

1. DOCUMENT METADATA

Title	University Hostel Policy	Document ID	SRM-DSDH-2026 - PLCY - 008
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Policy Owner	Directorate of Student Discipline and Hostels	Effective Date	31.08.2026
Version	1.0	Next Review Date	30.08.2029

2. POLICY FRAMEWORK

2.1. Purpose & Objective

The University hereby notifies the approval and adoption of a comprehensive University Hostel Policy, Code of Conduct and Operational Guidelines. Recognizing hostel life as an integral component of the University's residential learning ecosystem, this Policy aims to consolidate all rules, regulations, roles, and operational governance into a unified framework.

The specific objectives of this Policy are to:

- Provide a safe, secure, inclusive, and supportive "home away from home" for students.
- Instil self-discipline, responsibility, accountability, and respect for community living.
- Promote camaraderie, cultural harmony, and professional fraternity among residents.
- Create a peaceful and academically conducive residential learning environment.
- Encourage shared responsibility for the preservation and upkeep of university property.
- Ensure absolute consistency, transparency, and fairness in hostel administration and discipline.

2.2. Scope of Application

This Policy shall serve as the sole authoritative reference for hostel administration and governance. It applies to all University hostels, mess facilities, and allied residential infrastructure. It shall be strictly binding on:



- All students residing in university hostels from the date of admission until formal vacating.
- All Resident Wardens, Deputy Wardens, Assistant Wardens, and Mess Wardens.
- All Faculty Wardens and Resident Faculty Wardens.
- The Chief Warden, Director - Student Discipline and Hostels, and all administrative, security, and support staff.

2.3. Definitions & Glossary

- **Hostel Occupancy Rules and Regulations:** The collective body of provisions, mandates, and codes established within this policy document.
- **University Property:** All hostel premises, structural residential blocks, fixtures, furnishings, equipment, utilities, and common facilities.
- **Quiet Hours:** The designated night-time period during which noise levels must be minimized to ensure peaceful study and rest.
- **ERP System:** The enterprise resource planning software utilized as the sole digital interface for student out-pass applications and records.
- **Minor Violations:** Lapses in daily discipline including late attendance, minor noise violations, and routine hygiene lapses.
- **Major Violations:** Serious non-compliance involving substance abuse, alcohol consumption, structural vandalism, violence, or repeated minor misconduct.
- **Severe Violations:** Institutional offenses including ragging, narcotics possession, criminal acts, or direct threats to student safety.

2.4. Policy Statements

2.4.1. Infrastructure, Access, and Equal Rights

- **Clause 1:** Residents sharing rooms shall enjoy equal rights of occupancy and access to common facilities. Mutual respect, courtesy, and cooperation among roommates are mandatory.
- **Clause 2:** Standard room facilities (cot, study table, chair, cupboard, drinking water, hot water) and common amenities (gymnasiums, indoor games, dining halls, television halls) shall be used responsibly.
- **Clause 3:** Wi-Fi connectivity is provided strictly for academic and institutional purposes.

- **Clause 4:** Residents shall route all complaints or feedback regarding support staff exclusively through the Hostel Office. Direct engagement or confrontation with staff is strictly prohibited.

2.4.2. Allotment, Reassignment, and Resident Rights

- **Clause 5:** Rooms are allotted strictly for the full academic year via the prescribed **Hostel Room Allotment Form** signed by the student and parent/guardian.
- **Clause 6:** Change of room or roommate is prohibited without prior written authorization from the **Chief Warden**.
- **Clause 7:** Students with disabilities shall formally disclose requirements and submit valid medical documentation prior to the academic year. Accommodations are approved by the **Chief Warden / Director of Student Discipline and Hostels** subject to availability.
- **Clause 8:** Every resident shall be entitled to privacy, dignity, personal safety, hygienic living conditions, and access to a transparent grievance redressal mechanism.
- **Student Wellbeing and Support:** The University shall facilitate access to appropriate medical, psychological counselling, mental health, accessibility, and student support services for hostel residents. Hostel authorities shall maintain appropriate mechanisms for identifying and escalating concerns relating to student wellbeing, safety, vulnerability, or distress, while respecting confidentiality and applicable privacy requirements.

2.4.3. Code of Conduct and General Restrictions

- **Clause 9:** Residents shall occupy only their officially allotted room and strictly adhere to daily quiet hours observed between **10:00 PM and 6:00 AM**.
- **Clause 10:** Hostel residents shall not engage in ragging, bullying, harassment, intimidation, discrimination, stalking, hazing, or any conduct that threatens another resident's physical, emotional, psychological, or social well-being.
- **Clause 11:** Residents are prohibited from visiting other hostels or accommodating outsiders/guests without express written authorization.
- **Clause 12:** Use of unauthorized electrical appliances, cooking equipment, and high-load devices within hostel rooms is strictly prohibited.
- **Clause 13:** Students shall strictly adhere to their final allotted mess type (North Indian / South Indian). Food wastage and disorderly conduct in dining halls constitute punishable acts of indiscipline.

