



**Nālandā**  
UNIVERSITY

# Residence Hall Handbook 2016-17



## Contents

<b>1. Introduction</b>	3
<b>2. Accommodation</b>	4
a) Eligibility	4
b) Process of Application	4
c) Accommodation for Married Students	5
d) Accommodation for MPhil and PhD students	5
e) Accommodation for Faculty and Staff	5
f) Moving In and Moving Out	5
g) Payment of Fees and Refund Policy	6
<b>3. Room Allotment</b>	7
<b>4. University Liability</b>	8
<b>5. Responsibility for the Room &amp; Resident Liability</b>	8
<b>6. Room Keys</b>	10
<b>7. Technology Usage</b>	10
<b>8. Accommodation for Guests</b>	11
<b>9. Visitors</b>	12
<b>10. Use of Appliances</b>	12
<b>11. Dining Facilities</b>	13
<b>12. Hall Maintenance and Cleanliness</b>	14
a) Trash	14
b) General Maintenance & Cleanliness	15
<b>13. Ragging</b>	15
<b>14. Matters Related to Timing &amp; Absence from Hall</b>	16

<b>15. Resident Privacy and Behaviour</b>	16
a) Access	16
b) Alcohol	16
c) Drugs	17
d) Noise	17
e) Self Care	17
f) Smoking and the Use of Tobacco Products	18
g) Other Codes of Conduct	18
<b>16. Firearms &amp; Weapons</b>	19
<b>17. Residents' Rights</b>	20
<b>18. Residents' Responsibilities</b>	20
<b>19. Disciplinary Measures</b>	21
<b>20. Grievance Redressal</b>	21
<b>21. Rights of Hall Management</b>	21
<b>22. Appellate Authority</b>	21
<b>23. Hall Management</b>	22

## 1. Introduction

Nalanda University presently has four Residence Halls, Ajatshatru, Ananda, Maitreyi and Tathagat. Tathagat, the first Residence Hall of the University was acquired on lease from the Bihar government. The University has acquired three more Residence Halls this year to accommodate its growing student population. Among the new Halls, Ajatshatru has been acquired on lease from the Bihar government, while Maitreyi and Ananda have been acquired on lease from private players.

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

The University has a wide variety of accommodations in its Residence Halls. It provides both mixed gender as well as single gender housing. The Residence Halls provide rooms both with and without air-conditioning and on single as well as twin sharing basis. All rooms in the Residence Halls have certain pre-fitted

furniture and fixtures as well as attached bathrooms. The Residence Halls also 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 provided 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 Halls of the University. It outlines a code of conduct for acceptable behaviour 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.

## 2. Accommodation

### a) Eligibility

- i) All students who are registered in any course of study at Nalanda University are entitled to accommodation in the Residence Halls.
- ii) Accommodation will not be provided to any student whose registration is cancelled.
- ii) 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.

### b) Process of Application

- i) Application for admission to the Residence Hall must be made in the prescribed 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 Hall Management 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 and at the beginning of every academic year, each resident has to submit the undertaking given with the Handbook, 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 for emergency contact purposes. Any change in this information at any point of time has to be intimated to the

Student Affairs Office in writing.

### **c) Accommodation for Married Students**

Accommodation under this category will be provided to married students who are desirous of applying for the same. Allotment of such accommodation will be subject to availability and subsequent approval by the concerned authorities.

### **d) Accommodation for MPhil and PhD Scholars**

- i) Residential accommodation is available for PhD scholars through the semesters and vacation period, for a maximum of four years provided they are physically present at the University.
- ii) PhD scholars on fieldwork would be required to vacate their rooms.
- iii) PhD scholars may vacate the Residence Hall even in the middle of a semester once they are relieved from the University. However, they have to pay establishment charges for that entire semester.

iv) PhD scholars availing residential accommodation are not eligible for any House Rent Allowance (HRA).

