

**KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND
TECHNOLOGY**

Thiruvananthapuram

HOSTEL RULES AND REGULATIONS 2026

1 DEFINITIONS

1.1 KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND TECHNOLOGY (referred to as DUK) offers Hostel facilities to students/project staff on a first-come, first-served basis. The Hostels are located both on the DUK campus and at a leased facility. These rules and regulations apply to all occupants of both Hostels.

1.2 Chief Warden

The Chief Warden of the Hostel is responsible for managing and overseeing its operations.

1.3 Assistant Chief Warden

The Assistant Chief Warden of the Hostel is responsible for assisting the Chief Warden in all matters.

1.4 Warden

A Warden will be available in the Hostel to attend to the needs of all occupants.

1.5 Students

Students are individuals registered in the University's standard academic programs.

1.6 Occupants

Occupants are individuals who are occupying a room in the Hostel.

1.7 Hostel management

A Chief Warden, an Assistant Chief Warden, and a Warden head the Hostel management.

1.8 Hostel Chair

An occupant representative responsible for overall matters of the Hostel.

2. ACCOMMODATION

- 2.1** Hostel refers to both owned and rented facilities used to accommodate DUK students. Hostel accommodation is available to registered postgraduate students on a twin-sharing basis for up to 2 years. They can retain their room during the vacation only if it is needed for the curricular academic requirement. The availability of a room during vacation is subject to availability. At the end of the program, they have to vacate the Hostel.
- 2.2** Hostel accommodation is available to PhD scholars on a twin-sharing basis throughout the year, subject to a maximum of three years for PhD scholars. PhD scholars shall vacate the Hostel even in the middle of a semester once they are relieved from the DUK. However, they must pay establishment charges for the entire semester. Independent rooms for PhD

scholars may be allocated on a first-come, first-served basis, subject to payment of additional fees equal to those of other occupants.

- 2.3 Hostel accommodation may be offered to project staff for a limited time of three months, if available. If accommodated, they are required to pay all applicable fees, rents, and any other charges as determined by the Hostel management. The project staff residing in a Hostel is governed by the same rules and regulations as those applicable to regular Hostel occupants and shall not be eligible for House Rent Allowance.
- 2.4 To apply for admission to the Hostel, an individual must complete the designated H-1 application form, available from the Hostel office of DUK. Accommodation would be provided only after payment of the requisite fees and rents, as decided by the DUK from time to time. All charges and rents specified in the application form or any other documents are subject to change at the discretion of the DUK authorities with prior notice.
- 2.5 No student/project staff will be allowed to stay in the Hostel without formal admission.
- 2.6 DUK reserves the right to refuse admission to anyone and/or withdraw permission already granted if it is found that incorrect information has been submitted.
- 2.7 At the time of admission, every student/project staff member must submit a written declaration H-2 form, countersigned by their parent/guardian, stating that they will abide by the Hostel's rules and regulations.
- 2.8 Accommodations for families will not be available in the Hostel.

3. ROOM ALLOTMENT

- 3.1 At the time of an individual's admission to the Hostel and at the beginning of every year, each occupant is required to submit a duly filled-in H-1 application form containing their permanent address, mobile and/or telephone number, and the email address of their parents/guardian. It is the individual's responsibility to inform DUK of any changes, and DUK will not be liable for any consequences of delayed notification.
- 3.2 The Hostel management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate, a table, a chair, a ceiling fan with regulator, and a reasonable light fitting. Individuals are not allowed to keep any additional furniture or fittings in the room.
- 3.3 Allocation of rooms shall be at the sole discretion of the DUK, which may allot rooms on a first-come, first-served basis or on any other basis, such as distance, depending on the situation, prevailing factors, and objectives, such as fostering cross-cultural relationships.
- 3.4 Individuals must occupy the respective room allotted to them. Under no circumstances should occupants exchange beds or rooms without the Hostel management's knowledge.
- 3.4 Occupants shall respect their roommates' equal rights.
- 3.5 In exigencies, the Hostel management may, without assigning any reason, shift occupants from one room to another.
- 3.6 If the status, based on which an inmate was allowed accommodation in the Hostel, changes during their stay, they are required to inform the Hostel office immediately. Suppose the Hostel management determines that the individual is no longer eligible for accommodation. In that case, they may be asked to vacate the Hostel.
- 3.7 Students/project staff are eligible for accommodation in the Hostel provided they are

