



K.K. UNIVERSITY

"A Multidisciplinary Education & Research University"

Estd. Under Bihar Private Universities Act, 2013 Vide Notification
15/M 1-38/2014- 1147 Date - 8th June 2017



Ref. KKU/GC/101/2024/139

Date. 26/11/2024

NOTIFICATION

It is hereby notified for all concerned that the University **Hostel Do's and Don't's** is enclosed with this notification for your information and necessary action.

Hostel wardens are directed to ensure the execution of the order for their respective hostels with immediate effect.

The Deans/ Principals and HoD's to ensure dissemination of information to the students of respective School/ Departments.

This notification is issued with the approval of competent authority.


Dy. Registrar

To:

1. All Employees of K.K University

Copy to:

1. Office of the Honourable Vice Chancellor
2. Office of the Honourable Pro Vice Chancellor
3. File


26/11/24


26/11/24



Ref.

Date.



K.K University, Nalanda

Hostel DO's and DON'T'S

DO'S:

Residents are advised to adhere to the following guidelines.

1. Students given accommodation in a Hostel must fill in the student accommodation record and take possession of their room and furnishings under their own signature.
2. The resident must submit the documents demanded and recent passport size photograph to the Warden's office. This record must be updated for any subsequent changes.
3. The residents should keep the Hostel room clean and tidy.
4. The residents should keep the corridors, bathrooms etc in hygienic condition.
5. The residents should take care of their personal belongings
6. The residents should behave decently and be friendly with the inmates of hostels.
7. The residents should keep their bed sheets, bed covers, used clothes neatly folded and kept in the place.
8. The residents should report health problems or other problems immediately to the Hostel warden and seek help from them.
9. General information for students shall normally be provided through notice boards of hostel/mess. All residents are advised to keep themselves updated about new notices. Ignorance of notice board will not serve as an excuse to get any sort of exemption or benefit.
10. The residents should follow the hostel timings for various activities as decided by the authority from time to time strictly.
11. The residents should carry their Identity cards inside the campus.
12. Residents are responsible for safe-keeping of the Hostel property. Residents found responsible for any damage or loss of the Hostel property will be fined worth its value,





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individually or collectively, as the case may be. And they will also be liable to disciplinary action. The decision of the Warden/Disciplinary Committee will be final in this regard.

13. The residents should switch-off the lights, including tube lights, fans and other electrical gadgets of his rooms while going out.
14. Residents must check that all items supplied by the University are available in his/her room in the proper condition. Any issues must be reported to the Hostel Warden.
15. All residents of the hostel will have to register their attendance through biometrics attendance system available in the hostel office. Residents will also provide written information and must obtain written permission from the Hostel warden before leaving the hostel for outing, for the night or out of station.
16. The residents shall be required to make their rooms available whenever required for repairs, maintenance, disinfection & inspection.
17. The residents shall make payment of all Hostel dues as per prescribed intervals as scheduled by the University authority.
18. Residents will register their complaints in the prescribed register and shall also provide accurate information about their availability.
19. Outside guests are not allowed to stay inside with the residents.
20. In case the residents need to permanently leave the hostel, they should follow the procedure established by the University authorities from time to time.





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DON'T'S:

Residents are advised to adhere to the following guidelines.

1. The residents are expected not to violate the instructions of warden or any other University staff and don't argue with them.
2. Residents shall respect the right of each individual to express his/her ideas. However, party based political campaigning is strictly prohibited.
3. Improper behavior with fellow students, Staff, Wardens, harassment of Juniors/Seniors, causing of disturbance to others etc will be treated as acts of indiscipline.
4. For a visitor to stay in a Hostel room in the absence of the resident is strictly prohibited.
5. The residents shouldn't carry/possesses more cash than required.
6. The residents must not remove the electrical fixtures in their rooms in the Hostel premises or use any unauthorized electrical gadgets.
7. The residents must not remove any property from the dining hall, common rooms, or the visitor's rooms or any other room of the Hostels.
8. Cooking of the food (by residents) in hostel premises is strictly prohibited.
9. No resident is permitted to take away his/her belongings from the Hostel premises without a proper gate pass/written permission issued by the Warden.
10. Demand for additional furniture or any other item will not be entertained.
11. The residents shouldn't involve into activities which damage or lower the esteem of the institute.
12. The Students/Residents shall not hold any meeting within the Hostel premises unless prior written permission of the Warden is obtained.
13. The residents must not indulge in any act of intimidation or violence and drunken or riotous behavior. Use of narcotics, consumption of alcoholic beverages, smoking and gambling in the Hostel are strictly prohibited. These types of activities are punishable offence and the decision of the warden/Disciplinary Committee will be final in this regard.
14. The residents should not entertain unfamiliar people in the Hostel.
15. The residents shouldn't make noise in hostels which disturbs other inmates.





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16. The residents shouldn't use heaters, cookers and other such electrical appliances
17. The residents shouldn't spoil the walls by splitting, unnecessary writings, drawings etc.
18. The residents shouldn't damage the electrical, water supply, sanitary and other fittings.
19. The residents shouldn't cause damage to the property of hostels.
20. The residents shouldn't possess any weapons, explosives that cause damage/injury to the human being or property.
21. The residents shouldn't use unparliamentarily, filthy obsessive language at others in the hostels.
22. Residents are advised not to have any dealings with strangers or entertain any kind of trading/selling/vending on the campus.
23. The residents are advised not to sleep in others room and don't allow others to sleep in their room.
24. The residents shouldn't play music with high volume which distract the attention of students studying in rooms or disturb the other students.
25. The residents shouldn't form into groups and involve into group activities which lower/damage the reputation of hostels.
26. The residents shouldn't remain in hostels during the college hours without the permission of the warden/concerned authority.
27. The residents shouldn't involve into any activity which spoil the hostel/academic environment.
28. Improper behavior with fellow students, Staff, Wardens, harassment of Juniors/Seniors, causing of disturbance to others etc will be treated as acts of indiscipline.
29. Possession of any vehicle by any residents is strictly prohibited inside the university campus. The violation of this may occur in the confiscation or custody of the vehicle which will be in addition to the disciplinary action and financial penalty.
30. The residents are strictly advised to follow the hostel rules. Violation may lead to penal actions.



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Pro Vice Chancellor
Placed for approval.

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