



SYMBIOSIS INTERNATIONAL
(DEEMED UNIVERSITY)
HOSTEL POLICY, 2025

Key Information	
Title	Symbiosis International (Deemed University) Hostel Policy, 2025
Policy Drafter	Head-Student Welfare
Policy Owner	Student Welfare
Approved by	Executive Council
Effective date	
Version number	Ver.2-Current
	Ver 1.- Notification No. SIU/U-28/2013/449 dated 27.05.2013
Stakeholder consulted	Advisor, Symbiosis and Registrar, SIU
Frequency of review	3 years
To be accessed at	Document Management System

Version Control			
Version	Year	Update Information	Author/ Reviewer
Ver. 1	2013	New Policy	Registrar, SIU and Chief-Administration
Ver. 2	2025	Revised as per new format	Chief Administration, Finance Officer, Registrar, SIU and Campus Administrator, Old Viman Nagar Campus and Head-Student Welfare

Symbiosis International (Deemed University) Hostel Policy, 2025

1. Introduction

Symbiosis International (Deemed University) [SIU] provides quality hostel facilities while looking after the safety and well-being of hostelers. The hostel infrastructure includes comfortable living spaces and recreational areas to support a holistic student experience.

Students are expected to use these facilities responsibly and adhere to the Hostel Policy and the Code of Conduct for students.

This policy provides guidelines/ norms for students.

2. Purpose

The purpose of the policy is to:

- i. Ensure a safe, secure, and inclusive living environment for hostel students.
- ii. Define the responsibilities of students, wardens, and hostel administration including allocation of rooms.
- iii. Standardize hostel rules to maintain discipline and order.
- iv. Foster a culture of mutual respect and cooperation.

3. Scope and Applicability

This policy covers various aspects such as allocation of rooms, hostel infrastructure, safety and security, code of conduct, grievance redressal, and disciplinary measures and is applicable to students residing in SIU hostels across its campuses and other stakeholders such as wardens, security personnel, administrative staff etc. involved in all hostel related activities.

4. Objectives

The objectives of this policy are:

- i. Provide structured guidelines for a transparent and efficient process for hostel room allocation, occupancy, and withdrawal.
- ii. Implement safety measures such as surveillance, entry regulations, and emergency response mechanisms.
- iii. Define behavioural expectations, including curfew regulations, noise control, and visitor policies.
- iv. Maintain high standards of cleanliness, hygiene, and health facilities within the hostels.
- v. Establish disciplinary procedures and a grievance redressal mechanism to address student concerns.
- vi. Promote inclusivity amongst students.

5. **Hostel Facilities at SIU**

5.1 SIU hostels are spacious, airy, well-maintained, and equipped with essential amenities to cater to the diverse needs of students. Each hostel provides spacious, furnished rooms with common areas for socializing and recreation. Rooms are available on a two, three, or four-sharing basis. Infrastructure amenities include Wi-Fi connectivity, laundry services, and round-the-clock power and water supply, ensuring a convenient and conducive environment for academic pursuits.

5.2 Single occupancy rooms are not permitted.

5.3 Additionally, the hostels organize various cultural and social events to foster a sense of community engagement amongst students. Security measures include 24/7 security personnel, wardens, CCTV surveillance, and access control systems to regulate entry and exit, ensuring a safe and secure living environment.

6. **Criteria for availing hostels**

6.1 Students enrolled in residential postgraduate and MBBS programs at SIU are **required** to stay in university-owned or university-hired hostels during their studentship.

6.2 Undergraduate students are also offered hostel accommodations on every campus, subject to availability on a first-come, first-served basis.

7. **Allotment of rooms for residential programmes:**

7.1 Hostels shall be compulsory for all residential programmes, viz. Postgraduate/ MBBS except NOIDA Campus

7.2 Students shall mail the Administrative Officer of the Constituent, requesting for hostel accommodation immediately after taking the admission to the programme with the proof of admission letter and payment of fees including academic, hostel and mess.

7.3 The Administrative Officer of the Constituent / Campus Administrator will communicate with the students regarding the allotment of the hostel accommodation.

8. **Allotment of rooms for programmes other than Postgraduate/MBBS:**

8.1 For programmes other than Postgraduate/MBBS, allotment to Symbiosis hostel room will be based on a first-come, first-served basis on completing all the admission formalities, including payment of fees.

8.2 Students shall mail the Administrative Officer of the Constituent requesting hostel accommodation.

8.3 The Administrative Officer/Campus Administrator will communicate with the admitted students regarding the allotment of the hostel accommodation.

8.4 On receipt of confirmation from the Administrative Officer/Campus Administrator, the student will have to complete the hostel admission formalities including payment of hostel and mess fees.

8.5 Admission to the hostel in the first-year programme does not guarantee a room allotment for the following year.

8.6 Accommodation to students who apply for re-allotment for next year, will be subject to the availability and fulfilment of the criterion laid down by the Constituents.