registered as full-time students/project staff. Accommodation will not be offered to any student/project staff whose registration has been canceled. Additionally, any student/project staff whose name has been removed from the DUK rolls will automatically lose their right to stay in the Hostel and must vacate immediately.

- 3.8 Before vacating the rooms, occupants must complete the prescribed H-3 form and submit it to the Hostel office. The furniture and electrical installations (including the fan(s) and any other fixtures) provided in the room must be handed over to the Hostel management in proper condition at the time of vacating the room. Suppose any damage to any item is found to have occurred. In that case, compensation, as assessed by the Hostel management, shall be recovered from the occupant concerned as per Clause 11.11, detailed below.
- 3.9 The Hostel management reserves the right to change the allocation of rooms or floors/floors or arrange an outside Hostel, for smooth operational purposes, and occupants shall comply with these decisions.
- 3.10 If any occupant tests positive for a contagious disease, they shall relocate to an isolation facility arranged by DUK or make their own arrangements to prevent the spread of disease on the Hostel/Campus.
- 3.11 Students leaving the Hostel for an internship/exchange program lasting 60 days or more should vacate the Hostel and submit form H-3 to the Hostel office. Leaving the Hostel without informing the Hostel office and requesting a waiver of mess charges after return will not be considered. A suitable fine for both boarding and lodging will be levied.
- 3.12 An occupant must pay the full Hostel rent if their stay exceeds 14 days in a month.
- 3.13 An individual must pay a Hostel admission fee equal to the monthly rent for readmission after vacating the Hostel.
- 3.14 No-Dues Procedure:
 1. The occupant must write an email to the Hostel office at least a week before vacating the Hostel, stating the reasons for vacating, the date of vacating, and the details of the furniture and fittings in the room.
 2. Visit your Hostel office to collect the H-3 form.
 3. Get clearance from
 - o Mess
 - o Server Room
 - o Hostel office
 - o Chief Warden
 4. Submit the completed form back to the Hostel office and send a soft copy of the completed H-3 form to the Hostel office.

4. ACCOMMODATION OF GUESTS

- 4.1 As only a limited number of rooms are available, they will be allocated to guests on a first-come, first-served basis, at the sole discretion of the Hostel management.
- 4.2 Day scholars and other relatives of Hostel students/project staff are not permitted to stay in the Hostel as guests. Entertaining unauthorized guests will result in severe punishment, including a monetary fine of Rs. 5,000 and expulsion from the Hostel. In addition, such cases will be referred to the DUK Disciplinary Committee for further necessary action.
- 4.3 Hostel rules and regulations will also apply to the guests. No guest is permitted to stay in an occupant's room. Suppose it is established that a guest has stayed overnight in an

occupant's room. In that case, severe punishment will be imposed on the occupants, including a monetary fine of Rs. 5,000 and expulsion from the Hostel. In addition, such cases will be referred to the DUK Disciplinary Committee for further necessary action.

- 4.4 Suppose any damage is caused to the Hostel property by the guests. In that case, compensation, as assessed by the Hostel management, shall be recovered from the host occupant/host employee concerned as per Clause 11.11, detailed below.

5. VISITORS

- 5.1 Any visitor/ relative is allowed to enter the Hostel only up to the Hostel office. All visitors to the Hostel, including parents/guardians, will be required to make the necessary entries in the Visitors' Book available at the Hostel entrance, under the supervision of the security guards.
- 5.2 Visits by male students to the women's Hostel and vice versa are allowed, strictly between 7:00 am and 8:30 pm, only in the Visitors' Room. Violating this rule will result in severe penalties and expulsion from the Hostel.

