facilitation of unauthorised entry for non MAHE individuals : | Each time | 3000 | ü | ü | Decision of the Disciplinary Committee Minimum 4 Days for Day Scholars | | Decision of the Disciplinary Committee Minimum 7 Days for Hostel Students | | Facilitating Entry using fake ID cards, lending ID cards and similar (including false claims of loss of ID). Discontinuation of hostels effective next semester/ next year for the remainder of the course. MAHE reserves the right to escalate such matters to the police for further investigation, should it be deemed appropriate. |
| 11 | Reporting Beyond Curfew Hours (Beyond 9:30) | From Second Time | 500 | ü | ü | ü | NA NA NA | ü | NA NA NA | Five(5) or more late arrivals per academic year will affect your hostel allotment for future years. |
| 12 | Violation of Hostel Attendance Protocols | From Third Time | 300 | ü | ü | ü | NA NA NA | ü | NA NA NA | Five(5) or more violation of attendance protocols per academic year will affect your hostel allotment for future years. |
| 13 | Unauthorised Entries/ Facilitating of unauthorised entry for MAHE students, including day scholars | Each Time | 1500 | ü | ü | ü | NA | Decision of the Disciplinary Committee | | * For hosting day scholars inside the hostels- For hostel student and day scholar |
| 14 | Damage of Hostel Property/ Scribbling / Graffiti /any posters on campus and hostel / Loss of Keys | Each time | Cost of repair / replacement | ü | ü | ü | NA | ü | NA | In case of intentional damages, the matter will be referred to the Disciplinary Committee. In cases of objectionable graffiti—defamatory, hurtful, or against the interests of the institution—the matter will be referred to the Disciplinary Committee |
| 15 | Falsification of Documents-Boarding Pass/ Receipts/ Tickets/ ID Cards etc | Each time | As decided | ü | ü | ü | NA | Minimum 05 Days | | Mandatory Information to placements |
| 17 | Duplication of ID cards/ vehicle stickers | Each time | As decided | ü | ü | ü | NA | ü | NA | NA |
| 18 | Intentional Mischief / Non - Adherence to hostel Do's & Don't's/ Any other violation of Campus / Hostel Code of Conduct | Each time | As decided | ü | ü | Decision of the Disciplinary Committee | | Decision of the Disciplinary Committee | | The disciplinary process to be initiated will depend on the nature of the incident. If required, the matter will be referred to the Disciplinary Committee. |

NOTES :

1. All academic suspensions will be counted strictly on academic working days. Holidays and weekends will not be included in the suspension period.
2. Hostel suspensions cannot overlap with Academic holidays/ breaks ,except regular weekends
3. The management reserves the right to revise, modify, update, or amend the above at any point in time. Any such revisions will be communicated to students, who are expected to stay informed of the latest applicable rules and regulations and ensure strict adherence to the same rules and regulations and ensure absolute adherence to the same.
4. The above table is indicative and not exhaustive.
5. Reporting back to the hostels during suspension period without prior approval will extend the suspensions by an additional week