

# Residence Hall Handbook

2023-24



**Nālandā**  
UNIVERSITY

## **1. INTRODUCTION**

The Residence Hall Handbook is designed to serve as a guide to students and others who will reside in the Residence Halls of the University. It outlines a code of conduct for acceptable behavior to ensure that all residents live together in a healthy, friendly and peaceful environment. Guidelines in this Handbook reflect the ethos of the University, but it is only through continual co-operation of the inhabitants that the community at Nalanda can be built on mutual respect and concern for each other. We hope that you enjoy your stay at the Nalanda Residence Halls and take full advantage of opportunities that only living on campus can provide.

Nalanda University presently has two Residence Halls: Tathagat Residential Hall and Ajatshatru Residential Hall. The imposing and integrated hostel complex stands unique and elevated for its green surroundings & captivating ambience. There are support facilities like cafeteria, play board rooms, and 24X7 Internet. It is a matter of pride that the students started living in the Nalanda University campus after a millennia and it is a proud moment during the Amrit Kaal.

The Residence Halls have Air Conditioning (Cooling /Hot) and Twin-sharing rooms. All rooms in the Residence Halls have well fitted furnitures. The University provides Mattress, Bedsheet, Pillow with Pillow cover, Comforter to each student. Residence Halls also have Amenity Hall for Gym and Indoor games. There are facilities at Residential Halls like Wi-Fi (24X7), TV in Amenity Hall and Mini Pantry with well-equipped Utensils and Induction cooktop.



## **CENTRAL DINING HALL**

The dining area ensures a balanced meal for its students, keeping in mind their varied cultural backgrounds and food habits. Nalanda University has Central Dinning Hall which is 2320 square meters and capacity of 1000 Students. Special food is served during festivals.

Residences also have dining halls where students may be served wholesome and sumptuous meals. Apart from these facilities, the Residence Halls include common facilities like pantries, laundry areas with washing machines, common rooms with televisions, study areas with computer and Wi-Fi facilities etc. Facilities for sports and games like badminton, table tennis, cricket, volleyball etc. are also available at the Residence Halls.

**Vision Statement:** Priority is given to ensure that Nalanda International University Residence Halls provide a harmonious, healthy and safe stay. The University is committed to promote understanding and appreciation for all nationalities, religions, national origins, classes, etc.

## **2. OBJECTIVES OF THE RESIDENCE HALLS**

All the Residence Halls of the University are well equipped, and aim to provide students with a holistic living and learning experience.

## **3. ACCOMMODATION**

### **a. Eligibility**

Depending on the availability, the rooms will be allotted to the following categories of students/scholars:

- i. All students who are registered in any regular course of study at Nalanda University
- ii. Any other person as deemed fit to be considered by the competent authority at the University.
- iii. All differently-abled students are eligible for allotment of Hostel rooms on priority basis.

The following categories of persons shall not be allotted rooms (or allowed to retain their rooms) in the Hostel:

- i. Students who have faced any kind of disciplinary action by the Residence Hall Committee or any other committee of the University may not be allowed to reside inside the Residence Hall
- ii. Residents who have not cleared their dues by the deadline.

- iii. Any student whose registration is cancelled due to any reason.
- iv. Any student, whose name has been removed from the rolls of the University, will automatically cease to be a resident of the Residence Hall. Such students are required to immediately vacate the rooms allotted to them and leave the Residence Hall.
- v. Students who have completed their Programme of Study.

## **b. Process of Application**

- i. Application for admission to the Residence Hall must be made in the prescribed Application Form at the time of seeking admission.
- ii. Accommodation will be provided only after payment of the requisite fees as decided by the University Administration from time to time. All charges prescribed in the application form or any other documents are subject to change as per the decision of the concerned University authorities without prior notice.
- iii. At the time of admission every resident has to submit the undertaking given at the end of the Handbook, countersigned by the person paying the fees which conveys the agreement of the resident to abide by the rules and regulations of the Residence Hall.
- iv. At the time of admission of a resident into the Residence Hall and at the beginning of every academic year, each resident is required to submit a duly filled Residence Hall Application and Agreement, containing the current address, mobile and/or the telephone number and the email address of his/her parents/guardian/spouse. Any change in this information at any point of time has to be intimated to the Student Affairs Office in writing.
- v. At the time of admission, submission of a certified medical history and medication by the resident is mandatory along with the details of medical ailments, if any.