6. USE OF APPLIANCES

- 6.1 The use of electrical/electromechanical equipment, gadgets, and appliances, such as electric stoves/heaters/irons/refrigerators/infrared cookers, immersion rods, and induction cookers, by occupants in or outside their rooms is strictly prohibited. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract a fine of Rs. 6,000, as well as disciplinary action by the Hostel management.
- 6.2 The use of audio systems is not permitted and may inconvenience roommates or other occupants. Occupants may use headphones if required. The use of personal TVs, music systems, and other similar devices is strictly prohibited.
- 6.3 When occupants leave their rooms, they should switch off all electrical/electronic appliances and lock the doors (at all times).

7 MESS

- 7.1 Once a student/project staff member is admitted to a Hostel, they are deemed to have become a member of the Hostel mess until they officially vacate the Hostel. All occupants are required to pay the prescribed Hostel and mess charges in advance by the fifth of every month and inform the Hostel office immediately.
- 7.2 The functioning of the mess shall be supervised by the Mess Committee, which is formed in consensus with the occupants and in the presence of the Chief Warden and Hostel Chair. The Mess Committee, led by the Mess Chair, comprises the Mess Accounts Secretary, the Mess Store and Supply Secretary, and two occupant representatives. The Mess Committee must meet at least once a month.
- 7.3 The mess shall function as a single integrated unit and shall not be subdivided into sub-units under any circumstances. The mess shall provide both vegetarian and non-vegetarian foods.
- 7.4 The weekly menu will be created by the Mess Committee and posted on the Notice Board.

If necessary, the Mess Committee may make changes to the menu in consultation with the occupants and the Chief Warden.

- 7.5 Discipline must be strictly upheld in the dining hall. Dining halls are meant for having meals only during the prescribed meal timings.
- 7.6 Day scholars, if any, cannot be accommodated as regular guests in the mess. They must pay the mess contractor for the meals before having them.
- 7.7 Food will not be served in occupants' rooms, and they are not permitted to take food/utensils from the dining hall to their rooms. If an occupant is sick, the Hostel management will make suitable arrangements for their food.
- 7.8 Food parcels are not permitted in rooms; violation will result in a heavy fine.
- 7.9 Outside food is strictly prohibited in the dining hall for occupants.
- 7.10 The occupants should not enter the kitchen.
- 7.11 Wasting food is a social crime. For the first offense of an occupant wasting food, a warning will be issued. If the offense is committed for the second time, a nominal fine will be imposed. If the concerned occupant is found to be repeating the mistake, strict disciplinary action shall be taken against them.
- 7.12 A fine of Rs. 50 per day shall be imposed on the occupant in the event of default on payment of mess dues.
- 7.13 Regular meal timing will be as per the schedule prescribed by the Mess Committee. Occupants are required to take their meals according to the mess schedule.
- 7.14 The mess rebate is available only for a continuous period of more than three days, up to a maximum of seven days in a month during the semester.
- 7.15 Hostel management may, at its discretion, change the timing/dining arrangements for conducting conferences, trainings, or events without significantly disturbing the regular mess schedule.
- 7.16 Occupants/Day scholars shall not engage in any immoral acts or misbehavior with Mess Committee members or with any Hostel or mess employees. This will result in strict disciplinary action.
- 7.17 No occupant is allowed to share their mess food with one or more persons under any circumstances.
- 7.18 Any suggestions or complaints must be conveyed only through the H-5 form available in the Hostel office. The language used for such a purpose should be strictly official, and the complaint should be objective, rather than emotive. Mailing and spreading the issue without following the mentioned procedure will be considered sufficient grounds to dismiss suggestions or complaints without giving them any hearing from the Hostel management.

8 HOSTEL MAINTENANCE AND CLEANLINESS

- 8.1 It is the responsibility of the Hostel management to maintain and ensure the cleanliness of the Hostel premises, including the building, courtyards, and toilets. All occupants are expected to participate wholeheartedly in these endeavors.
- 8.2 The Hostel maintenance and cleanliness shall be supervised by the Maintenance Committee, which is formed in consensus with the occupants and in the presence of the Chief Warden

and Hostel Chair. The Maintenance Committee, led by the Maintenance Chair, comprises the Maintenance Accounts Secretary, the Maintenance Store and Supply Secretary, and two occupant representatives. The Maintenance Committee must meet at least once a month.

- 8.3 Any suggestions or complaints must be conveyed only through the H-5 form available in the Hostel office. The language used for such a purpose should be strictly official, and the complaint should be objective, rather than emotive. Mailing and spreading the issue without following the mentioned procedure will be considered sufficient grounds to dismiss suggestions or complaints without giving them any hearing from the Hostel management.

9 RAGGING

- 9.1 Ragging in any form is banned. Severe punishment, including expulsion from the Hostel and the DUK, shall be imposed on any occupant if he/she is found to have indulged in ragging.
- 9.2 Ragging is a cognizable offense. The offender shall also be dealt with in accordance with the relevant laws.
- 9.3 Any fresher, for that matter, any occupant, who is subjected to any form of ragging must report the incident immediately to the Hostel management. Non-reporting of the incident by a victim shall also be considered an offense.
- 9.4 Any occupant, for that matter, any person/student, if they are witnesses to an incident of ragging, must report the same immediately to the Chief Warden and/or DUK Anti Ragging Committee. Failure to do so shall be considered a serious offense. It shall be dealt with in the same manner as the perpetrators of ragging.
- 9.5 When students/occupants committing or abetting the crime of ragging cannot be identified, collective punishment may be resorted to as a deterrent measure against the entire group or all occupants.
- 9.6 All occupants and day scholars affiliated with the Hostel are required to sign an Anti-Ragging Undertaking in accordance with the stipulated guidelines and submit it to the Hostel office.

10 HOSTEL ATTENDANCE

- 10.1 Students should be present within the Hostel premises between 10:00 pm and 6:00 am. No student is permitted to stay outside the Hostel during this time without the written permission of the Warden. Violating this rule will result in strict disciplinary action. In cases where students remain in labs for extended hours, this must be approved by the relevant faculty and a copy provided at the Hostel office.
- 10.2 All occupants must mark their attendance in the register book by 10:00 pm each day.
- 10.3 A home pass must be applied through the Intranet portal on the day of intended use if an occupant is going home. A mess rebate will be provided during the home pass period.
- 10.4 Occupants are required to carry their DUK Identity card when leaving the Hostel.
- 10.5 DUK/Hostel management shall not be held responsible for any activities by occupants outside the campus.

11 CODE OF CONDUCT

- 11.1 All occupants are expected to maintain the standards of behavior expected of DUK members. They are expected to behave courteously and fairly with everyone, both inside and outside the Hostels and campuses. DUK issues a detailed STUDENT CODE OF CONDUCT, and all the students shall follow the same.
- 11.2 Maintain silence within the Hostel premises. Avoid making unnecessary noise.
- 11.3 Modesty in dress is expected from all occupants.
- 11.4 All occupants are required to produce, upon request, their valid DUK-issued identity cards.
- 11.5 The rooms, common areas, and surroundings of the Hostel should be kept clean and hygienic.
- 11.6 Notices must not be pasted on walls. Walls must not be scribbled on. A room is allotted to an occupant on a personal responsibility basis. They must keep their room clean.
- 11.7 Occupants must also take care of the Hostel and its environment.
- 11.8 If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets, or any other place on the Hostel premises, occupants should bring it to the notice of the Hostel Maintenance Committee.
- 11.9 Occupants must cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel management requires the rooms for this purpose. On such occasions, the management shall provide alternative accommodation.
- 11.10 The occupant of a room is responsible for any damage to the room's property during their occupancy or at the time of vacating the room. If any furniture or fixture under the occupant's responsibility is found to be damaged or broken, the Hostel management shall take strict disciplinary action, including levying a monetary penalty equal to the market price of the item and a fine of Rs. 1,000 for each item.
- 11.11 In case of any damage or loss of Hostel property kept in the common area, the cost of repairing/replacing the same will be recovered from the occupants responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the occupants of the Hostel, as decided by the Hostel management.
- 11.12 The occupant shall not move any furniture from its allotted place. If any additional item in a room does not belong to the Hostel, the occupant of the room shall hand it over to the Hostel staff. Failure to do so will result in a penalty rent being charged, as determined by the Hostel management.
- 11.13 The occupant shall not remove any fitting or fixture from any room or common area.
- 11.14 Occupants should not participate in any anti-national, antisocial, or any other undesirable activity within or outside the campus.
- 11.15 The occupants will be responsible for the safekeeping of their own property. In the event of loss of any personal property of an occupant due to theft, fire, or any other cause, the Hostel management shall in no way be considered responsible.
- 11.16 Engaging personal attendants inside the Hostel is prohibited.

11.17 The use of Wi-Fi/Internet/and intranet systems inside the Hostel will be governed by the respective policies of the DUK.

11.18 Occupants are required to obey all traffic rules on the DUK campus.

11.19 Pets are not allowed in the rooms and Hostel.

11.20 In the Hostel premises, the following acts are strictly prohibited:

- Smoking
- Consumption of alcoholic drinks
- Consumption of drugs or any other narcotic substances
- Gambling
- Keeping, carrying, or using any weapons / prohibited articles
- Intimidation or violence
- Willful damage to property
- Entering the Hostel premises in an intoxicated state
- Using abusive language
- Employing unauthorized persons for personal work, such as washing clothes, repairing Hostel property, etc.
- Cooking in the room or on the Hostel premises
- Permitting visitors inside the rooms, including day scholars, parents, or any outsiders

12 DISCIPLINARY MEASURES

12.1 Any occupant, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, property damage, causing inconvenience to other occupants, noncompliance of any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections, shall be subjected to disciplinary action by the Hostel management as specified under the relevant clause after a proper inquiry. Moreover, depending upon the gravity of the offense, if the Hostel management so considers, the case may be forwarded to the DUK Disciplinary Committee for further necessary action.

13 FINE FUNDS

13.1 A Mess Fine fund is created from the fines collected from defaulters of the mess dues. This fund will be used to improve the mess services, as decided by the Mess Committee. The Mess Committee should maintain a separate account for this fund.

13.2 A Hostel Development Fund is created from the fines collected from Hostel occupants and any other contributions. The Hostel Development Fund will be used for the improvement and maintenance of the Hostel, as determined by the Hostel Maintenance Committee. The Hostel Maintenance Committee should maintain a separate account for this fund.

13.3 The above Fine funds are to be adequately maintained and are subject to internal audit.

14 GRIEVANCE REDRESSAL

14.1 If any occupant feels aggrieved on any matter concerning the running of the Hostel or its Mess, they may approach the Hostel management in writing for help, guidance, and/or redressal of the grievance. Depending on the nature of the grievance, the Hostel management may refer the case to the DUK Grievance Committee for further action.

15 RIGHTS OF HOSTEL MANAGEMENT

15.1 The Hostel management reserves the right to amend the rules and regulations stated herein from time to time as necessary. The occupants shall be informed of any amendment becoming effective through circulars or emails from the Hostel office.

15.2 All the Hostel management shall be supervised by the Hostel Committee led by the Chief Warden, Assistant Chief Warden, Chair of Student Affairs, Hostel Chair, Mess Chair, Maintenance Chair, Male/Female Warden, and two occupant representatives, with a representative of Administration as the special Invitee. The Hostel Committee must meet once every two months.

16 APPELLATE AUTHORITY

16.1 In the event of any dispute or grievance not being satisfactorily addressed, an occupant may appeal to the Registrar/Vice Chancellor of the DUK through the Chief Warden for redressal. The Registrar's/Vice-Chancellor's decision on the matter shall be considered final and binding.