9. **Joining the Hostel:**

9.1 The student should preferably check in during office hours i.e. between 10.00 a.m. to 5.00 p.m.

9.2 Upon arrival in the hostel, the students need to complete check-in formalities and provide all the required details mentioned in the form of “**Students Data**”, submit undertakings to complete the hostel admission formalities. These are enclosed as **Annexure I, Annexure II and Annexure III.**

9.3 Students will have to submit four passport-size photographs for hostel records/ documents.

10. **Identity Card:**

- i. It is mandatory for every student to carry their constituent /school identity card(s) when moving out of the campus. This will prove helpful in case of an emergency/ accident.
- ii. Students should cooperate with security personnel to verify and check Identity Cards at the entrance gates. The names of students not carrying their Identity cards shall be reported to the respective Administrative Officer of the Constituents by the security supervisor.
- iii. A digital form of the I-card will not be accepted.
- iv. It is mandatory to surrender the Identity cards to the respective constituents after the completion of the programme, failing which degree certificates will be withheld.

11. **Attendance Register**

- i. Daily Biometric and manual attendance in the hostels is mandatory between 9.00 P.M. to 10.00 P.M. (Monday to Friday) and 11.00 P.M. on Saturday/Sunday/Holidays. If a student goes outside the campus after 10.00 P.M. (Monday to Friday) and 11.00 p.m on Saturday/Sunday/Holidays without informing the hostel warden (without night out permissions) such acts will be a violation of the Code of Conduct and student(s) would be liable for disciplinary action.
- ii. In case students go out after such prescribed time, they would be subject to disciplinary action.
- iii. Not endorsing presence in the register/ biometric system or being absent from the hostel without proper leave, night out, or late out permission will be penalised as per the SIU Code of Conduct.
- iv. Student(s) sharing the room should immediately bring to the notice of the hostel warden if they find their roommate (s) not in the room after the deadline i.e. 10.00 P.M. (Monday to Friday) and 11.00 P.M. (Saturday and Sunday)

12. **Shifting of Rooms:**

- i. Students shall not interchange their rooms with other students or shift into vacant rooms/beds without prior written permission from the Campus Administrator.

- ii. The Campus Administrator will have the right to shift any student from their room to another room in the hostel on the grounds of significant misconduct in consultation with the Warden and Director of the Constituent Institute.

13. **Hostel Timings:**

- 13.1 Nobody shall be allowed to leave the hostel after laid down hostel timings; failing that, the student shall face disciplinary action.
- 13.2 Students shall return to the hostel every evening before 10.00 P.M. on working days and by 11.00 P.M. on Saturdays, Sundays and holidays. The gates will be closed and open only at 6.00 A.M. the next day.
- 13.3 The entries made by latecomers are intimated to the warden, parents and the local guardian.
- 13.4 **Three late entries may lead to cancellation of admission into the hostel.** There will not be any refund of hostel fees. Only mess fees will be refunded on a pro-rata basis. The decision will be immediately conveyed to the parents and the local guardian.
- 13.5 *Permission to come late at night will generally not be granted. However, if it has to be given for some academic reason, the Director shall provide it on a case to case basis, and the Campus authorities will be intimated.*

14. **Leave from Hostel:** The following events may call for a student to remain absent from the Hostel: -

14.1 **Outstation competitions/events:**

In case of participation in any outstation competition/project/ tour, the Constituent shall grant permission, the Campus Administrators and the Warden shall be informed of the same. The student shall then make an entry in the register kept with the Warden.

14.2 **Night Outs:**

Campus Administrators shall permit five (5) night outs per month under the following conditions and circumstances:

- a) Night outs shall be permitted for academic purposes when provided in writing by the Director/ Administrative Officer of the Constituent.
- b) Night outs shall be provided on holidays with written consent/ email from parents / local guardians to the Director/ Campus Administrator.
- c) All requests for leave / night out must be sent through e-mail latest by 4 PM on working days only
- d) In a medical emergency, the student can contact the warden directly.
- e) Any extended leave /absence from the hostel for reasons for academic purposes shall be granted by the Director as it relates to attendance and may result in TNG/CNG.

- f) Once night-out permission is granted, the students will be permitted to report only after 6.00 A.M.
- g) For all residential campuses leave will be sanctioned only by the Constituent Director.
- h) If the student has permission for more than one night out, the student shall not be allowed in the hostel during the mentioned period, even during the day. This is necessary to avoid students taking permission for 2-3night outs only to skip marking attendance, come to the campus late at night and sleep on the campus throughout the day.

14.3 Attending Festivals/ Ceremonies:

- a) If the student wishes to join their family at some ceremony/ function or stay out of the hostel for some other reason, he/ she shall apply for the said leave stating the reason, along with the permission of his / her parents/ local guardian to the Administrative Officer/ Director of the Constituent.
- b) Accordingly, permission will be granted by the Administrative Officer/ Director of the Constituent to the Campus Administrator for the student to stay outside the hostel during the said period. The student shall then make an entry in the register kept with the Warden.
- c) Once the Director accords leave permission, the student will be permitted to report only after the leave period and shall not be allowed in the hostel during the leave period.
- d) If the student decides to join the hostel before the expiry of the leave, they have to amend the leave dates from the Constituent.