## **c. Moving in and moving out**

- i. Students are required to stay in the University Residence Halls for all Semesters of their programme as per the Academic Calendar of the University.
- ii. As the period of occupancy for an academic year ends on the day prior to the start of summer vacation, students must vacate the room entirely on the said day.
- iii. Students can reside in the Residence Halls during the mid-semester breaks and/or preparation / reading weeks.
- iv. Students may reside in campus housing during the summer break, for academic/research purposes. An application to the effect by citing appropriate



reasons must be endorsed by the Dean of the School and approved by the Competent Authority. The student must also pay the prescribed fees towards accommodation and mess charges for the period of occupancy during vacation.

- v. All Graduating residents are expected to vacate their rooms at the end of their programme of study, after obtaining a No Dues Certificate from all the concerned sections of the University.

**d. Payment of Fees and Refund Policy**

**Fee Structure:-**

1. The tuition fees for the academic year along with the hostel fee and meal charges shall be as specified on the admission portal of the University at the commencement of every admission cycle.
2. The students may either pay the fee referred to in clause (1) at one time for the entire course of study of programme or every semester wise as per the options laid down by the University in this behalf.
3. The University shall revise the fees in every three to five years with the approval of the Executive Body of the University.
4. The University is a fully residential University and a student shall pay fees for hall of residence, meal and other amenities as specified in the University website from time to time at the beginning of the semester.
5. Any failure to pay the fees shall result in cancellation of admission or registration by the University.

**Mode of Fees Payment**

Payment of fees to the University can be done online through the University portal.

**Refund of Fees**

1. Where a student chooses to withdraw from the course of study or programme in which he is enrolled, the fee shall be refunded in such cases as per the recommendation of the Admission Committee with the approval of the Authority.
2. The University shall deduct an amount not more than ten percent (10%) of the aggregate fees as processing charges from the refundable amount.

**4. ROOM ALLOTMENT**

- i. Allotment of rooms shall be at the sole discretion of the Hall Administration, which may allot the rooms on the basis of availability, on first-come-first-

served basis. Deposition of Residence Hall charges for a particular category of room at a Residence Hall shall form the basis for “first-come-first served”.

- ii. Residents must occupy the room allotted to them. Rooms are allotted to a resident for the full academic year and allocations once made will not be altered.
- iii. Without valid and considerable reasons any request for change of room in between the Academic Year is not permitted.
- iv. Without Prior permission under no circumstances residents can exchange rooms.
- v. The University authorities reserve the right to change room assignments (consolidate) when vacancies occur.
- vi. The Residence Hall Management may reassign Students from a room, floor or Residence Hall if necessary for health, safety, financial or disciplinary purposes or when premises are unsuitable for occupancy.

## **5. LIMITED ACCOUNTABILITY**

The University does not take any responsibility for:

- i. Damage or injury to persons or property or loss of property of Student unless the same is caused by the gross negligence or wilful misconduct towards the norms presented by the University.
- ii. The loss, damage, or destruction of personal belongings in the custody of, or belonging to, or stored by the Student, regardless of cause. This includes losses that occur in the Student's room, storage room, public areas, and in other areas of the Hall or campus.

## **6. RESPONSIBILITY FOR THE ROOM AND RESIDENT LIABILITY**

- i. The University shall allot rooms on single occupancy or double sharing basis to the students. Only the allottee is allowed to reside in the room.
- ii. Keeping unauthorized guests in the room will lead to a monetary fine of INR 2000/- per day and could result in expulsion from the Residence Hall. (An unauthorized guest is anyone who is not permitted to be in the room, i.e. has not registered or made their presence known to the hostel authorities etc.) In addition, all such cases will be referred to the University's Disciplinary Committee for further necessary action.
- iii. The Hall Management will provide in each room, a minimum set of furniture and fittings consisting of a bed, table, chair, cupboard for each resident as well as a ceiling fan and ceiling light fittings.

