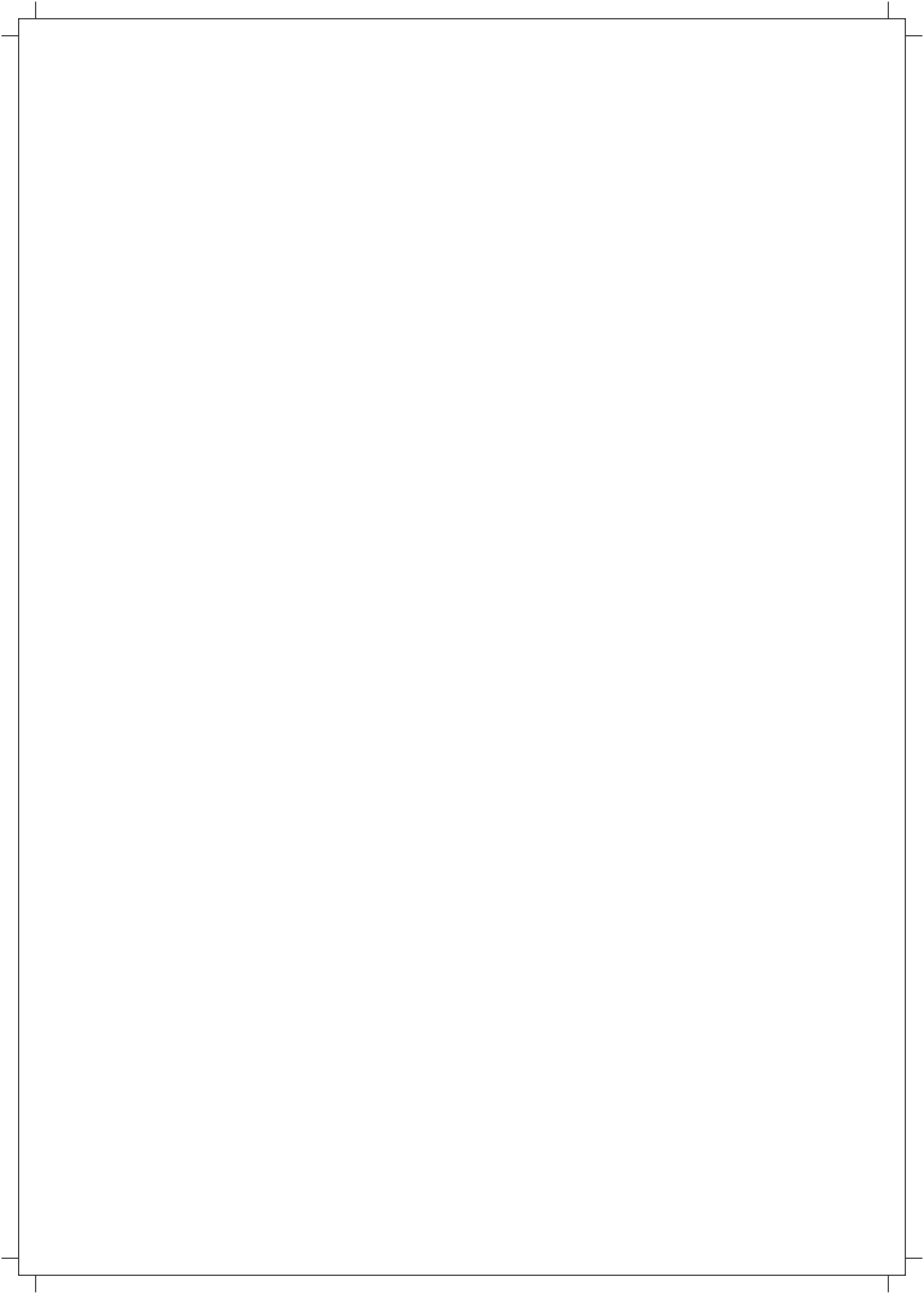




**Nālandā**  
UNIVERSITY

# Residence Hall Handbook 2019-20





## Contents

1. Introduction	1
2. Objective of the Residence Hall	2
3. Accommodation	2
a) Eligibility	2
b) Process of Application	3
c) Accommodation for Faculty and Staff	3
d) Moving In and Moving Out	3
e) Payment of Fees and Refund Policy	4
4. Room Allotment	5
5. Limited Accountability	5
6. Responsibility for the Room & Resident Liability	5
7. Room Keys	7
8. Technology Usage	7
9. Accommodation for Guests	8
10. Visitors	8
11. Use of Appliances	9
12. Hall Maintenance and Cleanliness	10
i) Trash	10
ii) General Maintenance & Cleanliness	10
13. Ragging	10
14. Matters Related to Timing & Absence from Hall	10
15. Resident Privacy and Behavior	11
i) Access	11
ii) Alcohol	11
iii) Drugs	11
iv) Noise	12
v) Self Care	12
vi) Smoking and the Use of Tobacco Products	12
vii) Other Codes of Conduct	12