### **e) 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.
- 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.

### **f) Moving in and Moving out**

- i) Students are required to stay in the University Residence Halls

for all semesters of their programme. In 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 scheduled final examination, students must vacate the room entirely on the said day.
- iii) Students can reside in the Residence Halls during the mid-semester breaks as well as the winter break.
- iv) Students can 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 Student Affairs Office. The student must also pay the prescribed fees for the period of occupancy during vacation.
- vi) All graduating residents are expected to vacate their rooms

at the end of their programme of study.

### **g) Payment of Fees and Refund Policy**

The Residence Hall fees for the fall semester has to be paid by the 1st of August. In case of a default in payment, the student will not get a room. The Residence fees for the spring semester along with all the dues must be cleared by the student within seven days after the commencement of the semester. All outstanding balances after seven days are subject to a late fee. If you are unable to pay these charges or fees, you must contact the Department of Student Affairs before the seven day time period has lapsed to determine your payment options.

Students terminating their Residence Hall Agreement will be charged room rent and meal charges based on the 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

If a student terminates the Residence agreement before the 1 <sup>st</sup> of August	He/she will be refunded the entire amount with no penalties
If a student terminates the Residence agreement in the first fifteen days of any month	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
If a student terminates the Residence agreement after the lapse of fifteen days in any month	He/she will be charged for all the previous months of his/her stay along with the rent in entirety for the said month

such an instance the Residence and Meal charges will be refunded under criteria outlined above.

### 3. Room Allotment

- a) Allotment of rooms shall be at the sole discretion of the Hall Administration, which may allot the rooms either on first-come-first-served basis or on the basis of availability.
- b) 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.

- c) Under no circumstances should residents exchange rooms without the knowledge of the Management.
- d) 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.



- e) 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.

#### 4. University Liability

The University accepts no responsibility for:

- a) 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 of the University.
- b) 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.

#### 5. Responsibility for the room and Resident Liability

- a) 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.

- b) Students in double occupancy rooms must have permission of their suitemates, for any late night guests in the room.
- c) Keeping unauthorised guests in your room will lead to a monetary fine of ₹ 2000/- per day and could result in expulsion from the Residence Hall. (An unauthorised guest is anyone present in a Residence Hall or in a room which has not been assigned to them for living, between the hours 11:00 pm to 9:00 am on any given day. In addition, all such cases will be referred to the University's Disciplinary Committee for further necessary action.
- d) 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 with regulator and reasonable light fittings. The Hall Management

- does not provide mattresses, pillows, bedsheets, pillow covers, bedding, curtains etc. for hygienic reasons. Students are expected to bring the aforementioned articles with them.
- e) Upon allotment of a room, each resident must complete a Room Condition Report (RCR) in collaboration with 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 will be listed on this report.
  - f) Repairs or replacement of any damaged item in the room must be requested for in writing to the Assistant Manager/Manager, Facilities.
  - g) Repairs, replacement or adjustment to any University property is to be carried out by the University's authorised maintenance or housekeeping staff. Residence Hall Management Staff is not responsible for the same.
  - h) 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.
  - i) All residents in a room are solely liable for damage to the room once occupancy has been established.
  - j) 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 concerned as per the Clause noted later in the section titled "Other Codes of Conduct".
  - k) All residents are responsible for locking their rooms and safeguarding their personal belongings and University property in their rooms.

- l) 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 through out the Residence Hall (unless individual responsibility is determined), financial responsibility for the damages will be attributed to occupants served by the common area.
- m) 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.
- n) 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 students personal safety, or who exhibits

behaviour which is incompatible with maintaining order and propriety of the University community.

## 6. Room Keys

- a) 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.
- b) If a key is lost, the resident will be charged the cost of replacing the entire lock to ensure safety and security.
- c) It is forbidden for residents to duplicate the keys to their rooms.
- d) 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.

## 7. 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 utilise 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.

## 8. Accommodation for Guests

- a) 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. Accommodation will be provided on the basis of availability of Guest Rooms in the Residence Hall.

