

**Hostel Handbook**  
**Your Guide to Campus Living**

**A. Welcome and introduction**

Welcome to P P Savani University, a prestigious college committed to giving its students a top-notch education and a supportive environment. We offer contemporary and relaxing hostel accommodations on campus as part of our dedication to giving students a well-rounded educational experience. This Resident Handbook is created to give you all the information you need to make the most of your stay at our hostel because we know that living away from home can be a scary experience.

This booklet is intended to be a thorough overview of hostel living and will give you all the details you require regarding the rules, processes, and services offered on campus. We anticipate it

**B. Things which will be provided by university:**

1. Bed
2. Mattress
3. Study Table
4. Plastic Chair
5. AC (only for premium rooms)
6. Geyser
7. Storage

**C. Things which students will have to bring at the time of admission:**

1. Bedsheet
2. Pillow
3. Blanket
4. Mosquito Net/ Repellent
5. Tumbler or Bucket/ Mug
6. Hangers/ Clothing Line
7. Daily routine items like toothpaste, toothbrush, soaps and towels
8. Bathroom Slippers
9. Two Passport size photographs

**D. Things which are not allowed in Hostel**

1. Weapon
2. Electric Heater/ Kettle/ Induction/ Iron
3. Valuable items like golden chain, rings, heavy money
4. Alcohol, Cigarette, Ganja, Charas, Pan Masala & Tobacco
5. Music System



#### E. Student's code of conduct

1. All students must maintain a standard of behavior that is courteous and fair to everyone, both inside and outside the hostel.
2. Students are required to carry their Hostel ID card issued by the PPSU with them at all times.
3. The hostel administration reserves the right to deny entry to any visitor.
4. Girls must be in their rooms by **9:00 pm** and boys must be in their rooms by **10:00 pm**.
5. Smoking of tobacco, charas, ganja, cigarette and drinking alcohol are strictly prohibited inside the hostel.
6. Students must maintain decorum in the common room.
7. If any common property is damaged or lost, the cost will be shared equally among the students who use it.
8. Shifting of furniture from one room to another room is not allowed in the hostel.
9. During maintenance work of hostel rooms, students must cooperate with maintenance staff and vacate their room completely if required.
10. Students are responsible for their own belongings and should not leave valuables unguarded.
11. Hostel committees are run by the students and may change from time to time with student consent.
12. Ragging in any form is strictly prohibited.
13. Students must sign the movement register every day.
14. Change or interchange of rooms must have written permission from the Rector/Campus Administrator, who has the right to shift students from their assigned rooms to other rooms without assigning any reason.
15. PPSU officials/Rector/Campus Administrator have the right to inspect any room at any time/unscheduled/periodic. The authorities can inspect the entire room, including personal bags and belongings.
16. Students must treat the staff and housekeeping staff of the hostel with due courtesy at all times. The service of the housekeeping staff should not be utilized for private or personal work.
17. Suggestions and complaints can be deposited in the "Suggestion Box" or entered in the "Suggestion Register" kept in the hostel premises.
18. Violation of rules will be penalized, and the management reserves the right to take disciplinary action.
19. The Hostel Management reserves the right to change the rules from time to time and will keep students informed through circulars displayed on hostel notice boards.



20. Parents/guardians must cooperate with the Hostel authorities and provide contact details. Parents/visitors should not insist on entry beyond the designated area or visiting room as it can disturb other students.
21. Students must report any unauthorized activity in the hostel or campus to the officials.
22. Students must park their vehicles in the designated area and not in the entrance or corridors.
23. Celebrations of birthdays can be made in a designated area with prior permission from the authorities. No outside guests will be allowed for celebrations.
24. Students must not throw waste or garbage anywhere in the campus.
25. The sports facilities provided in the University are managed by the Sports Officer. All sports-related activities/competitions require prior permission from the Sports Officer.
26. Students who wish to have a personal reading light can have one installed by the university for a fee of 250/- or bring their own reading light, which will be installed for free by the university.
27. Students must enter and exit the PPSU campus only for their daily needs (including holidays) and make entry in the register at the security gate for their movement. No special permission will be granted.
28. Students must hand over their keys and ID card to the authorities and obtain "No Dues" clearance before vacating the hostel. A student vacating the hostel will be issued a gate pass by the hostel authority after paying all their dues, handing over the room with all furniture and fixtures intact, clearing all hostel and mess dues with the authorities, and obtaining a clearance certificate from the hostel office.
29. Students must collect their gate pass for leaving campus one day prior to departure. No special provisions will be made for gate pass issuance, and timings must be strictly adhered to.
30. The Security Guard will keep the gate pass for record-keeping purposes. Any violation of this rule will be treated seriously, and disciplinary action will be taken.
31. It is mandatory to turn off all electrical devices such as lights, fans, geysers, and AC before leaving the room. Failure to comply with this rule will result in a penalty of **Rs. 1500/-** for all roommates.