- iv. Students are required to look at the inventory carefully and check the items of furniture, fixture and other articles in their rooms at the time of occupying the rooms. Having checked the items, they will be made to sign the inventory form and hand it over to the hostel warden / Incharge.
- v. Repairs or replacement of any damaged item in the room must be reported in writing to the Residence Hall Manager. Each Residence Hall maintains a Complaint Register for the said purpose.
- vi. Repairs, replacement or adjustment to any University property are to be carried out by the University's authorized maintenance or housekeeping staff. If the job is not done within a reasonable time duration, the matter may be escalated to the Hall Management members.
- vii. Residents must cooperate in carrying out maintenance work and vacate their rooms completely when the Hall Administration requires the rooms for this purpose. On such occasions, the Management shall provide alternative accommodation.
- viii. Resident(s) in a room are solely liable for any damage to the room or its property, once occupancy has been established.
- ix. The room must be in the same condition at the time of departure of the resident. If any item is damaged, compensation as assessed by the Hall Management shall be recovered from the resident(s) concerned as per the Clause noted later in the section titled "Other Codes of Conduct".
- x. Students are not permitted to make any change or replacement without permission of Residential hall Incharge.
- xi. All residents are responsible for locking their rooms and safeguarding their personal belongings and University property in their rooms.
- xii. No furniture should be shifted from one room to another without prior written permission of hostel In Charge/Manager.
- xiii. All residents are required to switch off the lights, fans before leaving their rooms and switch off Air Conditioners, lights, fans while leaving the Hostel Room, Common Room, and Amenity Hall respectively.
- xiv. Any items belong to the Dining/Mess (plates, glasses, bowls etc.) should not be taken away from the dining hall.
- xv. The Students are not allowed to make any alteration/white washing/painting in the hostel room.
- xvi. Use of alcoholic drinks, narcotics, drugs, chewing tobacco, smoking are strictly prohibited in the Residence halls. Any resident or guest found using alcoholic

drinks or drugs in his room or in the residence premises or allowing his room to be used for such purpose or under the influence of alcoholic drinks or drugs shall invite penal measures.

- xvii. Residents who are witness to vandalism or destruction around the Residence Hall and do not report it to the housing staff may also be found liable for the damages.
- xviii. The University officials will check the hostels/rooms without any prior notice.
- xix. Any case of illness should be immediately reported to the residence in charge and Office of Student Affairs.
- xx. International Students are required to report to Office of Student Affairs for FRRO whenever they travel in or out of Rajgir.
- xxi. No resident shall indulge in any activity in the Hostel premises other than academic.
- xxii. The University Authority reserves the right to refuse or terminate housing to any Student who is delinquent in the payment of residential fees, who has demonstrated an unwillingness to abide by the University regulations and Residence Hall policies and procedures, who may impact the community and/or other Students' safety, or who exhibits behavior which is incompatible with maintaining order and propriety of the University community.

## **7. ROOM KEYS**

- i. Keys of the room will be handed over to the resident of the room. These keys should not be lent to anyone. Lost or missing keys must be reported immediately to the In-charge of the Residence Hall.
- ii. If a key is lost, the resident will be charged the cost of replacing the entire lock to ensure safety and security.
- iii. It is forbidden for residents to duplicate the keys to their rooms.
- iv. Residents are not allowed to give their room keys to any unauthorized person.
- v. While vacating the room, the resident must surrender all the keys, including the keys to room and cupboards to the In-charge of the Residence Hall.

## **8. TECHNOLOGY USAGE**

Nalanda University provides Wi-Fi services in the Residence Halls and other University-owned housing facilities.

Use of this service is a privilege, and it is the responsibility of each user to utilize these services appropriately. The users must adhere to all aspects of the Nalanda

University Policy while using these resources. Using the Internet connection for the following purposes is prohibited:

- a) For illegal, inappropriate or unethical purposes.
- b) For product advertisement or political lobbying.
- c) For developing programs which might harass other users or infiltrating a computer system and/or damaging the software components of a computer or system.
- d) For the purpose of sending hate mails, discriminatory remarks, and other antisocial communications on the network.
- e) For accessing obscene or pornographic material.
- f) For accessing material which may result in any copyright violation.
- g) To transmit material likely to be offensive or objectionable to recipients.
- h) To disrupt the work of others.
- i) To modify, abuse, or destroy the hardware or software of other users.

In addition, IT administration at the University will randomly and regularly monitor computer usage in person and/or through monitoring software which facilitates remote monitoring for the purpose of preventing and/or curtailing access to inappropriate data.

## **9. VISITORS**

- i. Female Students are not allowed in Male Residence Halls and vice versa. Any infringement of this rule may lead to immediate expulsion from the hostel apart from attracting other disciplinary action as per rules.
- ii. Visiting hours in all Hostels are strictly between 3.00 pm and 7.00 pm during the weekdays and 10am to 5pm during weekends. Residents can meet their visitors in the Visitor's room and in the space specified for visitors.
- iii. If a visitor is found in the visitor's room after 8:00 pm, the host(s) will be liable to disciplinary action which may include, but not limited to, a fine and/or expulsion from the Residence Hall.
- iv. Visitors are not allowed to enter the rooms or any part of the residential area in the Hall.
- v. All visitors must wait near hostel Office area/lobby. The sitting arrangements are available in the office area of the concerned Residential Hall.