16. Firearms & Weapons	14
17. Residents' Rights	14
18. Residents' Responsibilities	14
19. Disciplinary Measures	15
20. Grievance Redressal	15
21. Rights of Hall Management	15
22. Appellate Authority	15
23. Hall Management	15
24. University Dining Hall	16

## 1. Introduction

Nalanda University presently has five Residence Halls, Ajatshatru, Ananda, Maitreya, Nagarjuna and Tathagat. The University has acquired these Residence Halls on lease from Government of Bihar and private players to accommodate its growing student population.

Tathagat Residence Hall has been designated as a women's only Residence Hall, while all the others will be used as men's only. The Residence Halls provide rooms both with and without air-conditioning and on single as well as twin

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 basis. All rooms in the Residence Halls have certain pre-fitted furniture and fixtures as well as attached bathrooms. 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



Future rendering of the aerial view of the campus

sharing 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.

The Residence Hall Handbook is designed to serve as a guide to students and others who will reside in the Residence

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.

## 2. Objectives of the Residence Halls

1. All the Residence Halls of the University are well equipped, and aim to provide students with a holistic living and learning experience.
2. The Residence Halls provide a level of comfort for residents to devote adequate time to their studies and research.
3. Accommodation at the Residence Halls helps students from different parts of the world to live together in harmony and develop a spirit of goodwill, thus giving them opportunities to learn from trans-regional and trans-national mix of culture.

## 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 course of study at Nalanda University.
- ii. Participants in workshops, seminars, conferences, symposiums and short-term courses conducted by the University, from time to time.
- iii. Participants in courses which are jointly sponsored by the University and another agency or agencies.
- iv. Foreign and Indian scholars

visiting the University on academic work, either to consult a member of the academic staff or to use the Library. Their visit should have the approval from the concerned authorities.

- v. Any other person as deemed fit to be considered by the competent authority at the University.
- vi. All physically challenged 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.
- 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 and rent as decided by the University Administration from time to time. All charges and rents 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.

## **C. Accommodation for Faculty and Staff at the Residence Hall**

- i. If available, residential accommodation may be provided for a limited period to the University Faculty/Staff or visiting faculty who may not have been allotted University housing, subject to approval of the competent authority.
- ii. If accommodated, faculty/staff and visitors are required to pay all applicable fees and rent and any other charges as decided by the Hall Management, unless they are exempt from the same.
- iii. The faculty/staff residing in the Hall are governed by the same rules and regulations that are applicable to regular residents and will not be eligible for HRA if they engage the accommodation beyond 15 days.

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

- i. Students are required to stay in the University Residence Halls for all semesters of their programme. In an exceptional case, a student wants to be a day scholar, he/she will have to apply in writing to the Vice-Chancellor of the University.
- ii. The period of occupancy for a given academic year ends on the day after the last day of the final examination, students must vacate the room entirely on the said day or at the most, a day after.
- iii. Students can reside in the Residence Halls during the mid-semester

breaks as well as the winter break.

- iv. Students may reside in campus housing during the summer break, provided they are doing so for academic/research purposes. An application to the effect must be endorsed by the Dean of the School and approved by the Registrar's Office. The student must also pay the prescribed fees 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, and obtain a no objection certificate from all the concerned sections of the University.

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

The Residence Hall fees for the fall semester has to be paid by July 15. In case of a default in payment, the student

will not be allotted room in the Residence Hall. The Residence fees for the spring semester along with all the dues must be cleared by the student by January 01. All outstanding balances after this date will be subject to a late fee of ₹50 per day for the first 30 days and ₹100 per day for the next 30 days. If the student is not able to pay the fees even after the initial sixty days, her or his allotment in the Residence Hall will be cancelled.

Students terminating their Residence Hall Agreement will be governed by following schedule.

In special circumstances (for instance disciplinary action) a student may be asked to drop enrollment in the Residence Hall and make private arrangements for stay outside the University campus. In such an instance the Residence and Meal charges will be refunded under criteria outlined below.