- b) The Guest Room charges will be as per the rates fixed by the Hall Management.
  - c) As only limited Guest Rooms are available, rooms will be allotted to the guests on first-come, first-served basis.
  - d) 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.
- area for their host and must, at all times, be accompanied by the resident host.
  - c) All visitors to the Residence Hall including parents/guardians will have to make necessary entries in the Visitors' Book available at the entrance of the Hall.
  - d) Guests must not infringe on the rights of other residents.
  - e) Guests should not use the resident's key or ID for any reason.

## 9. Visitors

- a) Residents may welcome guests into their Halls, rooms, or suites but this must be done keeping in mind the visitation guidelines and with appropriate consideration for safety and security issues. While doing so, residents assume responsibility and will be held accountable for their guest's behaviour.
- b) All guests must wait in the lobby

## 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.

- a) Residents may use clocks, radios, stereos, televisions, computers and lamps in their rooms.
- b) With caution, they may also use electric kettles, hair appliances and irons.

- c) 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.

- d) While personalising rooms, residents must not re-wire them or modify electrical outlets, switches, fixtures, or wall coverings.
- e) 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.
- f) 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.
- g) Appliances should be attended to when in use and unplugged when not in use.
- h) Audio systems should be used

keeping in mind that no inconvenience is caused to other residents.

- i) When residents go out of their rooms, they should switch off all the electrical/electronic appliances and lock the doors.
- j) Residents are not allowed to move furniture or fixtures from the public areas of the Residence Hall to their room or vice-versa.
- k) Room painting and wallpapering are not permitted.
- l) Waterbeds, pools of water, and water chairs are not allowed in Residence Halls.

## 11. Dining Facilities

Nalanda University's Residence Halls provide students with nutritious food, hygienically prepared and made available at a reasonable cost.

- a) All students of the University who have been allotted seats in the University Residence Halls are eligible for eating at the Dining Halls.
- b) It is necessary for all residents

and their guests (if any) to dine in the Dining Hall (barring any student who is unwell).

- c) Students are not allowed to take food or dishes from the Dining Hall to their rooms or to any other area of the Residence Hall.
- d) Appropriate attire must be worn while in the Dining Hall.
- e) All users of the Dining Hall are responsible for its cleanliness. All diners are requested to return their dishes to the central dish-returning point. In case of a spill, kindly let one of the Dining Hall staff know so that they may attend to it immediately.
- f) All operations of the University Mess and the Dining Halls are supervised by the Mess Committee. Residents are expected to behave properly with the Mess Manager and the Mess Staff. If they have any grievances, they may record the matters in the Suggestions Book, and the Mess Secretary will bring them to the notice of the Mess Committee.

#### **g) Dining Hall Timings:**

Breakfast (Weekdays)- 7:30am-9:00am

Breakfast (Weekends)- 8:00am-9:30am

Lunch-1:00pm-2:30pm

Dinner- 8:00pm-9:30pm

Students including their guests, if any, should adhere to the set timings strictly. No complaint will be entertained if a member fails to report within the fixed hours.

## **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.

#### **a) 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 hall should be kept clean and hygienic.

### **b) 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 toilets. All residents must cooperate with the Hall Management in these works.

## **13. Ragging**

- a) 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.
- b) Ragging is a cognizable offence. The offender will also be dealt as per the Indian Government and State laws.

- c) 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.
- d) 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.
- e) 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.
- f) 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.



#### 14. Matters related to timing and absence from hall

- a) It is mandatory for all students to be present within the Hall premises from 10:00 pm to 6:00 am.
- b) No student is permitted to remain outside the Residence Hall during this time without the written permission of the Hall Manager. Violation of this rule will invite strict disciplinary action against him/her.

#### 15. Resident privacy and behaviour

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.

##### a) Access

- i) 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.

- ii) 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 nominal means.
- iii) 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.

##### b) 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.

### **c) Drugs**

The University and University housing comply fully with all federal, state, and municipal regulations.

- i) 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.
- ii) 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.