- vi. All visitors to the Residence Hall including parents/guardians will have to make necessary (in and out) entries in the Visitors' Book available at the entrance of the Hall.

## **10. USE OF APPLIANCES**

Residents may bring some personal property and appliances for use on campus provided that such appliances do not endanger the safety of any resident or violate any University norms including those laid down below.

- i. Residents may use clocks, radios, stereos, computers and lamps in their rooms.
- ii. The use of the following personal items is prohibited:  
Electrical/electro-mechanical equipment such as electric stove, heaters, refrigerator, washing machine, infrared cooker, or any appliance using liquid petroleum gas or any inflammable material.
- iv. While personalizing rooms, residents must not re-wire them or modify electrical outlets, switches, fixtures, or wall coverings.
- v. Cooking in the rooms or anywhere in the Hall other than the designated places is strictly forbidden. However, Students can make use of the Pantry in the Residence Halls dedicated for this purpose.
- vi. Any forbidden appliance found in a room will be confiscated and will attract a monetary fine. The Hall Management will also take strict disciplinary action against the defaulter.
- vii. Appliances should be attended to when in use and unplugged when not in use.
- viii. Audio systems should be used keeping in mind that no inconvenience is caused to other residents.
- ix. When residents go out of their rooms, they should switch off all the electrical/electronic appliances and lock the doors.
- x. Residents are not allowed to move furniture or fixtures from the public areas of the Residence Hall to their room or vice-versa.

## **11. HALL MAINTENANCE AND CLEANLINESS**

The University is very particular about the maintenance and cleanliness to maintain high level hygiene of its residential facilities. Maintenance requests will normally be completed within 1-3 working days, but it may take longer in some cases. Co-operation of residents is of utmost importance for activities related to the upkeep of the Residence Halls. There will be periodic review and surprise visits by the hostel management.

## **i. Trash**

Residents must properly dispose all their trash, including all recyclables, at appropriate places meant for the purpose. Residents found to be disposing trash improperly will be charged for its clean up and removal. The rooms, common areas and surroundings of the Residence Halls should be kept clean and hygienic.

## **ii. General Maintenance and Cleanliness**

It is the responsibility of the Hall Management to look after the general maintenance and cleanliness of the Hall premises including the building, courtyards and the common toilets. All residents must cooperate with the Hall management in these works.

## **12. RAGGING**

- i. Ragging in any form is banned as per the Govt. of India and University norms. Severe punishment, including expulsion from the Hall and the University, will be imposed on any resident if he/she is found to have indulged in any such activity.
- ii. Ragging is a cognizable offence. The offender will be dealt as per the Indian and State Governments laws.
- iii. A resident, if subjected to any form of ragging, must report the incident immediately to the Hall Authorities. If a victim of ragging does not report the incidence, he/she will also be considered an offender.
- iv. Any person who witnesses an incident of ragging, must report the same immediately to the Hall Authorities and/or University Authorities. Failure to do so shall be considered a serious offence and will be dealt with on par with the perpetrators of ragging.
- v. If the Students committing or abetting the crime of ragging are not identified, a particular group of Students (who are suspected) or all inmates will be collectively punished.
- vi. All residents of the Hall are required to sign an Anti-Ragging Undertaking as per stipulated guidelines and submit it to the Hall Office/ Student Affairs Office.

## **13. MATTERS RELATED TO TIMING AND ABSENCE FROM HALL**

The Residence Hall gates will be closed at 10:00 pm and opened at 05.00 am. However, residents will be able to enter the Hostel after 10:00 pm on showing their Student ID card to the Security Guard and entering their names in the Security register.

This facility should not be treated as a matter of right but should be used under special circumstances where a written permission to remain outside the Residence Hall during this time has been taken from the Hall Manager/Warden, in advance. Violation of this rule will invite strict disciplinary action against the defaulting Student. The Student has to submit a letter to the hostel in-charge by citing appropriate reasons while leaving the hostel. Any coercion to the security guards or hostel staff will invite punitive action.