<p>If a student terminates the Residence agreement before August 01</p>	<p>He/she will be refunded the entire amount with no penalties</p>
<p>If a student terminates the Residence agreement in the first fifteen days of any month</p>	<p>He/she will be charged for all the previous months of his/her stay along with the rent for fifteen days of the said month</p>
<p>If a student terminates the Residence agreement after the lapse of fifteen days in any month</p>	<p>He/she will be charged for all the previous months of his/her stay along with the rent in entirety for the said month</p>



## 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 a 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 changed.
- iii. Under no circumstances residents shall exchange rooms without the knowledge of the Hall Management.
- iv. The University authority reserves the right to change room assignments (consolidate) when vacancies occur and single occupants are residing in twin capacity rooms, the remaining resident must accept another roommate and/or move to another room. Single occupants residing in twin-sharing capacity rooms may on occasion keep the room and assume the additional cost if space is available.
- v. 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 willful misconduct towards the norms presented by the University.
- ii. The loss, damage, or destruction of personal belongings in the custody of, 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 your room will lead to a monetary fine of 2000INR 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 necessary person(s), 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 reasonable light fittings. The Hall Management does not provide mattresses, pillows, bed sheets, pillow covers, bedding, curtains etc. for hygienic reasons. Students are expected to bring the aforementioned articles with them.
- iv. Upon allotment of a room, each resident must complete a Room Condition Report (RCR) in the presence of a member of the Residence Hall Management Staff. This report will document the condition of items in the room. Any item that requires repair or replacement shall be listed in this report.
- 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 is 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 as it was when allotted and as recorded in the RCR (barring usual wear and tear). 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. All residents are responsible for locking their rooms and safeguarding their personal belongings and University property in their rooms.
- xi. Residents are liable for any damage to public and semi-public areas of the Residence Hall. All residents will be held liable for damage to the common areas located throughout the Residence Hall (unless individual responsibility is determined); financial responsibility for the damages will be attributed to occupants served by the common area.
- xii. 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.

- xiii. 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 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 to the assigned 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 Residence Hall staff.
- 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 who accidentally lock themselves out of their rooms may borrow a key from the Hall staff temporarily and return it as soon as they find their original key.
- v. While vacating the room, the resident must surrender all the keys, including the keys to room and cupboards to the Residence Hall staff.

## 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. Accommodation For Guests

- i. If the parent or guardian of a resident student requests accommodation for a short duration (ideally not more than 48 Hours), the request has to be sent to the Hall office preferably seven days before the expected date of occupancy, by filling up the "Guest Room Booking Form".
- ii. Accommodation will be provided on the basis of availability of Guest Rooms in the Residence Hall, subject to approval.
- iii. Guests are required to submit an authorization proof at the time of checking in.
- iv. Unauthorized guests will be treated as trespassers and will be liable to legal action. Disciplinary action will be initiated against their hosts which may include a fine, expulsion or both.
- v. The Guest Room charges will be ₹500 per day. The rate may be revised by the Hall Management from time to time.
- vi. The payment for the accommodation shall be made in advance.

vii. As only limited Guest Rooms are available, rooms will be allotted to the guests on first-come, first-served basis.

viii. Residence Hall rules and regulations will equally apply to the guests. If the guests cause any damage to the Hall property, compensation as assessed by the Hall Management will be recovered from the host resident concerned, as per the Clause mentioned in "Other Codes of Conduct" listed later. Residents assume responsibility and will be held accountable for their guest's behavior.

ix. Accommodation to guests is not a matter of right, but is subject to availability. The hostel authorities reserve the right to reject an application for guest accommodation.

x. Guests should not use the resident's key or ID for any reason.

## 10. Visitors

- i. Girl students are not allowed in boys' 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. They may meet in the Visitor's room or common lounge designated for such meetings in the visiting hours. This facility is not a matter of right.
- ii. Visiting hours in all Hostels are strictly between 4.00 pm and 8.00

pm. 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 in the lobby/common area for their host and must, at all times, be accompanied by the resident host inside the Residence 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.

## 11. 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, televisions, computers and lamps in their rooms.
- ii. With caution, they may also use electric kettles and hair appliances.
- iii. 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 gas.

- iv. While personalizing rooms, residents must not re-wire them or modify electrical outlets, switches, fixtures, or wall coverings.
- v. Private cooking in the rooms or anywhere in the Hall is strictly forbidden. However, students can make use of the pantries 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.