**F. Timings for Canteen/ Mess (Subject to change)**

1. Breakfast - 07:00-08:30 hrs
2. Lunch - 12:30-14:30 hrs
3. Dinner - 19:00-20:30 hrs



### G. Violation and corresponding actions

1. Consumption, possession, or sale of drugs or alcohol: The offender will be immediately expelled from the hostel, and a police complaint will be filed against them. In addition, they will be required to pay a penalty of INR 5000.
2. Use of tobacco, gutka, or cigarettes: The offender's parents will be informed, and a penalty of **INR 1000** will be imposed.
3. Use of abusive language: The offender will be temporarily suspended from the hostel, and a penalty of **INR 500** will be imposed.
4. Engaging in any form of ragging in the hostel: The offender will be expelled from the hostel and subjected to further actions as per the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
5. Gambling of any kind: The offender will be expelled from the hostel and subjected to a penalty of **INR 1000**.
6. Physical fights or quarrels: The offender will be expelled from the hostel and subjected to a penalty of **INR 1000**.
7. Changing room without appropriate procedure: **-Rs. 5000** fine will be imposed on students.
8. Damage or loss of any common property: The offender will be required to fully compensate for the cost of the damage or loss, along with a penalty.
9. Bringing visitors from other departments into the room: A penalty of **INR 500** will be imposed.

### H. Hostel Activity committee (HAC)

As a new resident at P P Savani University, you will be introduced to the Hostel Activity Committee (HAC) and the activities it organizes for the students in the hostel. The HAC is committed to creating a stimulating and skill-enhancing environment for the hostel students by organizing a diverse range of activities, including cultural programs, sports events, and educational seminars. These activities are planned, funded, and executed by the students themselves, with the guidance and support of the HAC.

Participating in these activities will give you an excellent opportunity to showcase your skills and talents, learn new things, and make new friends. It will not only help you develop your skills but also create a lively and vibrant environment in the hostel. The HAC strongly encourages all students to participate and contribute to the success of these activities, which will not only benefit you as an individual but also foster a sense of community among the hostel students.



We hope you enjoy your stay in the hostel and have a great time participating in the activities organized by the HAC.

**I. Important contact points**

1. Hostel Area Manager: - 9512035610
2. Hostel Rector: - 9512035686
3. Hostel Office Clerk: - 9512035686
4. Canteen Manager: -7778894885
5. Sports Department: - 9512035689

**J. GYM FACILITY AT HOSTEL**

**Instruction to use gym facility at hostel: -**

To ensure a safe and enjoyable workout experience for all gym users, PPSU gym has established a set of safety rules:

1. Entry is allowed to registered members only.
2. For registration to fitness center (Gym) and allotment of timings contact sports department. (9512035689).
3. Members are bound to follow the instructions and rules of fitness club.
4. Members can use the gym facility at allotted time schedule only. To change the time, prior approval of sports department will be mandatory.
5. Signing register before and after using gym facility is mandatory for all the members.
6. Use gym equipment properly and follow instructions.
7. Return all gym equipment to its proper place and clean machines after use & reset machines to their normal settings after use.
8. Proper fitness/ exercise attire is required. Keep Separate pair of shoes to be used in gym exclusively.
9. No member in boots, street shoes, sandals or bare feet will be allowed in the gym.
10. Use equipment properly and put all the equipment back in the designated area and wipe down machines after use if spoiled with sweat. Bring your own towels.
11. Do not lean on equipment or use it for purposes other than intended.
12. Report the faulty or damaged equipment immediately to sports department when noticed.



