

# Kapilvastu Multiple Campus

## *HOSTEL POLICY*

### PURPOSE

The purpose of the hostel policy is to provide comfortable accommodation and hygienic food for the enrolled student at minimum cost to support their teaching-learning process.

### Article I. HOSTEL MANAGEMENT

- Policy 1.01 The campus shall run hostel facilities in proximity of 500-meter distance for the campus.
- Policy 1.02 The hostel facilities shall accommodate thirty percent of the total enrolled student.
- Policy 1.03 The room allocation for the student should be justifiable as per the room size.
- Policy 1.04 The campus shall provide one bed for each student.
- Policy 1.05 The campus shall not provide any utensils for the kitchen and dining purpose. The students shall manage all necessary items on their own.



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Article II. ADMISSION

- Policy 2.01 Students who seek admission to the hostel have to apply separately in the Hostel Registration Form that is available at the administrative office.
- Policy 2.02 The campus holds right to approve or reject the request for hostel.
- Policy 2.03 The priority shall be given to the student living far from the campus, academically and, financially weak students.
- Policy 2.04 A minimum of two months notice is necessary in case a student wishes to vacate the hostel.
- Policy 2.05 Student shall receive the deposit cheque at the time of vacating room. If the student leaves the hostel room without notice, student will not get their deposit.

Article III. HOSTEL CHARGE

- Policy 3.01 The campus hold right to charge hostel fee for the student staying in the hostel.
- Policy 3.02 The charge shall be in the cost recovery mode, considering the minimal charge to the student.
- Policy 3.03 One month of hostel fee shall be kept as deposit during the admission period.
- Policy 3.04 The campus shall charge admission fee (while admission only), monthly charge (monthly) and miscellaneous charge – if student use any cost required facilities of the hostel.



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Article IV. ROOM CHANGES

- Policy 4.01 Room allotments are normally valid for the entire academic year.
- Policy 4.02 Students must occupy rooms specifically allotted to them
- Policy 4.03 They shall not shift/move to another room without the written permission of the warden. If you believe that a room change is necessary, such requests explaining the reason for the request can be made to the Warden of the campus.
- Policy 4.04 Approval of room changes is the sole discretion of the Warden. The warden reserves the right to change or cancel room assignments of students in the interest of health, security, discipline, improvement of the educational environment, the general welfare of students or as needed.

Article V. ROOM MANAGEMENT

- Policy 5.01 Student can hang items in their rooms without damaging wall surfaces or the ceiling. No structural changes may be made in the room (i.e. nailing directly to the wall or removing existing built-in equipment)
- Policy 5.02 No furniture may be removed from the room. Removal of furniture or furnishings may invite disciplinary action. All the furniture managed by the campus must be in the room and in proper condition when you move out of the hostels
- Policy 5.03 Any damage to hostel property including driving of nails and defacing the walls, fixtures or furniture will be made good by recovering the cost of repair of damage from the individual concerned.



Article VI. ROOM REPAIRS

- Policy 6.01 Repair & Maintenance Committee will do necessary repair and maintenance in consultation with Hostel Warden and Campus Chief.
- Policy 6.02 Student needs to report immediately to the Warden for all necessary repairs & maintenance.

Article VII. FOOD (if mess is facilitated)

- Policy 7.01 Hostel shall develop weekly food plan and display in visible location.
- Policy 7.02 Food distribution is done as self-service. Student may serve as much food as they want but food wastage is strictly prohibited.
- Policy 7.03 Non-vegetarian food shall be allowed in the hostels once a week and egg once a week. Vegetarians student shall be provided with special vegetarian food or fruits.
- Policy 7.04 Cooking of any kind in the room is strictly prohibited.
- Policy 7.05 Student shall have food in the dining hall only and are advised not take food items, cups, saucers, plates or tumblers and other utensils meant for use at the dining hall anywhere outside the dining hall or to the rooms.
- Policy 7.06 The following is the timeline for the food

Dine	Time
Breakfast	05:00-05:30
Lunch	11:00-2:30
Day Snacks	03:00-04:00
Dinner	08:00-09:30



Article VIII. ENERGY CONSERVATION

- Policy 8.01 Conservation of energy and resources is a major concern of the hostel system.
- Policy 8.02 Use lights only when needed. Turn off electrical equipment when not in use.
- Policy 8.03 Report any problem with the electrical equipment to the hostel office.
- Policy 8.04 Use water only as necessary. Completely turn off all water taps when they are not in use.