## 12. Hall Maintenance and Cleanliness

The University is very particular about the maintenance and cleanliness 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.

### 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 cleanup 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.

## 13. Ragging

- i. Ragging in any form is banned. 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 also be dealt as per the Indian Government and State 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 at 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 (that are suspected) or all inmates will be collectively punished.

## 14. 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.

## 15. 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) A designated University Official also has the right to enter any premises in the event of an apparent or actual emergency, if there is reason to believe that a University policy is being violated or when other community members' rights are being violated and entry cannot be gained by normal means.
- c) 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.

- d) 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 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 in the night to 7:00 am in the morning. During the quiet hours, noise from speakers, televisions, computers, and conversations must not be audible in apartments from areas such as hallways, adjoining apartments, 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 behavior 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/cast/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
  - Willful 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

## 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, hazing, or harassment for reasons of race, religion, gender, gender identity or expression, sexual orientation, age, disability, or veteran status.
- 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 misbehavior 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.

## 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 ₹1,000/- to ₹10,000/-, depending upon the seriousness of the offence.
- b) Expulsion from the Hostel for one semester or more.

Moreover, depending upon the gravity of the offence the 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 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 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 Hall Managers. 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 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 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

***All the NU community members are welcome to 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 and you all can have good time.***

The rules and regulations for management of Dining Halls have been framed for the smooth functioning of these Halls. These are elaborated here 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:** 7.30 a.m. to 9.00 a.m.
- Lunch:** 1.00 p.m. to 2.30 p.m.
- Snacks:** 5.00 p.m. to 6.00 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. Meal charges for guests will be as follows:
- Breakfast:** ₹30
- Lunch:** ₹50
- Evening tea & snacks:** ₹20
- Dinner:** ₹50
- Lunch/Dinner (nog veg):** ₹80/90
- These rates may be revised from time to time.
5. Discipline should be strictly maintained in the dining halls.
6. Food will not be served in rooms and the inmates are not supposed to take food out from the dining hall to their rooms.
7. In no case, a resident can enter the kitchen either to collect food or to communicate any grievances regarding food to the kitchen staff.
8. After having their meals, the diners shall keep the glass, plate, waste food etc. in the designated bins.
9. 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.
10. The menu will be prepared by the Mess Committee and it will be displayed on the Notice Boards from time to time.
11. 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.
12. Modesty in dress is expected from the students in the dining halls.
13. During summer vacation the dining services shall be stopped in the various 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.
14. 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.
15. Students shall pay in full towards dining services for the whole semester in advance on the due date, as intimated by the University.
  16. 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.
  17. Students are requested to carry their identity cards at all times in the dining hall.
  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 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.
  20. Suggestions and complaints should be entered in the "Suggestion Register" kept in the Dining 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.
  22. The residents can get extra meals for guests by purchasing meal coupons from cashier counter in the Dining Hall.
  23. 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.
  24. All the dining halls will have a system of self service.
  25. 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.
  26. Students on no account will be permitted to take food outside the mess. Nor can they take mess utensils such as plates, spoons, tumblers, etc. to their rooms.
  27. All are advised to keep the dining hall and surroundings neat and clean. No notices 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.

28. 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.
29. 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.
30. Violation of any of the above rules will attract disciplinary action.

All the inmates of the Residence Halls are requested to cooperate

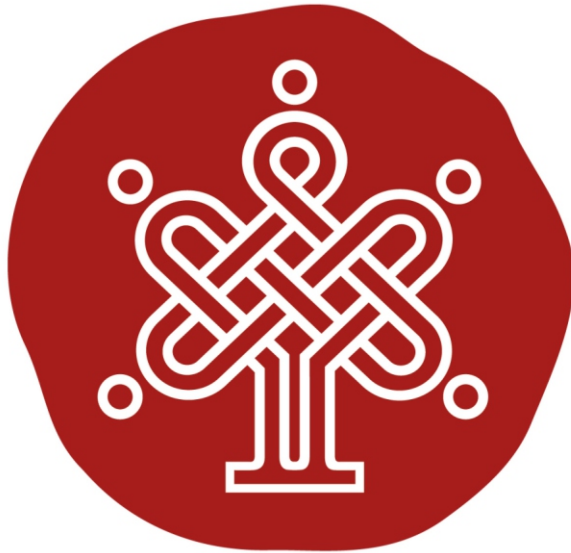
with Mess committee members for their efficient enforcement of the above mentioned rules and regulations set out for dining halls. The University Administration reserves the right to revise the rules and regulations from time to time at the behest of Mess committee. All such changes made, shall be notified 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.