15. Vacating the Room:

- 15.1 At the end of the academic year, every student shall vacate the room within 3 days of completion of their examination or any academic requirement, whichever is later.
- 15.2 **Overstay:** Any overstay shall be permitted only with prior written approval from the **Campus Administrator/Director** of the respective constituent institute by paying additional charges as applicable.
- 15.3 Additionally, students must complete the **checkout formalities for No Dues** within the stipulated time.
- 15.4 On account of transfer to another campus or cancellation of admission, the student shall complete the checkout formalities for No Dues within stipulated time.
- 15.5 The University reserves the right to remove the belongings of the students who do not complete the checkout formalities for vacating the rooms in the stipulated time.

15.6 The Campus Administrator shall remove the belongings and lock the room in the presence of a Constituent representative, with no responsibility to the management for the loss, if any.

15.7 In case students are not allotted hostel accommodation for the subsequent year and students intend to keep their luggage in the designated luggage/cloakroom, this may be permitted by the Campus Administrator with a nominal charge of Rs. 500/- per month restricted to a maximum of 2 boxes.

16. Hostel Room facilities and general guidelines:

16.1 The rooms are available with 2, 3, or 4 shared beds per room.

16.2 Students will get a lock and key to the allotted room.

16.3 Each student in the room will be provided with a cupboard, one bed, one mattress with a mattress cover, one study table with a chair, and one book rack. Everyday items like buckets, mugs, door mats, bathroom door mats, curtains, and clotheslines/cloth stands will also be provided separately or as a part of the check-in form.

16.4 The student can bring their locks for their cupboard and for places where inbuilt locks are unavailable.

17. Conduct norms to be followed by students:

17.1 **Cleanliness:** Hostel occupants shall maintain a high standard of cleanliness and hygiene in their rooms. It shall be incumbent on all hostel occupants to get their room regularly cleaned every day or at least once in three days. In case students are not present during, they shall give an undertaking regarding getting their rooms cleaned in their absence.

17.2 The student shall keep their rooms, veranda and surrounding areas tidy, neat and clean at all times and shall not throw anything, including trash, in common areas or within the premises in the hostel, except in the dustbin or the place provided explicitly for the said purpose.

17.3 The housekeeping staff will clean the room as per schedule.

17.4 Students are responsible for the safety and security of their personal belongings, valuables, study notes, and study materials. Students are advised not to keep more than Rs 2000/- in cash or any other valuable items.

17.5 Students who are National/State-level sportsmen are under no circumstances permitted to keep Rifle, bows, and Arrow Javelin in the campus.

17.6 No wet clothes should be dried on the furniture or in corridors.

- 17.7 No student shall store any cooked food in the room or allow any outside food to be brought into the room.
- 17.8 No interchange of furniture items from one room to another or hostel to another is allowed.
- 17.9 Any misbehaviour with hostel staff, security, attendants, etc., will be strictly dealt with.
- 17.10 Cigarettes, alcohol, banned substances, weapons, etc., are strictly prohibited from use, sale or distribution in the hostel rooms/premises and are punishable as per the Code of Conduct.
- 17.11 Students are expected to maintain decorum in the hostel. Ragging and sexual harassment are strictly prohibited and punishable as per the respective Rules.
- 17.12 Strict silence shall be observed in the hostel from 12.00 midnight to 6.00 A.M. Care shall be taken to ensure that music/loud talking is NOT audible outside the room. Any festivities and noise-making/celebration that may disturb others on the hostel premises will not be allowed. Recreational facilities can be used only till 10.00 p.m. and will be turned off at 10.00 p.m.
- 17.13 Celebrations should be done at a common place between 8 pm and 10 pm after taking permission of the Campus Administrator.
- 17.14 Playing loud music, singing loudly, laughing or talking loudly is strictly prohibited from 10.00 P.M. till 6.00 A.M.
- 17.15 After 10.00 P.M., students are not allowed to enter another room, causing disturbance to others.
- 17.16 Private cooking in the hostels/student's room is strictly forbidden. If found, such appliances will be confiscated and not returned, and disciplinary action will be initiated.
- 17.17 Bursting firecrackers on the entire campus is strictly prohibited and punishable as per the Code of Conduct.
- 17.18 Ensure polite behaviour with non-teaching staff, hostel staff, housekeeping and cleaning staff.

- 17.19 Students should abstain from any behaviour, including public or physical displays of affection, that may cause annoyance or nuisance to the University or fellow students in the hostel. Maintaining the decorum and sanctity of the educational campus is the responsibility of all students. Any deviation from this will invite strict disciplinary action.
- 17.20 Respect the rights and beliefs of other persons.
- 17.21 Decent dressing appropriate to an educational campus will be worn outside the hostel rooms.
- 17.22 Male students will not be allowed to visit the girls' hostel and vice-versa and disciplinary action will be initiated against defaulters as per Code of Conduct.

18. No Creation of Tenancy:

No right in the nature of tenancy or any other similar right shall be created by the occupant for use of hostel premises and property. A student is permitted to temporarily stay in the hostel, under the rules framed by the University, from time to time. No friends/sisters/brothers/relatives will be allowed to stay in the hostel.