### **d) 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

### **e) Noise**

- i) Residents must understand and abide by quiet and courtesy hours.
- ii) Quiet hours is the time from 11:00 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 from areas such as hallways, adjoining rooms or through open windows.
- iii) 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.

- iv) 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.
- v) Speakers should not be placed facing an open window.
- vi) Yelling between buildings and banging on or rattling pipes in the buildings or rooms is prohibited.

#### **f) 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.

#### **g) Other Codes of Conduct**

- i) 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.
- ii) All residents are required to produce, whenever asked, their valid identity cards issued to them by the University.
- iii) Students must not damage or deface walls by pasting notices on them or scribbling on them.
- iv) 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.
- v) Residents must also take care of the Residence Hall and its environment.
- vi) 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 and a fine of ₹1000/- for each item.

vii) 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, as decided by the Hall Management.

viii) Residents are required to observe decent / suitable dress code within the Residence Hall compound.

ix) Residents should not participate in any anti-national, anti-social, political or any other undesirable

activity within or outside the campus.

x) 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 unauthorised persons for personal work such as washing clothes, repair of Hall property etc.
- Cooking in the room or any other part of the Hall except the pantry
- Any sexual misconduct

## 16. Firearms & Weapons

a) Possession and/or use of any type of firearm or other weapons 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, night sticks, sling shots, and martial arts equipment.

- b) The use and/or possession of fireworks, including smoke bombs or explosive devices of any type, is not permitted in or around University housing.
- c) Residents must report the unlawful possession, use, or storage of firearms, weapons, or explosives to the Residence Hall staff.
- d) 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:

- a) The ability to read, study and sleep free from undue interference, unreasonable noise, and other distractions.
- b) A clean living environment.

- c) 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 or disability.
- d) Assistance and support from housing staff.

## 18. Residents' Responsibilities

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

- a) Help maintain an environment conducive to academic pursuit.
- b) Treat fellow residents and housing staff with regard, consideration, and cooperation.
- c) Accord every resident personal dignity and report incidents of racial or other discrimination as well as harassment to housing staff.
- d) Understand and comply with all University and housing policies

and regulations.

- e) Resolve personal and community issues in a calm and diplomatic manner.
- f) 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.
- g) 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. 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 Mess, 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

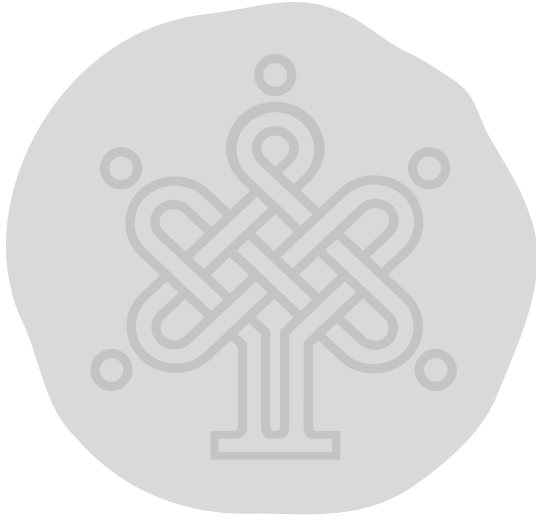
Residents must register all complaints with their Hall Managers. In case a resident is not satisfied with the way a grievance or dispute has been

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.

is deputed by the University from one of its staff members.

### **23. Hall Management**

- a) A person nominated by the Vice Chancellor of the University will act as the Hall Manager 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 in his/her duties. Manager/Dean, Students' affairs must be a permanent invitee to the Hall Management decision-making sessions.
- b) In order to assist the Hall Manager and his/her Associates in the day-to-day functioning of the Halls and to keep records and office in order, a Facility Manager



Nālandā  
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## Residence Hall

### UNDERTAKING BY THE STUDENT

Academic Year: 2016-17

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 standard of conduct is found (to the satisfaction of the sanctioning authority), I shall be liable for disciplinary action.

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

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

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

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

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

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

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