**Nālandā**  
UNIVERSITY

## Residence Hall

### UNDERTAKING BY THE STUDENT

Academic Year: 2019-20

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. As a part of the student community at Nalanda, I undertake that, if at any stage, an instance of violation of the established rules and standard of conduct is found, I shall be liable for disciplinary action.

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

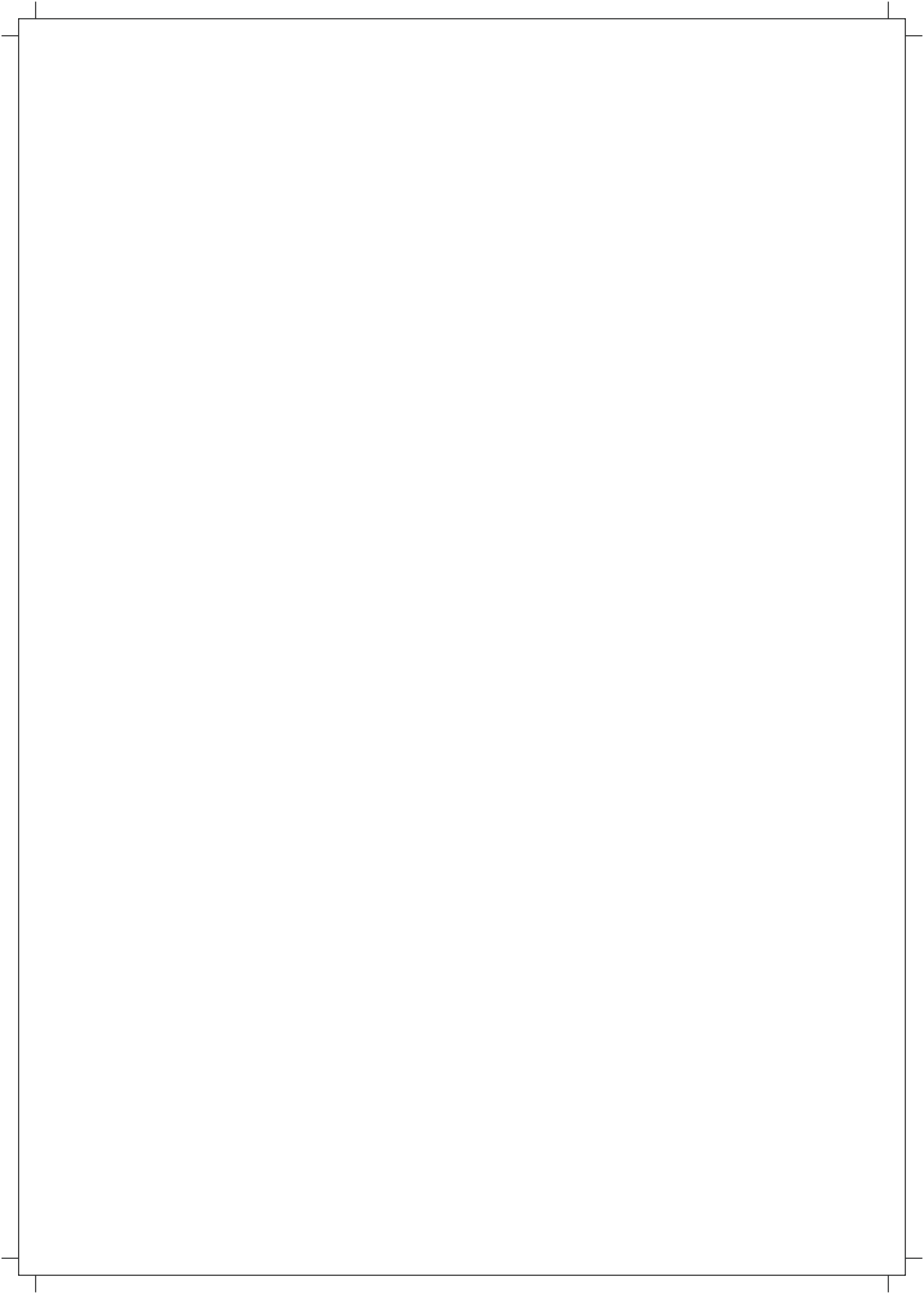
Programme: \_\_\_\_\_

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

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

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

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



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