#### **14. RESIDENT PRIVACY AND BEHAVIOR**

The University respects residents' rights to privacy, and every effort is made to ensure privacy in University housing. Residents are expected to be aware of each other's needs and are requested to respect the privacy of others.

##### **i. Access**

- a) A designated University Official has the right to enter any unit in order to inspect the same; make essential, preventive, routine, or agreed upon repairs, decorations, alterations or improvements; supply necessary or agreed upon services; or exhibit the premises to labourers or contractors, or as is otherwise necessary in the operation and/ or protection of the premises or persons therein.
- b) The Residence Hall Management has the right to enter a resident's room to make an enquiry or conduct a search, if considered necessary and residents are required to cooperate.
- c) A reasonable effort will be made by the Hall Management to give a 24-hour notice before a service or inspection is performed. Please note that routine work and inspections occur during semester breaks. In case of surprise checks, no prior intimation will be given.



## **ii. Alcohol**

As per The Bihar Excise (Amendment) Act, 2016, enforced by the Government of Bihar, the possession or consumption of Liquor within the state is a crime punishable under provisions of the Indian Penal Code. In compliance with the above directive, the consumption or possession of alcoholic beverages is strictly prohibited in the University.

## **iii. Drugs**

- a) The University and University housing comply fully with all federal, state, and municipal regulations.
- b) The use, production, manufacture, sale, distribution, and/or possession of drugs or controlled substances in violation of federal, state, or municipal laws is prohibited by the University and is not permitted in the Residence Halls.
- c) Residents are responsible for reporting the use, production, manufacture, sale, distribution, and/or possession of illegal substances within any area of the Residence Halls to the Hall staff.

## **iv. Noise**

- a) Residents must understand and abide by quiet and courtesy hours.
- b) Quiet hours is the time from 10:00 pm to 7:00 am. During the quiet hours, noise from speakers, televisions, computers, and conversations must not be audible in Residential Halls from areas such as hallways, adjoining rooms, or through open windows.
- c) Courtesy hours is the time which does not come under quiet hours. During courtesy hours, residents must not interfere with anyone else's ability to sleep, read, or study. Students who are asked to be quiet during courtesy hours are expected to do so.
- d) The use of equipment—such as speakers, radios, amplifiers, video games, car engines, or musical instruments including car sound systems—in a manner that disrupts the peaceful environment required to study or sleep is not permitted inside the Residence Hall premise.
- e) Sound speakers should not be placed facing an open window.
- f) Yelling inside the building and banging on or rattling pipes in the building or apartments are prohibited.

## **v. Self-Care**

Residents must engage in self-care, including appropriate personal hygiene and management of medical conditions. Residents who are unable to do the same without

assistance should contact the appropriate office authorities for necessary support, counseling and consultation service.

#### **vi. Smoking and the Use of Tobacco Products**

Smoking and the use of tobacco are prohibited in and on all University owned, operated, or leased property including vehicles. Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, oral tobacco (e.g., spit and spit less, smokeless, chew, snuff) and nasal tobacco (e.g. snus). It also includes any product intended to mimic tobacco products, containing tobacco flavouring or nicotine.

#### **vii. Other Codes of Conduct**

At the time of admission to the Residence Hall, Students are required to sign a declaration/ undertaking/ Agreement that they will abide by the rules and regulations of the Nalanda University as prescribed in the Student Handbook and Residence Hall Handbook.

- a) No notice can be put up on any of the notice boards of the hostels without the written approval of the Hall Manager/Warden. Display of unauthorized bills, posters, advertisements within the Hall premises is strictly prohibited.
- b) All residents are required to maintain standards of behaviour expected of Students of an International University. They are expected to behave courteously with everyone inside and outside the Residence Hall and Campus.
- c) All residents are required to produce, whenever asked, their valid identity cards issued to them by the University.
- d) Room painting, scribing on walls and wallpapering are not permitted. Any intentional defacing of wall(s), floor, ceiling or any other University property will attract a penalty.
- e) A room is allotted to a Student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of the room.
- f) Residents must also take care of the Residence Hall and its environment.
- g) The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the Hall Management shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item plus a fine of `1000/-for each of such item.