19. Conduct on hostel premises:

- 19.1 The University maintains a zero-tolerance policy towards (i) Ragging, (ii) Sexual Harassment, and (iii) Intoxication/Substance Abuse, including narcotics, smoking, alcoholism, and banned substances/drugs within hostel premises also. Dedicated policies/rules are created and committees/cells/squads are formed to actively address and monitor these issues.
- 19.2 As per UGC directives, a *Nasha Mukh Hostel Committee* is established on each campus to ensure a substance-free hostel environment through awareness programs, surprise inspections, and strict enforcement. Violators face disciplinary and legal action.
- 19.3 Additionally, an Anti-Ragging Squad and Anti-Ragging Committee in each campus work to prevent and eliminate ragging, while the Internal Committee is constituted at each campus to ensure a safe and respectful living space for all hostel residents preventing Sexual Harassment.
- 19.4 Security personnel will check students' backpacks and belongings at the campus/ hostel entry gates. Any misconduct or behaviour related to ragging,

sexual harassment, or substance abuse within hostels or university premises will invite strict disciplinary action and punitive measures as per the directives of the respective disciplinary committee.

- 19.5 In the presence of the students, the Campus Administrator, Warden and Hostel staff, dedicated committees/squads are entitled to carry out surprise checks of hostel rooms, including cupboards, table drawers and property, at any time during the day or night. They can click photos or video shoot of the incident, if required. Any misbehaviour with hostel staff, security, attendants, etc., will be strictly dealt with.

20. **Expulsion from hostel:**

- 20.1 The University/ Constituent/ Campus Administrator reserves the right to terminate the 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-university, anti-social, anti-national or undesirable activities.
- 20.2 Students recommended for expulsion from the respective Constituents will also be expelled from the hostel, and the hostel fee and the security deposit will not be refunded.

21. **Storage of Baggage during Vacation:**

- 21.1 It is mandatory for the students to vacate the allotted room after the closure of the academic year.
- 21.2 The students who have been allotted hostel facilities in the subsequent year will be permitted to keep their belongings in a shared storage facility for a limited quantity (2 boxes).
- 21.3 The student not allotted the hostel in the subsequent year will be permitted to keep their luggage subject to availability of the space and on payment of specified charges till the commencement of the next academic session, as per the clause regarding vacating the hostel.
- 21.4 On completion of the programme's final year, students are expected to take all their belongings and will not be permitted to any cloakroom facility.

22. **IT norms:**

- 22.1 It is mandatory for all students to register their laptops/PCs with the IT dept w.r.t details and install using **licensed Software ONLY**. The students shall abide by the Policy on IT Infrastructure and its Management and use licensed and updated computer antivirus software to protect their device from malware. Use of non-licensed software is prohibited on Symbiosis

campuses and will invite disciplinary action, including but not limited to payments to the University in case of a breach of compliance.

22.2 **Misuse of Internet and Online Social media:** Any act of uploading derogatory remarks or images ridiculing a person/constituent, university and or national agenda on social media will invite disciplinary action as per the Code of Conduct. Students shall refrain from indulging in violating the code of internet use.

23. **A suggestive list of prohibitions for hostel students:**

- 23.1 Consumption, possession, use, or sale of banned substance of any kind with connected paraphernalia
- 23.2 Consumption, possession, use, or sale of cigarettes/ tobacco/ e-cigarettes with connected paraphernalia
- 23.3 Consumption, possession, use, or found in an intoxicated state or sale of alcohol with connected paraphernalia
- 23.4 Gambling
- 23.5 Impersonation/ usage of fake ID/ forging signatures
- 23.6 Any mental or physical harassment/abuse/ discrimination of co-students/guards/wardens in the hostels
- 23.7 Ragging
- 23.8 Sexual harassment of co-students/ staff/ faculty in the hostel/ premise
Intentional injury or harm to another person or intentionally self-inflicted injury
- 23.9 Causing real or perceived violence or giving threats of violence
- 23.10 Bullying or intimidating another person
- 23.11 Causing damage to the belongings of another person in the room or hostel
- 23.12 Causing damage to hostel room/property or facilities
- 23.13 Any groupism/ mass propaganda through any social media platform, written or verbal communication, will be seriously viewed.
- 23.14 Pets are not allowed in the hostels/ rooms. It is not allowed to pamper stray dogs and cats on campus by giving them leftovers or food or bringing them inside hostels.
- 23.15 Firearms: Any storage or possession of firearm, ammunition, explosive and inflammable goods on the hostel premises is strictly prohibited. Violation of the rule will lead to expulsion from the hostel and Constituent.

The list of prohibitions is not exhaustive.

- Anybody caught in the above acts will face strict disciplinary action as per the Code of Conduct, which may impact the student's academics, placements, exams and many more. It may also lead to expulsion/ suspension from academics and the hostel.