- **Clause 14: Mental Health and Crisis Support:** Residents experiencing significant emotional distress, mental health concerns, self-harm risk, or other personal crises may approach the designated University support services or hostel authorities (to be defined like warden or specific point of contact). Hostel personnel shall escalate such concerns through the prescribed student-welfare and emergency response mechanisms, maintaining appropriate confidentiality and sensitivity.

2.4.4. Attendance, Timings, and Breaks

- **Clause 15:** Hostel attendance shall be recorded daily via biometric/system verification at **9:30 PM**.
- **Clause 16:** Staying outside the hostel beyond prescribed timings requires prior written permission from the **Warden** and parent/guardian.
- **Clause 17:** During semester breaks, students shall vacate the hostels unless explicit written permission is granted for approved academic purposes.

3. OPERATIONAL PROCEDURES

3.1. Out-pass Application and ERP Approval Workflow

- **Step 1 (Submission):** The student must submit an out-pass request exclusively through the ERP system, detailing the purpose/justification, destination details, and precise dates/timings of exit and return.
- **Step 2 (Parental Authorization):** Upon submission, an automated OTP is generated and sent to the registered mobile number of the parent/guardian. The parent/guardian must contact the assigned **Hostel Warden** verbally to share and verify the OTP.
- **Step 3 (System Approval):** The **Hostel Warden** shall enter the verified OTP into the ERP system to complete the technical approval process.
- **Step 4 (QR Code Issuance):** Once approved, the student receives an email confirmation embedding a unique QR code containing validation metrics and student identification details.

3.2. Campus Exit and Re-entry Verification

- **Step 1 (Exit Control):** Hostel students shall exit the campus exclusively through Gate No. 3. The student must scan the QR code follow the security protocol for system validation at both entry and exit.



- **Step 2 (Parental Notification - Exit):** Upon successful gate verification, an automated SMS notification is dispatched to the parent/guardian confirming exit.
- **Step 3 (Re-entry Control):** Upon return, the student must execute the same QR code scanning process at Gate No. 3. Access is granted only if the QR code is valid and the return time is within the approved limits.
- **Step 4 (Parental Notification - Entry):** An automated confirmation SMS is sent to the parent/guardian verifying the student's safe return to campus.

3.3. Maintenance and Repair Escalation Workflow

- **Step 1 (Logging):** Residents shall log infrastructure and maintenance complaints directly through the designated CLM Helpdesk portal.
- **Step 2 (Escalation):** If a service complaint is not resolved within a 24-hour window, the system shall escalate the ticket to the **Warden** for necessary intervention, execution, and formal closure.

4. ROLES & RESPONSIBILITIES (RACI MATRIX)

Task / Activity	Chief Warden	Faculty Warden	Resident / Deputy Warden	Student Resident
Approve Room Allotment, Changes & Expulsions	A	C	R	I
Monitor Daily Attendance & Out-pass Verification	I	C	A	R
Maintain Room Inventories & Health Records	I	I	A	R
Resolve Routine Operations & Maintenance	I	C	A	I
Escalate Serious Misconduct & Safety Violations	A	R	R	I
Execute Incident Commander Duties in Emergencies	A	R	R	I

(R = Responsible, A = Accountable, C = Consulted, I = Informed)



5. COMPLIANCE, MONITORING & PENALTIES

5.1. Key Performance Indicators (KPIs)

- **KPI 1:** 100% daily reconciliation of biometric and system attendance logs at 9:30 PM.
- **KPI 2:** 24-hour turnaround time for routine maintenance complaints logged via the CLM Helpdesk.
- **KPI 3:** Monthly submission of structured operational and discipline reports by Resident and Faculty Wardens.

5.2. Consequences of Non-Compliance & Penalty Framework

Any violation of the Hostel Occupancy Rules and Regulations shall attract disciplinary action administered through a tiered penalty structure:

- **Minor Violations** (e.g., late attendance, quiet hour noise, minor hygiene lapses) : Issuance of an official warning, mandatory counselling, written undertakings, or imposition of minor monetary fines.
- **Major Violations** (e.g., substance/alcohol abuse, vandalism, violence, repeated minor offenses): Suspension of hostel privileges, substantial monetary fines, or temporary suspension from the residential facility.
- **Severe Violations** (e.g., ragging, narcotics possession, criminal actions, threats to safety): Immediate expulsion from the University hostels and formal referral to university-level disciplinary committees or statutory legal authorities.

5.3. Regulatory Alignment

This policy framework is built in compliance with University statutes and strictly aligned with the mandatory guidelines issued by national educational regulatory bodies:

- **Anti-Ragging Compliance:** Aligned with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions.
- **Safety, Gender Sensitization, and Equality:** Formulated in compliance with AICTE safety directives and UGC regulations governing gender sensitization, safety audits, and sexual harassment prevention through the Internal Complaints Committee (ICC).



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