- h) In case of any damage or loss of Residence Hall property kept in the common area, the cost of repairing/replacing the same will be recovered from the residents responsible for such damage or loss (if individual responsibility is ascertained) otherwise, the same will be recovered from all the Students of the wing/floor, as decided by the Hall Management.
- i) Residents are required to observe decent / suitable dress code within the Residence Hall compound.
- j) Residents should not participate in any anti-national, anti-social, political or any other undesirable activity within or outside the campus. They are not permitted to organize any religious or political functions within the Residence Hall premises.
- k) Students should note that the university adheres to the policy of zero tolerance towards gender/ caste/colour discrimination and sexual harassment.
- l) In the Residence Hall premises, the following acts (apart from the ones described earlier) are strictly prohibited:
  - Gambling
  - Intimidation or violence
  - Wilful damage to property
  - Using abusive languages
  - Employing unauthorized persons for personal work such as washing clothes, repair of Hall property etc.
  - Bringing stray/pet animals inside the Residence Hall Premises.

## **15. LEAVE OF ABSENCE**

- i) Students are expected to be within the hostel premises latest by 10 pm for Students every day. In case, a student has to leave the residential hall premises for overnight or longer duration, a leave application duly signed by the Dean / Student Affairs have to be submitted to the residence in-charge. Forms are available in soft copy online & in hard copy with the Student Affairs. Under no circumstances the student will be allowed to leave premises without submission of hard copy. Any exception in doing so will be treated as absence and will attract strict disciplinary action.
- ii) A Hostel Movement Register kept with the guard at the main gate of the residential hall is to be filled by the student before leaving the campus in which “departure” and “arrival” time is recorded every time.

## **16. FIREARMS & WEAPONS**

- i. Possession and/or use of any type of firearm or other weapon(s) is not permitted in or around University housing. This includes, but is not limited to, guns, chemical and dry ice bombs, explosives, bows and arrows, darts, fireworks, knives, paint guns, BB guns, pellet guns, air-soft guns, Tasers/stun-guns, nightsticks, sling shots, and martial arts equipment(s).
- ii. The use and/or possession of fireworks, including smoke bombs or explosive devices of any type, is not permitted in or around University housing.
- iii. Residents must report the unlawful possession, use, or storage of firearms, weapons, or explosives to the Residence Hall staff.
- iv. Use or misuse of weapons, devices, or substances in a manner that causes or threatens serious harm to the safety or security of others is prohibited.

## **17. RESIDENTS' RIGHTS**

As members of the residential community, you have the right to expect the following:

- i. The ability to read, study and sleep free from undue interference, unreasonable noise, and other distractions.
- ii. A clean living environment.
- iii. Freedom from harassment, including sexual harassment, as well as threats of intimidation and physical or emotional harm. This includes acts of ethnic or racial intimidation, or harassment for reasons of race, religion, gender, gender identity or expression, sexual orientation, age, disability, or status. Any complaint will invite penal measures.
- iv. Assistance and support from housing staff.

## **18. RESIDENTS' RESPONSIBILITIES**

As members of the residential community, you have the responsibility to:

- i. Help maintain an environment conducive to academic pursuit.
- ii. Treat fellow residents and housing staff with regard, consideration, and cooperation. Any misbehaviour with Residence Hall staff will not be tolerated and will account for severe disciplinary action.
- iii. Accord every resident personal dignity and report incidents of racial or other discrimination as well as harassment to housing staff.
- iv. Understand and comply with all University and housing policies and regulations.

- v. Resolve personal and community issues in a calm and diplomatic manner.
- vi. Take action by sharing any situation or problem with a housing staff member or a fellow resident (if you feel comfortable) when it interferes with your rights or the rights of others.
- vii. Exercise an individual commitment to personal and community security.
- viii. To be polite to the non-teaching/mess workers/security staff etc. Any complaint will invite penal measures.

## **19. DISCIPLINARY MEASURES**

Any resident, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance with any of the rules of conduct or violation of any other rule stipulated in several clauses under various sections and sub-sections, will be subjected to disciplinary action by the Hall Management, as stipulated under the relevant clause after a proper enquiry.

Residents who violate the Hostel rules and regulations will be liable to punitive measures as stated below:

- a) Fine ranging from INR 1,000/- to INR 10,000/-, depending upon the seriousness of the offence.
- b) Withdrawal of fellowship or any other benefit.
- c) Cancellation of admission.
- d) In case of non-payment of fees, posting on social media/media against the interests of the University will not be entitled to alumnus of the University.

Moreover, depending upon the gravity of the offence, the Residence Hall Management may forward the case to the University's Disciplinary Committee for further necessary action.

