



**ALLIANCE**  
**UNIVERSITY**

Private University established in Karnataka State by Act No.34 of year 2010  
Recognized by the University Grants Commission (UGC), New Delhi

**NAAC**  
**GRADE A+**  
ACCREDITED UNIVERSITY



Student Code of Conduct  
**ALLIANCE UNIVERSITY**  
HALLS OF RESIDENCE

## Table of Contents

Hostel Rules and Regulations

Attendance, Hostel Timings, Leave and Visitors

Mess and Dining Facility

## Halls of Residence / Hostel Rules and Regulations

A student pursuing his / her studies at Alliance University, may reside in Hall of Residence (Hostel) owned, or leased, and maintained by the University during the duration of the academic program. The University may provide housing on the campus and off-campus residences to the students desirous to avail the hostel facility. The information regarding hostels is provided on the University student portal along with the accompanying Rules and Regulations that govern the residents. The Rules and Regulations are framed to ensure that the student-residents are comfortable, secure and safe in an environment that provides for high quality living, while conducive for academic pursuits; at the same time ensuring that the residents be equally responsible to ensure the protection and safekeeping of the university properties and maintaining of good order.

As per University's notification no. AU/HOSTELS/2023-24/010 dated 20-01-2023 the Rules and Regulations for the Resident-Students come into immediate effect and the students shall abide by the same.

### 1. Admission and Termination

#### 1.1 Admission

Admission to a Hostel is provisional and will be confirmed only after approval from the Hostel Administrator and is also subject to satisfactory medical examination and payment of fee as given below:

- a. Medical Examination: The Medical examination is conducted by Alliance Centre of Health Care (ACHC). The student is required to disclose all past medical history. Any nondisclosure of past medical history is at the risk of the student.
- b. Hostel Fee: The student shall pay Hostel fee for one academic year (paid in 2 instalments), along with interest-free refundable deposit in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective program of the concerned School/College.

The hostel fee is inclusive of room rent, electricity and water charges, canteen meal Scheme and Laundry services. The details of terms and conditions for laundry services and that of meal scheme are published from time to time.

A student availing University - provided residence may on certain occasions not be residing in the allotted room, but is still required to pay the hostel fee, notwithstanding any circumstance whatsoever, owing to such reasons including but not limited to vacation, internship work, medical or early placement, etc.,

The hostel fee shall be paid by Electronic Transfer/ Demand Draft. Link for the hostel payment: <https://fees.alliance.edu.in>

## **1.2 Accommodation**

A hostel provides feeling of home-away-from-home to students. The University has Halls of Residence for students with a secure and a comfortable environment. Each Hall of Residence has a warden and assistants, who are supervised by a chief warden and the hostel administration to promptly address the day-to-day issues of the hostel residents. The Halls of Residence accommodates students in single; double; triple and quadruple sharing rooms with round-the-clock internet connectivity. The rooms are available on a 'first-come-first-serve' basis ONLY.

## **1.3 Room Allotment/Shifting**

Room allotment is done by the Hostel Administrator in consultation with the General Manager – Administration & Facilities. Students shall not interchange their rooms with other students or shift into vacant rooms/beds without prior written permission from the Hostel Administrator. The Hostel Administrator may however direct a student to shift from his/her room to another room in the same hall of residence or to any other university-provided residence as and when there arises a need to do so.

## **1.4 No Creation of Tenancy**

No right in nature of tenancy or any other right is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the University, from time to time.

## **1.5 Re-allotment of Hostel Accommodation**

While provision of hostel accommodation at the time of admission usually provides for continuation of availing hostel facility in the subsequent years, the University reserves its right to discontinue a student's stay in the hostel at the end of an academic year based on its needs. Continuation of stay in the hostel will be denied to those students who have indulged in acts of indiscipline or are facing any disciplinary charges.

## **1.6 Local Guardian**

The student will register details of local guardian duly authenticated by parents. A copy of hostel rules will be signed by the local guardian. Student not having local guardian will be required to get an e-mail/letter from parents to this effect.

## **1.7 Safety & Personal Belongings**

Every room has provision for being locked and the students will at all times keep their room doors locked with their own padlocks. The student is personally responsible for

safety of his/her valuables, and these should be kept in the cupboard under lock and key. The student should not leave mobile, ornaments and other valuables unguarded. Student should not change lock and key without permission of the Hostel Administrator and are advised to get duplicate keys made with the permission of Hostel Administrator to guard against loss of keys. The University under any circumstance will not be liable for any loss of students' belongings.