24. **Visitors:**

- 24.1 Visitors/parents are allowed to visit hostellers in the visitor's lobby on the service floor between 8.00 A.M. to 8.00 P.M. with prior intimation to the warden/ campus administrator.
- 24.2 No student shall take any visitor, including their parents, to the room.
- 24.3 Personal servants/domestic helpers are prohibited from entering the rooms.
- 24.4 The parents shall give an undertaking to cooperate with the university authorities at the time of admission in the hostel and are expected to be available on call.
- 24.5 Male persons will not be allowed to visit the female hostel and vice-versa.

25. **Water timings:** Normal water supply is available on campuses 24/7. However, the hot water supply will be restricted at the time displayed on the notice board of respective hostels. Students should not leave taps open as they may result in subsequent water loss and further aggravate the water problem. In case of any water problem, students shall contact their respective wardens.

26. **Electricity Restrictions:**

- 26.1 No electric appliances such as immersion heaters, electric stoves/heaters/and electric iron/induction cookers shall be permitted inside the room. The Warden/ Campus Administrator has the right to confiscate the gadget forthwith in case of defiance. Students are expected to switch off bathroom lights when not in use. While leaving the room, students should switch off the lights and fans without fail. In case of default on this account, the Campus Administrator will impose as per the fine policy.
- 26.2 If any additional usage of electric items, e.g. air coolers, can be used with the prior permission of the Campus Administrator and payment of applicable electric charges.

27. **Vehicles:**

- 27.1 Wherever and whenever students are permitted to bring vehicles on campus, they shall comply with all the documents required by the Campus Administrator. In case of over speeding, vehicles shall be confiscated for 7 days by the Campus Administrator and will be charged fine as per the Fine Policy.
- 27.2 Parking of vehicles will be at the owner's risk.
- 27.3 Two /Four wheelers of the hostel students are neither allowed inside the Hostel/ Campus nor allowed to be parked outside along the perimeter. The

final authority of granting permission for entry/ parking of private/ hired vehicles of visitors will rest with the Campus Administrator.

27.4 For Non-residential students of Symbiosis, parking charges will be levied as applicable.

28. **Registering Complaints:** There will be three Registers available with each Warden: -

28.1 **Complaint Register:** Complaints related to the Hostel facilities should be lodged in the Complaint Register.

28.2 **Repairs & Maintenance (R&M) Register:** Requests for repair & maintenance should be made in the R&M Register.

28.3 **Suggestion Register:** Students are welcome to share their suggestions in the register. Processing of the suggestions will be at the discretion of the Campus Administrator.

29. **Mess Facility – Mess facility is compulsory for all hostel residents.** Only hostel students are permitted to dine in the mess. Outside food/tiffin (dabbas) are strictly forbidden in the Mess. Guests are allowed in the mess only with prior permission of the Campus Administrator and on payment of charges as applicable.

29.1 **Mess facilities and Timings:**

Mess timings are as follows, however, the respective campuses will give specific mess timings and display them on their notice boards accordingly.

- a) **Breakfast** - 7.30 a.m. to 9.30 a.m. (*up to 10.00 a.m. on Sundays*)
- b) **Lunch** - 12.30 p.m. to 2.30 p.m.
- c) **Evening Snacks** - 5.00 p.m. to 6.30 p.m.
- c) **Dinner** - 7.30 p.m. to 9.30 p.m.

If a student is sick, based on the certificate issued by the Medical Officer, food may be served in the respective room.

29.2 **Mess Committee:** There shall be a Mess committee for each campus/location as under:

- i. Administrative Officer of each Constituent,
- ii. Campus Administrator,
- iii. Warden,
- iv. Campus supervisor,
- v. One Student Representative from each Constituent,
- vi. Medical Officer,
- vii. Mess Manager and
- viii. Chef.

Nutritionist be invited for each meeting.

29.3 **Functioning of the Mess Committee:**

The **Mess Committee** plays a crucial role in ensuring the smooth functioning of the mess and maintaining the quality of food and services. Its primary responsibility is to oversee the management, operations, and financial aspects of the mess while representing the interests of students.

- i) Oversee the operations of the mess, ensuring smooth functioning.
- ii) Design and approve the weekly mess menu
- iii) Coordinate with mess staff, caterers, and university administration.
- iv) Monitor the hygiene, cleanliness, and sanitation of the mess premises.
- v) Conduct surprise inspections to check food quality and hygiene standards.
- vi) Ensure a balanced and nutritious diet is provided to students.
- vii) Suggest modifications in the menu based on student preferences and health requirements.
- viii) Select and approve food vendors and suppliers through tenders or contracts.
- ix) Conduct periodic reviews of vendor performance and food supply quality.
- x) Enforce rules regarding food wastage and ethical practices in the mess.
- xi) Organize special meals on festivals and cultural occasions.
- xii) Act as a bridge between students and mess authorities.
- xiii) Address grievances related to food quality, staff behaviour, or service delays.
- xiv) Address complaints and feedback from students regarding food quality and services.

The Mess Committee shall meet at least four times in an academic year (two times in each semester). The committee shall maintain the Agenda, Minutes and Action Taken Report of each meeting and shall submit a half-yearly report to the Chief Administration.