## **20. GRIEVANCE REDRESSAL**

If any resident has grievances, on any matter concerning the running of the Hall or its Dining services, he/she may approach the Residence Hall Management in writing for help, guidance and/or redressal of the grievance. Depending on the nature of the grievance, the Hall Management may refer the case to the Residence Hall Committee for further action.

## **21. RIGHTS OF HALL MANAGEMENT**

The Residence Hall Management reserves the right to amend rules and regulations (stated previously) from time to time if necessary. The residents shall be informed of any amendments through circulars displayed on the Residence Hall notice boards.

## **22. APPELLATE AUTHORITY**

Residents must register all their complaints with their Hostel In-charge. In case a resident is not satisfied with the way a grievance or dispute has been addressed, he/she may make an appeal to the Student Affairs Manager. If the student remains dissatisfied, he/she may make a final appeal for redressal to the Registrar / Vice Chancellor of the University. The decision of the Vice Chancellor on the matter will be considered as final and binding.

## **23. HALL MANAGEMENT**

A person nominated by the Vice Chancellor of the University will act as the Manager/Warden of the Residence Hall. He/she will be the highest authority of the Hall and will be responsible for managing and conducting all its Affairs. Apart from the manager, there may be one or more Assistants or Associates, as deemed fit by the Vice Chancellor, to assist the Manager/Warden in his/her duties. Manager/Dean, Students' affairs must be a permanent invitee to the Hostel/Hall Management decision-making sessions.

## **24. UNIVERSITY DINING HALL**

Please make sure that while availing the dining services, all the fellow diners and the Dining Hall staff are treated with respect and nobility. This will certainly make the Dining experience at Nalanda worth enjoying.



The rules and regulations for management of Dining Halls have been framed for the smooth functioning of these Halls. These are elaborated here as under:

1. Residence Halls are meant for both boarding and lodging. No one is permitted to use either of them (boarding or lodging). Once a Student is admitted to a Residence Hall she or he is deemed to become a member of the Dining Hall until she or he officially vacates the Residence Hall.

## **2. Mess Committee:**

The functions of the Dining Halls shall be supervised and carried out by the Mess Committee consisting of the following members:

- Members from Faculty and Staff.
- Students' Representatives (On rotation)

Mess committee will have the following functions to discharge:

The Mess committee will be instrumental in making policies and planning for the efficient functioning of Dining Halls.

- a) To check the quality, quantity, hygiene and availability of Food at a designated place and time.
- b) To deal with the grievances related to dining services.
- c) Finalization of proper dietary food chart.
- d) Overseeing the proper utilization of fund allocated for dining services.
- e) Liaison with the Mess contractor for proper functioning of dining services.
- f) To ensure efficient and amicable working relationships between the Mess Committee, Dining Hall staff and Nalanda Community.
- g) Any other task that may deem fit or incidental to Mess and Dining services.
- h) To ensure that the proposed menu is strictly followed and any exception has to be approved by the Chairperson of the Committee.

3. The mess timings are as follows and the Students should strictly follow these timings:

Breakfast	: 8.00 a.m. to 9.30 a.m.
Lunch	: 1.00 p.m. to 2.30 p.m.
Snacks	: 5.30 p.m. to 6.30 p.m.
Dinner	: 8.00 p.m. to 9.30 p.m.

**No food will be reserved for the late comers.**



**4.** Guests are allowed in Dining Hall with prior permission of the Dining Hall/Residence Hall Manager on prior booking and payment of meal charges. Meal charges for guests will be as follows:

Breakfast	:	INR. 30.00
Lunch	:	INR. 80.00
Evening tea & snacks:		INR. 20.00
Dinner (vegetarian)	:	INR. 90.00
Lunch/Dinner (nog-vegetarian):		INR. 150.00

These rates may be revised from time to time.

**5.** The guests will be allowed in the dining hall half an hour after opening of the mess preferably after the students finish their meals.

**6.** Discipline should be strictly maintained in the dining halls.

**7.** Food will not be served in rooms and the inmates are not supposed to take food out from the dining hall to their rooms.

**8.** In no case, a resident can enter the kitchen either to collect food or to communicate any grievances regarding food to the kitchen staff.

**9.** After having their meals, the diners shall keep the glass, plate, waste food etc. in the designated bins.

**10.** Wasting food is a Social crime. For the first offence of wasting food by a diner, warning will be issued to her or him. If the concerned diner is found repeating the mistake, strict disciplinary action shall be taken against her or him, including imposing a penalty. Paying the bills towards the dining services does not entitle a diner to waste food.