13. Turn off lights and fans when leaving the gym.
14. Be considerate to others using the gym. Don't interrupt others' workout with conversation, particularly people wearing headphones. Maintain proper decorum at all the times and follow the rules seriously.
15. PPSU is not responsible for any injury or unforeseen accidents that may occur during the workout at gym, PPSU Management or staff in no way shall be held responsible for the same.
16. Avoid dropping heavy weights and excessively loud grunting or machine usage.
17. Anyone found damaging gym property or equipment will be subject to disciplinary action and held financially responsible.
18. Please keep breakable objects (Glassware or fragile objects) out of the fitness Centre.
19. If you need any assistance or personal training, please contact the Sports Department.
20. Use only one machine or piece of equipment at a time and allow others to use equipment in between your sets.
21. Use proper techniques and know your body's limit to avoid injury.
22. No food or drinks allowed in fitness center except water.

To further promote gym safety, we recommend the following tips:

1. Get a check-up before starting any fitness regimen to discuss any medical concerns with a doctor.
2. Always wear appropriate gym attire and shoes that fit well and provide good support.
3. Start with a warm-up session to prepare your body for exercise.
4. Keep yourself hydrated throughout your workout session.
5. Always use gym equipment properly and as intended. Follow instructions and ask for help if needed.
6. Wipe down equipment with a disinfectant wipe after use to prevent the spread of germs.
7. When using heavy weights, use spotters to prevent accidents.
8. Avoid distractions such as texting or talking on the phone while exercising.
9. Do not push yourself beyond your limits. Gradually increase the intensity of your workout.
10. Always end your workout session with a cool down session.
11. Report any injuries to the gym staff immediately.
12. By following these rules and tips, we can all work together to ensure a safe and effective workout experience at PPSU gym.

#### **K. PET GUIDELINES**

1. P P Savani University has established guidelines to ensure the safety and well-being of all individuals staying or visiting the campus, including students, faculty, families, trustees, and visitors.



2. Individuals who wish to keep animals on campus, including dogs, cats, rodents, birds, fish, and turtles, must obtain permission from the university beforehand.
3. All animals must be in good health and pose no reasonable health risk to humans, including being free of active infections, parasites, or other diseases.
4. Proof of vaccinations must be provided upon request for all animals.
5. Animals must be kept under the control of their owners at all times.
6. Owners must be aware of their animal's behavior and ensure that they are considerate of others. Excessive noise, barking, or disruptive behavior is not permitted, and may result in the animal being denied access to the campus until the behavior is corrected.
7. Any individual who feels uncomfortable around a particular animal should communicate their concerns to the owner or higher authorities at P PSavani University.
8. Owners are responsible for cleaning up after their animals and disposing of waste properly.
9. Any incident involving a bite or physical harm caused by an animal must be immediately reported to the university.
10. Owners are responsible for any damage caused by their animals to university property or individuals, as well as any expenses incurred as a result of any incidents involving their animals.
11. Upon receiving a complaint, the university will issue a verbal or written warning to the owner.
12. The university may exclude an animal or its owner from the P P Savani University campus if the owner fails to comply with the guidelines or violates the rules mentioned above.

**L. DECLARATION BY STUDENT AND PARENT REGARDING STAYING IN HOSTEL AT P P SAVANI UNIVERSITY**

We, the undersigned student and parent/guardian, do hereby declare that we have read and understood the rules and regulations of the P P Savani University with regards to staying in the hostel provided by the university.

We hereby acknowledge that we have been informed that the university has the right to change the rules and regulations at any time and without prior notice, and we agree to abide by any such changes.

We further acknowledge that the university will not be responsible for any injury, damage or loss suffered by the student as a result of his/her own negligence or misconduct. We understand that the student will be responsible for the safety and security of his/her personal belongings and any other property owned by the university provided to the student for use during his/her stay in the hostel.

We hereby undertake to comply with all rules and regulations laid down by the university with regards to staying in the hostel, including but not limited to maintaining cleanliness and hygiene,



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adhering to the timings set for meals, obeying the curfew timings, and avoiding any activities that are prohibited by the university.

We hereby acknowledge that any breach of the rules and regulations of the university may result in disciplinary action, including expulsion from the hostel or even from the university.

We hereby declare that all information provided by us in this declaration is true and correct to the best of our knowledge and belief.

Signature of Student: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

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



Deputy Registrar,  
P P Savani University

Registrar  
P P Savani University