29.4 **Wastage of Food:** Students are requested not to waste food and must inform the Mess Supervisor of their absence/ dining out or night out well in advance to avoid food wastage.

30. **Norms for Hostel, Mess Fees, Bus fees (if applicable), Hostel Deposit/ Refund**

- i) **Hostel and Mess Fees:** Payment of Hostel and Mess fees will be as applicable campus-wise.
- ii) **Hostel Deposit:** Apart from the hostel fees, the student shall pay a one-time refundable hostel deposit.
- iii) **Bus fees:** Wherever applicable bus fees will be charged to the Hostel students.

30.1 **Hostel Fees Refund Policy in accordance with UGC refund norms.**

In any other case which is not covered in these rules, the decision would be taken by the Vice Chancellor.

Procedure in Case of Admission Cancellation:

(i) **Checkout Formalities:**

1. In case of admission cancellation or campus transfer, the student must:
 - o Apply for cancellation through the Admission Portal, or
 - o Email the campus administrator (for programmes not covered under the portal).
2. The Director/Administrative Officer will initiate the cancellation process and notify the Campus Administrator.
3. The student must fill out the Checkout Form on the day they vacate the hostel.
4. The Campus Administrator will complete the necessary checkout formalities.
5. Once formalities are completed, the Campus Administrator will initiate the refund process upon receiving the email confirmation.
6. **The refund will be processed to the same bank account provided by the student in the admission form on the portal.**

30.2 **Summary for Refund of Hostel, Mess Fees and Hostel Deposit:**

<u>Particulars</u>	<u>Refund norms</u>
Cancellation of admission up to 30th September	- Full refund of Hostel and Mess Fees and Hostel Deposit before commencement of the programme.
Cancellation of admission from 01st October to 31st October.	- Proportionate deduction of hostel and mess fees based on actual duration of stay. - Dues (if any) will be adjusted from the hostel deposit, and the remaining balance (if any) will be refunded.
Cancellation of admission from 01st November onwards	- No refund of hostel and mess fees. - Dues (if any) will be adjusted from the hostel deposit, and the remaining balance (if any) will be refunded.

Refund Norms for Other Scenarios:

<u>Particulars</u>	<u>Refund norms</u>
Students going for summer internships,	- Proportionate waiver of mess and bus fees.

student-exchange programmes	- Hostel fees will not be refunded or waived for that period.
Student shifting from one campus to another due to transfer of admissions	- If transferred before programme commencement : Full transfer of hostel, mess, and hostel deposit. - If transferred after programme commencement : Proportionate hostel and mess fees along with the hostel deposit will be transferred to the new campus. - Any differential fees will be charged to the student.
Students vacating hostels due to medical reasons approved by SUHRC	- Proportionate waiver of mess and bus fees. - Hostel fees refunded after deducting charges based the duration of the stay availed by the student till the date of checking out of hostel.
Student suspended on disciplinary grounds and asked to vacate hostel	- No refund of hostel or mess fees. - Recovery charges , if applicable, will be levied.
Student rusticated on account of disciplinary action	- No refund of hostel, mess, or bus fees. - No refund of hostel deposit.

31. **Fines and other charges for damage to furniture/fixtures, theft:**

- In case of damage to / theft of any furniture/ fixture or property/ asset of the room/ common area/ corridors or defacing of walls due to negligent handling or misuse, it shall be treated as misconduct. It will be liable for punishment under the Code of Conduct.

31.1 **Fine for first offence in the Hostel –**

- Late entry to hostel after the laid down timings - Rs 500/-
- Misuse of I Card - Rs 500/-
- Absent in the Hostel without permission - Rs 500/-
- Misuse of Mess Card - Rs 500/-
- Duplicate Mess Card – Rs. 500/-
- Loss of Room/Cupboard/Drawers Keys - depending upon the types of keys (1.5 times the cost of damage/replacement/repairs) will be recovered.
- Using fake mail ID for getting night outs – Rs. 1000/-

- Misbehaving/physical assault to the warden/security/staff – Rs. 1000/-
- Noise, shouting, loud Music, in the room – Rs. 100/-
- Any other damage to property / furniture / fixtures - Recovery of 1.5 times the cost of damage / replacement / repairs
- **The monetary fine and other applicable punishment may be imposed on students for offenses such as possession of cigarettes or liquor bottles, smoking, intoxication/intoxicated state entry on the campus, late entry into the hostel, loss of keys, loss of mess card, using a fake email ID, duplicating an ID card, or any other minor offenses, and are also mentioned in the Code of Conduct.**

Apart from the above hostel norms, any other violations that may bring disrepute to the Constituent/ University will also be considered Hostel violations.

Students are expected to give an undertaking appended below.

32. **Medical Emergency:**

Symbiosis Centre of Health Care (SCHC) offers preventive, promotive & curative healthcare services for the students and staff of the Symbiosis family. These services focus on **health promotion, disease prevention, early diagnosis, and treatment of common illnesses** while fostering a supportive and healthy campus environment.