Article IX. PERSONAL PROPERTY

- Policy 9.01 Students are advised to take enough measures to protect their personal belongings since the campus cannot hold the responsibility of protecting personal property of the students
- Policy 9.02 The campus will not be held liable, directly or indirectly, for the loss of your personal property due to theft, damage by fire or water, or any other cause.
- Policy 9.03 Money, ATM cards, Bank Pass books etc may be safely kept inside the locker with the support of hostel warden.
- Policy 9.04 The use of equipment such as electric heaters, video systems, electrical chargers, iron boxes etc. is prohibited inside the hostel rooms.
- Policy 9.05 Student shall mark personal property with engraving pens or markers for the identification.
- Policy 9.06 Students should bring their own locks for their belongings and lock it properly.



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Article X. CLEANLINESS

- Policy 10.01 Students are responsible for the care and cleaning of your room. Rooms must be kept clean and tidy for health and safety reasons.
- Policy 10.02 The campus shall clean and maintain the common area of the hostel.
- Policy 10.03 The campus shall manage enough dustbins as per the category of the garbage.
- Policy 10.04 Student are advised not to leave any items like paper, covers of toilet soap/shampoo and clothes etc in the bathrooms
- Policy 10.05 Students shall do their own laundry of the person clothes, the campus shall clean the bed sheet, pillow & blanket cover once in a week.
- Policy 10.06 The campus shall manage to get clothes washed and ironed by dhobis who offer their services at reasonable rates.

Article XI. VISITORS/PARENTS

- Section 11.01 Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 12.00 pm to 02.00 pm on working days and between 10.00 am to 12.00 pm on holidays.
- Section 11.02 No student shall keep talking with visitors in compound, either in or outside the gate/lane.
- Section 11.03 No student shall take any visitor including her/his parents to the room.

Article XII. HOSTEL STAFF

- Policy 12.01 Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times.
- Policy 12.02 Service of the housekeeping staff shall NOT be utilized for private or personal work.
- Policy 12.03 No tips in cash or kind will be given to the staff of the Hostel. [SEP]



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Article XIII. GENERAL DISCIPLINE

- Policy 13.01 Students will be respectful, courteous and shall use appropriate language and etiquette at all times
- Policy 13.02 Students should compulsorily show their identity cards while entering in the hostel premise. The campus administration office will charge NPR 100 if a student is found with no ID card.
- Policy 13.03 The student shall be in hostel premise before 7 PM; student coming after 7 pm shall write a apology letter and will be fined Rs. 500 if repeated.
- Policy 13.04 Students who have proper authorization from concerned authorities, are the only ones who are allowed enter hostel beyond 7:00 PM
- Policy 13.05 Students are not allowed to stay in hostel during campus running hours unless any other approval is made.
- Policy 13.06 Student shall do regular attendance twice a day, once in breakfast time and next in dinnertime. Other student cannot do attendance on behalf of their friend unless any medical reason.
- Policy 13.07 Students need to inform hostel's warden during their home visit on the weekend or holiday.
- Policy 13.08 The approval from campus chief is required if student are going home during campus running days.
- Policy 13.09 Chewing tobacco, smoking, drug use, & drinking alcohol is strictly prohibited in the campus premise.
- Policy 13.10 The students should be decently dressed when they are out of rooms. For girls, tight body hugging clothes, short tops etc. are forbidden outside the room. The decision, as to what constitutes a decent dress remains vested with the Hostel authority.



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Policy 13.11 Strict silence shall be observed in hostel from 11.00 pm to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises.



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