**11.** The menu will be prepared by the Mess Committee and it will be displayed on the Notice Boards from time to time.

**12.** Shouting and sitting on the dining table or mishandling dining hall furniture is strictly prohibited, if anyone is found doing so, she or he shall be penalized depending on the severity of offence.

**13.** Modesty in dress is expected from the students in the dining halls.

**14.** During summer vacation the dining services shall be stopped in the Residence Halls after a specified date. Apart from that, if at any time the strength of the diners falls below 20, the University Administration reserves the right to stop the Dining services temporarily.

**15.** Individual cooking of food shall be done only in the designated area in the Residence Halls. Cooking in the rooms at the Residence Halls is strictly prohibited.

Any resident found to be indulging in such act will be penalized with a fine not less INR 1000 at the first instance. Strict disciplinary action shall be initiated against the repeat offenders.

**16.** Students shall pay in full towards dining services for the whole Semester in advance on the due date, as intimated by the University.

**17.** Skipping the meals at the dining hall does not entitle a resident to any rebate in dining hall bills. If a resident is missing from the Hall for more than a month and her or his absence has been duly informed to the Dining Hall Manager / Residence Hall manager in advance, the Fees towards dining services may be reduced proportionately. However, the student's absence from the University shall also have the approval from the Dean of her or his School of study.

**18.** Students must inform their non-availability or night out to the Dining Hall Manager / Residence Hall Manager well in advance and they must make an entry in the register regarding their absence from the Residence Hall.

**19.** In case, a Student is sick, an application or email by the student endorsed by the Mess committee chairperson shall be submitted to Dining Hall Manager / Residence Hall Manager for allowing food to be served in the room / Primary Health Centre.

**20.** Suggestions should be dropped in the "Suggestion Box" kept in the each Building of the Residential Hall. Your suggestion are always welcome, as these pave the way for improvement.

**21.** If a resident is found sharing her or his food with one or more persons, she or he would be imposed a fine as per the University norms.

**22.** Students, who are not present in the Residence Hall on the date of reopening of the University after any semester vacation, will be deemed to have joined the Dining Hall and will be charged accordingly.

**23.** The dining hall has a system of self service.

**24.** The quantity of food will be unlimited except in the case of special items. These items may be termed as special only after the ratification of Mess Committee.

**25.** Students on no account will be permitted to take food outside the mess or bring food from outside. Nor they can take mess utensils such as plates, spoons, tumblers, etc. to their rooms.

**26.** All are advised to keep the dining hall and surroundings neat and clean. No notice are permitted to be pasted on walls by the students. Notices put up on the notice boards (with the approval of Registrar) should not be removed by the diners.

**27.** Dining privileges are not transferable and may not be given or sold to another person. If any diner is found to be transferring her or his privilege to any other person, she or he is liable to be fined or punished.

**28.** All the inmates of a Residence Hall are automatically registered in the Dining Hall meant for that Residence Hall. Any change in the dining hall for a Student shall require an approval from Mess committee and it shall be intimated to the Dining Hall Manager/ Residence Hall Manager sufficiently in advance.

**29.** Violation of any of the above rules will attract disciplinary action.

All the inmates of the Residence Halls are requested to cooperate with Mess committee members for their efficient enforcement of the above mentioned rules and regulations set out for dining halls. The University Administration reserves the right to revise the rules and regulations from time to time at the behest of Mess committee. All such changes made, shall be notified to the residents of the Hall by putting them on the concerned notice boards of the Residence halls.

Ignorance of rules will never be accepted as an excuse.

All the violations of the rules and policies documented here, have to be reported by the concerned Dining Hall Manager/ Residence hall manager, to the Registrar of the University for Further Penal Action on the defaulter.



**Aerial View of Amphitheatre**

## **UNDERTAKING BY THE STUDENT**

**Academic Year: 2023-2024**

I have read and understood the information given in the Residence Hall Handbook. I hereby agree to abide by the stipulated Rules and Regulations that govern the University's Residential Halls. As a part of the student community at Nalanda, I undertake that, if at any stage, an instance of violation of the established standard of conduct / norms is found (to the satisfaction of the sanctioning authority), I shall be liable for disciplinary/penal measures.

Name: \_\_\_\_\_

Programme: \_\_\_\_\_

Residence Hall: \_\_\_\_\_

Room Allotted: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