Key Services Under Primary Healthcare for Students

32.1 *Preventive & Wellness Services*

- ✓ **Health Screenings & Check-ups:** Regular medical check-ups, vision, dental, and hearing screenings
- ✓ **Vaccinations & Immunizations** – Flu shots, COVID-19 vaccines, Hepatitis, HPV, and travel-related vaccines
- ✓ **Nutritional Counselling** – Diet and nutrition guidance for better health & well-being.
- ✓ **Lifestyle Management:** Advice to consult fitness experts and counselors for exercise programs, yoga, and stress management sessions.
- ✓ **Tobacco, Alcohol, and Drug Abuse Prevention:** Advice to consult psychological counselors for awareness programs for emotional well-being.

32.2 *Medical Consultation & Treatment*

- ✓ **General Physician Consultations:** Diagnosis and treatment of common illnesses like fever, cold, infections, etc.
- ✓ **Emergency Medical Support (EMS):** 24/7 on-call medical officers to facilitate urgent care
- ✓ **Management of Chronic Conditions:** Referral to specialist OPD for asthma, diabetes, hypertension, and allergies
- ✓ **Minor Injury Care:** First aid, wound care, sprains, and minor burns
- ✓ **Referral Services:** Coordination with specialists for advanced care when necessary

32.3 *Health Education & Awareness*

- ✓ **Workshops & Webinars on Health Topics:** Nutrition, sleep hygiene, disease prevention, and Sexual & Reproductive Health.
- ✓ **Digital Health Resources & Mobile Apps:** Access to online health advice, telemedicine, and self-care tools
- ✓ **Community Health Initiatives:** Blood donation camps and public health campaigns

32.4 *Telemedicine & Digital Health Services*

- ✓ **Online Doctor Consultations** – Virtual medical appointments for remote assistance
- ✓ **E-prescriptions & Health Records** – Digital access to prescriptions and medical history
- ✓ **Symbicare Mobile App** – Health updates, EMS contact details, and wellness tracking

32.5 **Campus Medical Support & Emergency Contacts**

Primary healthcare is provided by medical officers on all campuses. A Campus Medical Officer is available 24/7 on call to help during emergencies.

☎ **Emergency Contact Numbers** (*Available at all campuses, hostels, and common areas*)

No.	Campus	EMS Contact No.
1	S.B. Road	+91 9552525651


2	Viman Nagar-2 (New)	+91 9552589179
3	Viman Nagar-1 (Old)	+91 9552525654
4	Hinjewadi	+91 9552525650
5	Lavale	+91 7796688343
6	Kirkee	+91 9552525663
7	Model Colony	+91 9552382845
8	Nashik	+91 9552525658
9	Noida	+91 9910049924
10	Bengaluru	+91 7022043266
11	Hyderabad	+91 9175673119
12	Nagpur	+91 8669987754

32.6 Medical Assistance for Students & Staff

- ✓ For minor health issues: Visit the Campus Medical Officer, Symbiosis Centre for Health Care (SCHC).
- ✓ For medical emergencies: SCHC doctors will refer to a specialist or arrange hospital admission if needed.
- ✓ Hospitalization: Students will be admitted to Symbiosis University Hospital & Research Centre (SUHRC), Pune. Due to a medical emergency, the Medical Officer, SCHC, will assist with admission to a nearby hospital.

These services create a **healthy campus culture**, improving academic performance, productivity, and overall quality of life.

- Website: www.schcpune.org App: Symbicare Mobile App: <https://apps.apple.com/in/app/symbicare/id1393616437>

32.7 Important for Students 

Make sure to inform your **hostel warden** about:

- Your **medical history**
- Any **drug allergies**
- Your **blood group**

32.8 Insurance Policy:

All Symbiosis students are covered under a **group medical insurance scheme**.



Symbiosis International (Deemed University)

Form No. _____

HOSTEL APPLICATION / CHECK-IN / OUT FORM

ACADEMIC YEAR 2025 - 2026

Instruction:

- Please fill in all the sections using **BLOCK LETTERS**:
- The student & parents must sign this form. Incomplete form will not be accepted.
- This form is valid only for the current Year.

Affix Latest
Photo

STUDENT DATA

FULL NAME			
INSTITUTE NAME			
PROGRAMME NAME			
PRN			
BATCH			
UG / PG			
HOSTEL NAME		ROOM NO.	
CONTACT NO.			
INSTITUTE EMAIL ID			
PERSONAL EMAIL ID			
DATE OF BIRTH (DD/MM/YYYY)			
PERMANENT ADDRESS			

	CITY:	STATE:
	PINCODE:	COUNTRY:
NATIONALITY		
ADMISSION CATEGORY (General / SC / ST / DA / KM / DQ / Int. Stu.)		
FATHERS'S NAME		
FATHERS'S CONTACT NO.		
FATHERS'S EMAIL ID		
MOTHER'S NAME		
MOTHER'S CONTACT NO.		
MOTHER'S EMAIL ID		
LOCAL GUARDIAN'S NAME		
LOCAL GUARDIAN'S CONTACT NO.		
LOCAL GUARDIAN'S EMAIL ID		
LOCAL GUARDIAN KNOWN ME SINCE (in years)		

WRITTEN DECLARATION BY STUDENT

I, the undersigned, hereby agree, without any compulsion, to abide by the following rules and regulations, subject to which my admission to Symbiosis (Hostel name) _____
_____ Hostel is based.