### **1.8 Furniture & Fixtures**

The student shall not bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to the student must be cared for properly. The student will be required to pay double the original cost if any item is found damaged or missing from the room due to careless / negligent handling. The student will also be required to pay twice the charges of the repair of an item that is found to have been wilfully damaged or have been damaged on account of misuse.

- a. Interchange of Furniture/Fixtures: Student is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Hostel Administrator, students involved in such activities may be expelled from the hostel.
- b. Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the entire hostel, recoveries will be made from all the occupants of the hostel.

### **1.9 Electricity Restrictions**

Electricity is a scarce resource and must be used responsibly.

Electric appliances shall not be permitted in the room and any defiance of this shall authorize the Hostel Administrator to confiscate the gadget forthwith. However, Table lamps can be used for study purpose, the lights in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use. While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, an appropriate fine per default-occasion will be imposed by the Hostel Administrator.

### **1.10 Water Timings and Hot Water Facility**

Water is a scarce resource and must be used responsibly.

Hot water timings have been laid down and the same are displayed on hostel notice board. The student should not leave taps open, as it will result in loss of water and aggravate water problem. A penalty as deemed adequate by the University will be imposed on violators.

### **1.11 Room Inspection**

The Hostel Administrator / Hostel Wardens/ or any other Officials of the University may at their discretion inspect/check any room or student's belongings during any time of the day or night.

Maintaining cleanliness, therefore shall be sole responsibility of the occupants, while unkempt rooms will be viewed seriously. Disciplinary action will be taken on students found to be in possession of / using unauthorized / banned / illegal substances.

### **1.12 Vehicles**

Students who have two wheelers shall get due sanction from the Hostel Administrator by submitting a copy of registration papers and driving license. Vehicles with Alliance University sticker only will be permitted inside the campus. Four wheelers of the students are discouraged to be brought inside the campus and strictly forbidden in the residential areas of the university. Students may however park their four/two wheelers in the designated parking space provided opposite the main campus. Parking of the vehicles alongside the main road outside the campus is discouraged as it would be gross violation of the traffic rules; students will be solely responsible for any damage of the vehicle or theft or towing away of the same.

### **1.13 Duration of Residence**

A student-resident is required to stay in the hostel till the completion of the course. However, the University by way of appropriate communication, usually issues a notification during the ending months of an academic year calling for applications from students who may wish to not to continue to avail the hostel residence, and such applications are considered on a case-to-case basis granting approval to a student to withdraw from the hostel facility. At no other time, under any circumstance can a student apply for withdrawal from hostels except when announced by the University as stated supra.

A student graduating shall have to vacate the hostel within five days of completion of her/his examination or any such academic requirement, whichever is later. Any extra

day will be charged as per norms and for such extra days, prior written permission from the Hostel Administrator is required. In case a student does not vacate her/his room, the belongings will be removed from the room and the room will be locked by the Hostel Administrator in the presence of a senior officer with no responsibility of the Management for the loss, if any.

#### **1.14 Expulsion from Hostel**

The University reserves the right to terminate the temporary occupancy of the student for any wilful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases, the deposit shall be forfeited, and hostel fee will NOT be refunded. Students recommended for expulsion from the respective Schools/College will also be expelled from the hostel, and the hostel deposit and the hostel fee will not be refundable.

#### **1.15 Use of residence facility during vacation and other time**

A student during vacation or during internship or on account of an opportunity of early placement or for any other reason not living in the university-provided residence will be required to pay the hostel fee. On completion of the final year of the program or when a student desires to vacate hostel accommodation at the end of an academic year, he/she should take all his/her belongings with him/her.

### **2 Attendance, Hostel Timings, Leave and Visitors**

#### **2.1 Attendance Register**

Attendance is taken by the warden every night before the end of the deadline prescribed for residence entry. Each resident must personally sign the attendance register / record biometric attendance every day before the cut-off time. Beyond the prescribed time, exit from the hostel will not be permitted. Defaulters on this account will be liable to face disciplinary action.

#### **2.2 Campus and Hostel Timings**

##### **CAMPUS ENTRY TIME**

**Monday to Friday: by 9:30 pm**

**Saturday, Sunday & Holidays: by 9:30 pm**

**HOSTEL TIMINGS**

Students are required to return to the hostel by 10:00 p.m. Students who wish to use university academic facilities beyond this time must return no later than 11:55 p.m. Please note that entry and exit timings may be revised and will be communicated as necessary. Hostel entry doors will reopen at 5:00 a.m. the following day. Students remaining on campus after 9:30 p.m. should record their presence using the Biometric scanner located at either the Department of Student Support Services or the Library. It is mandatory for these students to utilize institutional transportation when returning to their hostels. Any student arriving late is required to register their late arrival in the designated logbook at the entrance; this information will be communicated to their parents and local guardians. Accumulating three late entries will result in revocation of hostel residency privileges, with no refund of fees. This decision will also be conveyed to the student's parents and local guardian.

**2.3 Staying out of the hostel for Night (s)**

A student is permitted to stay night(s) out of the hostel only with the prior approval of the Hostel Administrator and with prior approval of the parents, including for such reasons as visiting the guardian or travelling outstation for participating in various events / competitions approved by the University. Such permission is considered only after submitting proofs and application along with parent's consent submitted to the Hostel Administrator. The student will inform the Warden and make an entry in the Outstation/night-out Register kept with the Warden. However, in case of medical emergency student can contact the warden directly.

**2.4 Celebrations / functions**

Students shall not congregate in any place in the hostel premises for such reasons as to celebrate certain events including but not limited to festivals, birthdays etc. However, with prior permission of the Administrators, students may celebrate such events at a common place in the canteen/food courts only, and restricted for one to two hours during the day time. Any activity that can cause discomfort to other residents and loud noise is strictly forbidden during the night. No outside guest or interference of any kind will be allowed.

**2.5 Medical Emergency (Alliance Center of Health Care (ACHC))**

ACHC offers First Aid services to students. Students who feel unwell are encouraged to promptly contact ACHC for immediate First Aid assistance. In the event of a medical emergency, the student will be transported to the hospital by the Campus ambulance. Emergency Medical Helpline numbers are prominently displayed in all Hostels.

## **2.6 Identity Card**

Students will at all times carry their Identity cards provided to them by the University when moving out of the Campus, so that in case of any emergency, the University can be contacted and informed. Students should always wear the ID cards on their person while moving in the campus and co-operate with security personnel for verification and checking of Identity Card. Disciplinary action will be taken on students not wearing their ID cards or not carrying the same with them

In the event of loss of the Identity Card, student must immediately report the fact and get a replacement issued at cost.

## **2.7 Visitors / Parents**

Parents are allowed to visit a student only in the visitor's lobby between 9.00 am to 11.00 am and 5.00 pm to 7.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall take any visitor including her/his parents to the room. Personal servants/domestic helpers are not allowed inside the rooms.

Parents are requested to give an undertaking to cooperate with the university authorities and be available on call.

## **3 Mess and Dining Facility**

### **3.1 Mess**

The student shall pay mess fee for one academic year (paid in 2 instalments) in advance at the time of admission to the hostel. If a student is sick, written application by the student endorsed by the Hostel Administrator and medical certificate by ACHC should be given to supervisor for serving food in the room.

### **3.2 Food Committee**

Food committee will decide the menu, check food quality from time to time, maintain a record of such inspections and give feedback on quality and other aspects of mess and dining. Students are encouraged to offer their valuable and responsible suggestions to enhance the services. Using the QR Code provided at the Food Court.

### **3.3 Wastage of Food**

Only members of the mess are permitted to dine in the mess and canteen. Outside food is strictly forbidden in the mess and canteens. Members are expected to inform their absence on such occasions that they may not eat at the mess or canteen with the view to help prevent wastage of food.

### **3.4 Day Scholars / Guests**

Day Scholars / Guests are allowed to dine in the mess and canteens on payment of charges applicable.

### **3.5 Mess Timings (subject to change)**

Breakfast	-	7.00 am to 10.00 am (8.00 am - 10.00 am on Sundays & Holidays)
Lunch	-	12.00 Noon to 3.00 PM
Snacks	-	4:00 PM to 6.30 PM
Dinner	-	7.30 pm to 10.00 pm

These timings shall be strictly adhered to by all members.

Timings for dining is subject to change from time to time and accordingly notified.

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