- 1) I will pay the fees as per the prescribed / approved fee structure of SIU.
- 2) I will not encourage entertaining any undesirable element within the entire campus of Symbiosis, in the event of violation of any rules or regulations mentioned in SIU code of conduct. The concerned authorities have full right to evict me from the room occupied by me in the hostel, within the jurisdiction of Symbiosis.
- 3) I will strive to promote mutual understanding and co-operation among students of various cultural back grounds.
- 4) I will not put additional light in the room.
- 5) I will not bring and encourage any personal pets of any kind.
- 6) I will not ask for room change once allotted.
- 7) I will not misbehave with any hostel staff, warden, security etc.
- 8) In case my room is not clean, I permit the housekeeping staff to clean the room in my absence.

- 9) I permit the Hostel warden, security to carry out surprise checks of my hostel room, if required.
- 10) I not bring, consume, possess, distribute any cigarette E-cigarette/liquor/Vape/intoxicated items/Drugs/banned substance, which is liable to punishment.
- 11) I will not indulge in any behaviour or act, nor participate in or associate with any activities that bring disrepute to the Constituent or the University.
- 12) No refund will be sought, if I leave the hostel In between the session.
- 13) Any additional electrical gadget will be charged extra (**amount**).
- 14) I will not keep any Jewellery/Ornaments/Cash (not more than Rs.2,000/-) in my room. Any loss of the same will not be the responsible of hostel administration.
- 15) Biometric / Physical attendance will be done between 9.00 pm to 10.00 pm from Monday to Friday and 10:00 pm to 11:00 pm on Saturday/ Sunday.
- 16) Outside food will be not allowed to be taken to rooms.
- 17) I will disclose any kind of medical issues/disease/mental disorders prior to hostel admission.
- 18) I hereby declare that the information given in this form is true and correct to the best of my knowledge and belief. I have read the SIU hostel rules and regulations and SIU code of conduct and I agree to abide by them, failing which I shall be liable for disciplinary action.
- 19) I am fully aware that ragging in any form is prohibited by law and is punishable under UGC regulations.

Yours faithfully,

Date:

Signature of Student:

Signature of Parent / Guardian:

Signature of Warden:

Signature of Campus Administrator:

UNDERTAKING BY PARENT

I,(name of parent), parent of
Mr/Mrs..... (student's name), resident of
.....
.....
.....(complete address)

hereby, confirm that I have read and understood the Hostel Rules and shall cooperate with the university authorities for any matter related to the staying of my ward in the hostel and shall be available on call.

Name of the Parent:

Signature:

Date:

Details of Local Guardian

Name of Local Guardian

Relationship with Student.....

Address.....

.....
.....
.....

Phone number.....

Email address.....

Signature of the Parent

Name of Parent:

Signature of the Local Guardian

Name of Local Guardian:

STUDENT CHECK IN FORM

STUDENT'S FULL NAME			
INSTITUTE NAME			
PROGRAMME NAME			
PRN / TEMP. ROLL NO.			
BATCH			
UG / PG			
HOSTEL NAME		ROOM NO.	
HOSTEL CHECK IN DATE			
VEHICLE DETAILS (TWO-WHEELER / BICYCLE)			
VEHICLE TYPE and VEHICLE NO.			
VEHICLE COLOR			
VEHICLE REG. NO.			

BESIDES PERMANENT FIXTURE, FOLLOWING ADDITIONAL ITEMS ARE PROVIDED IN EACH ROOM:

BED	WRITING TABLE	CHAIR (1)	BOOK SHELF (1)
SOFA BOARD (1)	BULBS	CURTAINS (1)	BUCKETS
MUG (1)	BATH STOOL (1)	MATTRESS WITH COVER (1)	ROOM KEY (3) WITH THE KEY CHAIN

DATE:

SIGNATURE OF STUDENT:

SIGNATURE OF CARETAKER:

SIGNATURE OF WARDEN:

SIGNATURE OF CAMPUS ADMINISTRATOR:

CHECK OUT FORM

STUDENT'S FULL NAME			
INSTITUTE NAME			
PROGRAMME NAME			
PRN			
BATCH			
UG / PG			
HOSTEL NAME		ROOM NO.	
HOSTEL CHECK OUT DATE			
VEHICLE TAKEN BACK			

(Parent / Guardian/Warden) have today personally verified the items in the above hostel room and my remarks are as under: Amount to be refunded Rs. _____/-

- | | |
|-----|-----|
| (a) | (d) |
| (b) | (e) |
| (c) | (f) |

Refund process will take a minimum of one month from the date of completion of check out formalities.

For refund of deposits, kindly submit a cancelled cheque (*kindly submit Indian National bank account details only*)

Note: In case of damage / loss of the items, 1.5 times the cost of those items will have to be paid by the students sharing the room. This cost will be deducted from the security deposit.

Date:

Signature of Student:

Signature of Parent / Guardian:

Signature of Warden: