

10 YEARS
OF UNIVERSITY
RECOGNITION
20 YEARS OF
ACADEMIC
EXCELLENCE



HALLS OF RESIDENCE



REVA
UNIVERSITY
Bengaluru, India

Welcome to your new home

REVA university brings about plenty of exciting developments. New surroundings, new people, maybe living independently for the first time.

Give yourself the assurance of a safe, comfortable place to live.

 **Accommodation within Campus**

 **6 Resident Buildings**

 **1016 Rooms**

 **24hrs Security**

 **24hrs Wi-Fi**

 **24hrs Electricity**

 **24hrs Water**

 **Attached Bathrooms**

 **Residence Meals**

 **Housekeeping**

 **Library Access till midnight**

What's it like to live here

" I'm having the time of my life here! I like REVA University; our campus is stunning, I adore my accommodation and friends, and the course is incredibly fascinating!"

" Beautiful campus, wonderful community, and wonderful residence; I adore it."

"I prefer living on campus because it allows me to immerse myself in the University atmosphere, be surrounded by like-minded peers, experience the beauty of our campus, and feel at home."

Coming to REVA to study might be your first time living away from home. Our Halls of Residence will allow you to enjoy your independence in a safe, welcoming and sociable surroundings.

Living on campus is the best way to get the most out of your University experience. Campus accommodation provides the full spectrum of University life all in one safe and friendly place. Our halls of residence is the perfect place to enhance your studies.

They are conveniently situated within the University campus and provide essential facilities and amenities and offer plenty of social activities to get involved in.

What kind of accommodation will suit you best?



En Suite



3 Sharing



4 Sharing



Halls of Residence: Highlights

- Separate Halls of Residences for boys and girls.
- Attached bathrooms.
- Water is available in all student residences.
- Hot water (from solar heating) as well as Heat pumps during Winters.
- Clean and hygienic rooms and premises.
- Reading room (Girls & Boys).
- Writing board in each room of the house.
- 24X7 availability of water and electricity.
- Generator back up.
- Four meals per day.

Halls of Residence: Security

- All resident blocks have 24X7 Security.
- Biometric attendance and leave application app.
- Wardens for each block and supervisors for each floor.
- Night caretakers for emergencies.
- CCTV cameras





Halls of Residence at RBS

Nothing beats On-Campus Living — you're next door to everything & everyone!

Our purpose-built Student Residences are not only modern and attractive, they're also great places to study, relax, socialise and meet new friends. There's a friendly, welcoming atmosphere and a real community spirit.

Highlights:

Two sets of linen | Attached bathroom |
Bookcase/Shoe rack | Study table with chair |
Tea kettle | Wardrobes | Geysers

What makes RBS hostel even more amazing is the pantry that comes with



REFRIGERATOR



MICROWAVE OVEN



RO WATER



INDUCTION STOVE



WASHING MACHINE

More at the Halls of Residence



CENTRAL LIBRARY

The Central Library, with an 800-seat capacity, is located in the heart of the campus and is housed in a separate building with a carpet area of 3,316 square metres.

The library, which is open from 8:00 a.m. to midnight, has online access to a vast range of information, including 13000+ IEEE e-journals, conference proceedings, standards, and case studies, and 1,73,000+ e-books, which are available to all of our students, researchers, and faculty members through Pearson, EBSCO, McGraw Hill, and K-Hub.



HEALTHCARE

The REVA University healthcare facility is led by a full-time resident doctor and assisted by on-campus paramedical staff. This institution is open 24 hours a day, seven days a week, and has a resident doctor to handle medical emergencies. The REVA University Ambulance service is available as needed (24x7). Partnerships with surrounding hospitals ensure that the students are in good hands no matter what happens.



COUNSELLING CENTRE

REVA has a counselling facility with educated and experienced counsellors to address student concerns and offer assistance. The Counselling Centre was established to support students' individual learning counselling needs in a non-judgmental atmosphere.



GYM

The on-campus gymnasium is equipped with cutting-edge workout equipment and a cutting-edge environment for health aficionados. Because it is outfitted with high-tech equipment, all students may utilise it for regular workouts and to enhance their fitness levels.



FOOD

The REVA Food Court is a key infrastructural attraction on campus.

The Food Court has fast-food outlets from a variety of well-known fast-food companies, providing cuisines ranging from Pan-Asian to North Indian.

In addition, each block has a 24-hour food vending machine to help alleviate hunger at any time.



GREENERY

The Green Park, which features a variety of trees and plants as well as a beautiful green lawn, is located in the heart of campus and is popular with nature lovers. One can read quietly, meet friends, or simply rest in the midst of nature's splendour.



YOGA CLASSES

Yoga is both a spiritual and physical practise. Yoga practice includes breathing techniques, exercise, and meditation. It helps to improve one's health and happiness. All students and employees are welcome to join Yoga classes at "SAUGANDHIKA" in the morning from 6.00 AM to 7.00 AM and in the evening from 5.30 PM to 6.30 PM.



E SPORTS

REVA was also one of the first Indian institutions to establish its own Esports club, "REVARENA." REVA is an ideal location for all sports enthusiasts, and the Esports club intends to hold intra and inter-university competitions, facilitate interactions between industry-leading gamers and developers and students for guidance, and stay up to date on the latest developments in the Esports segment.



AMENITIES	REVA UNIVERSITY	OTHER UNIVERSITY
Large, 45-acre campus	✓	×
Open study parks, outdoor learning areas	✓	×
Multiple occupancy rooms	✓	✓
Fully-furnished facilities	✓	×
Nominal prices	✓	×
In-house tutorial classes	✓	×
One-on-one mentoring	✓	×
Quarantine facility	✓	×
Attached study furniture	✓	×
Floor wardens for assistance	✓	×
Meals + Snacks	✓	×
Veg/Non-veg options	✓	✓
Hygienic food	✓	×
Professional chefs	✓	×
Vast menu with more than 200 varieties	✓	×
Food tasting sessions	✓	×
24/7 hot water facility	✓	×
Round-the-clock cleanliness	✓	×
Professional laundry services	✓	×
Banking with ATM facility	✓	×
Fully digitised premises	✓	×
Fully-stocked library	✓	✓
Separate reading rooms	✓	×
AC/Non-AC accommodation for parents	✓	×
On campus Yoga class	✓	×
Premium gym studio	✓	×
Kiosks by international food chains	✓	×
Well-maintained sports grounds	✓	×
Indoor sports	✓	×
Professional sports training	✓	×
24/7 generator, UPS facility	✓	×
Pure drinking, RO water facility	✓	✓
Stationery store at walkable distance	✓	×
Sanitised rooms with regular pesticide service	✓	×
Resident doctors available 24/7	✓	×
Pharmacy in vicinity	✓	×
Easy access to first aid treatment	✓	×
Emergency medical care	✓	×
Ambulance facility 24/7	✓	×
Primary health check-up facilities	✓	×
Movie in open air theatre	✓	×
Free bus services to go out on weekends	✓	×
In-house salon for boys and parlour for girls	✓	×
Bi-weekly outing for girls	✓	×

Need Advice?
Talk to us,
We are happy to help

Call :+91- 90211 90211, 080-46966966
 Email : accommodation@reva.edu.in



Hostel Admission Procedure

1. Hostel accommodation will be provided on "first-come-first-served basis."
2. Students should login to students' portal in Sales Force and make the necessary payments
3. The following documents are required from students at the time of hostel admission:
 - a. Admission Letter (New Students)/ Last Qualifying result attested by HOD (REVA Students)
 - b. Copy of identity proof (New Students)
Copy of College Identity Card (REVA Students).
 - c. Permanent Address proof.
 - d. Medical Certificate.
 - e. Proof of vaccination
 - f. Proof of Registered Mobile No. / Landline & Mobile No. of the parents.
 - g. Proof of Address and Contact No. of Local Guardian.
4. Students have to approach Hostel Office / Hostel Admission Authority to complete the process of admission to the hostel, within the official timings where they will be allotted rooms after submission of all necessary documents.
5. For new admission / re-admission, the students should pay the booking amount. The basic room booking amount is 30,000 and the premium AC Room booking amount is 75,000. Students need to pay the first installment at the time of joining. It should be 50% or higher amount. E.g.: For Basic Single Occupancy, students need to pay Rs 30,000 for booking the hostel against 1, 75,000 of the total Fee. At the time of joining, students will pay the first installment of 72,500 (50% of the balance amount) and the second installment of Rs 72,500 within 30 days to avoid late payment penalty. A penalty of Rs. 200 will be levied per day until 30 days, after which the student will be asked to vacate the hostel. The refundable caution deposit of Rs.5000 for the new hostel students has to be deposited separately. Students need to provide all the information correctly, in case of any mismatch with University records, the hostel allocation may be delayed. For any queries, please mail to accomodation@reva.edu.in



HOSTEL VACATING PROCEDURE

1. The students have to obtain hostel vacating form from Warden/ Hostel Office
2. The students will be penalised for damage towards the room furniture fittings / fixtures
3. The student needs to fill up the vacating form after obtaining no dues certificate from hostel office.
4. Students are permitted to vacate the hostel on submission of no dues certificate to Block Supervisor/Warden

Hostel Refund Rules

1. Hostel fees once paid will not be refunded under any circumstances.
2. If a student desires to vacate the hostel after joining, he/she cannot claim refund of fees.
3. Due to attendance shortage/year back or any other issue in between the academic year, there will not be refund of fees.

Hostel Bank Account Details

Bank name	Karnataka Bank
City	Bengaluru
Branch	REVA University
IFSC Code	KARB0000666
MICRCode	560052072
Account Name	REVA Hostel
Account Number	3252000100028501
Bank Address	Yelahanka, Bengaluru North



Facilities Provided In The Hostel

1. Cot
2. Mattress
3. Study Table
4. Chair
5. Cupboard
6. Hot water (Fixed Timings)
7. RO Drinking Water on alternate Floors
8. 24 Hours Medical Facility/ Ambulance Facility
9. 24 Hours Transport in emergency
10. WiFi internet (Fixed Timings)
11. Mess facilities*
12. Regular Pest Control Service
13. Laundry service

* Food tested periodically in food testing laboratory with NABL Accreditation

New students admitted to the hostel will be provided with the following:

1. Bed Sheet
2. Pillow with Pillow cover
3. Bucket & Mug (1 Set per room)

Additional Facilities in Hostel Campus:

1. Multi Cuisine Food Court
2. Barber Shop
3. Beauty Parlour
4. Stationery Shop (with Photostat facility)
5. Gymnasium
6. Ultra-modern Games Arena



Accommodation

The hostel is treated as an extension of the University and abiding of rules and regulations of the Hostel is mandatory for all the students.

1 Room Allotment/Shifting

Room allotment is done by the Warden in consultation with the Chief Warden & hostel office. Students should not interchange their room with another student or shift into a vacant room/ bed without prior written permission from the Warden. At any point of time, the Warden has the right to shift any student from his/her room to another room in the hostel. Students found interchanging rooms will be viewed seriously and disciplinary action will be taken accordingly.

2 No Creation of Tenancy

No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the University from time to time. Strict disciplinary action will be taken against the student found utilizing the hostel facilities, after vacating the hostel.

3 Re-allotment of Hostel Accommodation

Provision of hostel accommodation at the time of admission, for non-residential academic programs does not automatically ensure its continuation in the subsequent years. The student has to apply every year for re-allotment in the specified performa. Accommodation to candidates who apply for re-allotment will be provided subject to availability. Re-allotment can be denied to students with low academic performance and those indulging in acts of indiscipline.

4 Local Guardian

The parents will register details of local guardian duly authenticated. A copy of hostel rules will be signed by the local guardian.

5 Safety & Personal Belongings

Students should use their own locks and keys. The student is personally responsible for the safety of their valuables and these should be kept in the cupboard and should be locked. The student should not leave mobile, jewelry and other valuables unguarded. The student should not share the room/cupboard keys with other people. Hostel authorities are not responsible for the loss of any personal belongings.

6 Furniture & Fixture

The student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to the student must be cared for properly. The student must pay double the original cost, if any item is found damaged or missing from their room due to carelessness / negligent handling. The student will also be required to pay twice the charges of the repair of an item that is found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.

a. Interchange of Furniture/Fixture: Student is prohibited from interchanging any furniture/fixture from one point/ location in the hostel to another. Besides a penal recovery as imposed by the Warden, students involved in such activities may be expelled from the hostel.

b. Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the Floor/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel along with penalty as decided by the management.expelled from the hostel.

c. No student will disfigure his/ her rooms/ room doors by stickers / writings/ drawings etc.

d. Spots of throwing liquids and tobacco / gutkha spits if found on any gallery walls/ comers near to a particular room, will be subjected to fine to the students staying in those rooms. Alternatively, the defaulters must be reported to the respective wardens.

7 Electricity Restrictions

Electric appliances shall not be permitted in the room, defiance of which shall enable the supervisor/ warden to confiscate the gadget forthwith. The lights in the bathroom should be used only as and when necessary and shall be switched off when the bathroom is not in use. While leaving the room, students should take care to switch off the lights and fans without fail. A reasonable fine per default occasion will be imposed by the Chief Warden/Director Administration.

8 Water Timings

Hot water timings have been laid down and the same are always displayed on hostel notice board. The student should not leave taps open when the taps are dry, as it will result in subsequent loss of water and further aggravate the water problem and reasonable fine per default occasions will be imposed by the Chief Warden/Director - Administration.

9 Skipping Class

The students are not allowed to stay back in hostel during college hours. If the student is staying back in hostel he/she should obtain a written permission from HOD/ Principal/ Chief Warden / Registrar/Director - Administration quoting the reason and if the student is not feeling well he should approach REVA Health Center for bed rest certificate from RMO.

10 Room Checking

The Chief Warden/Director-Administration/Hostel Wardens along with security guards may at their discretion inspect /check any room or student's belongings in the presence of the students living there at any time of the day or night.

11 Vehicles

The vehicle should be registered in students name or parents name for availing parking in Campus. 2-Wheeler parking charges are Rs. 6000/- per year. Vehicles with REVA Stickers only will be permitted inside the campus and management is not responsible for any loss or damage to the vehicle. Four wheelers of the students are neither allowed inside the Hostel/ Campus nor allowed to be parked outside along the perimeter. It is compulsory to wear helmet for students with 2-wheeler. 2-wheeler without helmet will be impounded and penalised.

12 Room Vacating

A student should have to vacate the hostel within two days of completion of her/ his exam. Any extra day will be charged as per norms and for such extra days, prior written permission from the Chief Warden / Director - Administration is required. In case a student does not vacate her/his room, the belongings will be removed from the room and the room will be locked by the supervisor in the presence of wardens. Management is not responsible, if there is any loss. Under a special case if a student wishes to vacate the hostel prematurely and stayed for less than 3 months, a minimum fee for 3 months will be collected and will have to forego the security deposit. In case the stay is more than 3 months, the fees for the entire year will be charged.

13 Expulsion from Hostel

The Chief Warden/Director-Administration reserves the right to terminate the temporary occupancy of the student for any willful disobedience or defiance of authority, nonobservance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases the deposit shall be forfeited, and hostel fee will NOT be refunded. Students recommended for expulsion from the respective schools, will also be expelled from the hostel and hostel fee will not be refunded.

14 Storage of Baggage during Vacation

During the vacation, students should avail common storage facility for limited quantity (2 cartons). One month before the vacation period starts, an application endorsed by the Warden of the Hostel to the Supervisor must be submitted informing the warden about the student's official vacation period. On completion of the final year of the program or when a student desires to vacate hostel accommodation at the end of an academic year, he/she should take all his/her belongings with him/her. Under no circumstance students will lock the room during year end vacation.

15 Unclaimed belongings

Any belongings kept behind in the hostel will be kept for 3 months after intimating to student/parents and thereof disposed of, if unclaimed.

Attendance, Hostel Timings, Leave and Visitors

1 Attendance Register

Students should do biometric attendance between 8 to 9:30 PM. Every night, each student has to personally sign the attendance register/ biometric attendance record every day between 8.00 PM to 9.30 PM. After 8 PM the student is not allowed to go out of the campus. Violation of the order will lead to a disciplinary action.

2 Returning to Hostel

The student shall return to the campus before 8:00 PM on all days after which gates will be closed. The gates will reopen at 6.00 AM. the next day. Late comers will have to make an entry in the register kept at the gate, which will be informed to his / her school, parents, and local guardians. A student reporting late for the first time will be given a warning by Warden and Chief Warden and a written apology to be given by the student. Parents are to be informed if the student reports late. If he/she is late the second time, parents will be asked to meet the Director (Administration). In case the students report late for the third time without a valid reason, he/she will be asked to vacate the hostel. The student will be asked to vacate the hostel if he/she repeats the offence for the fourth time.

3 Outside Competitions

The student is permitted to go outstation for participating in various competitions only after submitting proof and application along with parent's and HOD's consent to the Chief Warden. The student will intimate the Warden and obtain permission through the app. Such students will go out at their own risk and management is not responsible for any untoward incident or accident.

4 Celebration of Festivals and Birthdays

The student shall take prior permission of the Warden / Chief Warden for celebrating any festivals and birthdays. Birthday celebration should be done at the food court for short duration between 8.00 AM to 8.00 PM. There should not be any kind of inconvenience to other students. No outside guest or interference of any kind will be allowed. Cake cutting and birthday celebrations are not permitted in the hostel rooms, violation of this order will invite a fine of Rs.2000. However, one can cut cake at the entrance of respective hostel blocks before 10:00 PM.

5 Medical Emergency

REVA Health Center provides First Aid to the students at a nominal fee. Any student, who is not well, will immediately report to REVA Health Center to avail treatment. In case of medical emergency, the student will be shifted/referred to the hospital and same will be communicated to the Parents/Guardian & are responsible to clear the hospitalization bills. Emergency Medical Help Line numbers are displayed in all the Hostels / Mess. Warden should be informed about any previous medical history / drug and blood group. This would be required when emergency aid has to be administered by specialized institutions. (Medicines prescribed by the Doctor will be purchased by the student from nearby pharmacy).

6 Night Out

Night out shall be permitted by the Warden only under following conditions and circumstances:

- When permitted in writing by the HOD of concerned school in case of academic reasons.
- On holidays with written consent from parents/local guardian.
- If the student is leaving the city one needs to produce travelling ticket of Bus/Train/Flight.
- Once night out permission is accorded; student will be permitted to report only after 6.00 AM. However, in case of medical emergency student can contact the warden directly.
- In case where the student has the permission for more than one night out, student shall not be allowed in the hostel during the period mentioned even during the day timing.
- In case of night out without permission for the first time, warning will be given, and parents will be informed, and an apology will be taken.
- A student staying night out for the second time without permission a fine of Rs.2000/- will be levied and parents or guardian will have to come to the campus and meet Director Administration.
- If it is repeated for the third time, the student will have to vacate the hostel.



7 Identity Card

The student should always carry their Identity cards provided by the University with them when they move out of the campus so that in case of an emergency/accident the University can be contacted and informed. Students should cooperate with security personnel for verification and checking of identity cards. The name of the students who are not carrying their Identity cards with them will be reported to the Warden/ Security Officer/ HOD for action. Without an ID card, students will not be allowed on the Campus/Block.

8 Visitors/Parents

Visitors/parents are allowed to visit a student only in the visitor's lobby between 9.00 AM to 6.00 PM on working days and between 11.00 AM to 8.00 PM on Sundays and public holidays. No student shall take any visitor including her/his parents to the room. Personal servants/domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call. Visit by male visitors to female student and a female visitor to male student are forbidden. Day scholars are strictly not permitted in the hostel. Parents may avail Guest House on payment basis subject to availability of rooms for small duration under compelling reasons / circumstances subject to approval by authorities obtained in advance.

Hostel rules / norms will equally apply to the guests also

Mess and Dining Facility

1 Mess

Mess policy to be read for all policy matters.

2 Guests

Guests are allowed in the mess only with prior permission of the Warden and on payment of charges applicable.

3 Mess Timings

Breakfast	7:00 AM to 8:15 AM
Lunch	11:45 AM to 2:15 PM
Snacks	4:15 PM to 5:00 PM
Dinner	7:00 PM to 8:45 PM

These timings shall be strictly adhered to by all hostel students.

General

1 Dress Code

The students should be appropriately dressed when they are out of room.

2 Silence

Strict silence shall be observed in hostel from 10 PM to 6.00 AM. Care shall be always taken to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations, which may cause disturbance to other inmates in the hostel premises, will not be allowed . Recreational facilities will be turned off at 8.00 PM.

3 Cleanliness

The student shall keep their rooms, verandah, and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, in such places or any premises in the hostel, except in the dustbin or in the place specifically provided for the said purpose. No wet clothes should be dried on the furniture. The warden may confiscate any such clothes hung for drying on the furniture. No student shall store any cooked food in the room. Girl students will use incinerator to dispose Bio- waste.

4 Registration of personal computers, use of licensed antivirus software and compliance to internet policy

It is mandatory for all inmates to register their laptops/PCs and install licensed antivirus software.The student shall abide by the Internet Usage Policy of REVA UNIVERSITY.

5 Hostel Staff

The student shall always treat the staff and housekeeping staff of the Hostel with due courtesy. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind should be given to the staff of the Hostel.

6 Outside Food

Food from outside will be permitted only until 10:30 PM. Timings may also change according to circumstances.



Strictly Prohibited Activities

1 Ragging

Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the University. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/ undergoing ragging and not reporting is also an offence. Students should report any such incident immediately to any member of the Anti- Ragging Committee/ Mentor/ Chief Warden / Director Administration / Security Personnel / Resident Warden directly at any time of the day/ night.

2 Alcohol / Drugs / Smoking

The student shall not bring, store, possess, consume and/or drink alcohol/ intoxicating drink, drug or substance of any kind whatsoever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. If any individual is found indulging in such activity, parents will be informed and will be sent for counselling and an apology letter will be taken. If it happens for the second time, parents are asked to come to the campus and Rs.5000/- fine is to be paid along with an assurance letter. If it is repeated a third time, the student will be asked to vacate the hostel.

3 Gambling

No gambling of any kind whatsoever shall be allowed in the campus premises. Any violation of this Rule will invite action as per law of the land, in addition to expulsion from the hostel.

4 Misuse of Internet and Online social media

Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the University or any other person or organization will invite disciplinary action. Student should strictly refrain from indulging in any act of violating the code of internet use.

5 Political or Communal Activity

The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.

6 Information to Media

The student shall take prior written permission from director administration before giving any information or interview regarding Hostel / institution to any member of the Press, Print Media, Radio, Television, or any other media or before making any speech containing any information regarding the Hostel or University.

7 Firearms

Any type of storage or possession of firearm, ammunition, explosive, and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from Hostel and University.

8 Pets

The student shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Student should desist from pampering stray dogs by offering food, petting them etc.

Violations of Hostel Rules

1 Disciplinary action

In addition to penalties, punishment and fine provided in these Rules, Disciplinary action as per the University Code of Conduct shall be taken against student violating these Hostel Rules and Regulations.

2 Recovery of Damage/Losses to Property

If any common property is lost/damaged/disfigured, the loss will be recovered from the students (in equal share) who are responsible for the damage or loss or in general use of that property. In case the damage/loss cannot be pinpointed to student(s), then collective fine to recover the loss with penalty levied by the Chief Warden.

Suggestion Box/Register

Suggestions and complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register kept in the hostel premises.





MESS MANAGER FAQs

01. What happens if I forget to book my meals?

You can get an instant meal booking done by contacting the mess-in-charge. An instant booking is a limited option. If a student exceeds the default of ten times per month, a fine of Rs. 150 will be charged.

02. What if I book my meals and do not turn up?

If you do not turn up to receive your meal, and if the default of ten times per month is exceeded, a penalty of Rs.150 will be charged (serial numbers 1 + 2 = 10 times a month. For example, if a student books 6 instant meals and does not turn up to receive their meal 4 times, this adds up to 10 times).

03. What if I want to book meals for my parents?

You need to contact the mess-in-charge who will help you with an instant booking at a charge of Rs.100 per family member.

04. Can I book a meal for a friend who is not staying in the hostel?

No, this is not permitted

05. Can I cancel a meal once I have booked it?

Yes. You can select the "Undo" option on the app to cancel a booking 6 hours before each meal.

06. Is it possible to book a meal from my friend's phone?

No. This is not permitted, as this app works from your registered mobile number.

07. How do I book a meal if I do not have a smartphone?

You can book through any internet browser.

08. Does the meal booking option work on both Android and iPhone?

Yes.

09. What if I lose my phone?

You can still book a meal through any internet browser.

10. What if the app is not working?

You may book through an internet browser.

11. What do I do if I am sick?

Your warden would need to give written permission to your friend to scan the QR code with your phone and receive the meal

12. Is there a meal booking option for both vegetarians and non-vegetarians?

This option is not currently available. However, a student is mapped for either veg/non-veg at the time of admission itself.

13. What if my friend uses my phone to scan a QR Code?

Both the students will be fined Rs.2000.

14. How do I make a booking upon returning early from my leave?

You can request the mess-in-charge to make an instant booking.

15. What happens if my QR Code does not work?

A QR code will not work if you have availed your meal or are scanning to receive a meal beyond the meal timings, in which case you would miss your meal.



Introduction:

This policy concerns mess management, particularly the booking of meals by students.

Aim:

Mess management focuses on avoiding excess food production, which could result in food wastage. Avoiding food wastage also instills discipline among the students.

Booking of Meals:

All meal bookings for the next day should be made between 11:00 am and 09:00 pm the previous day. QR codes will be scanned at the meal entrance. Once the food is served, the booking gets deactivated. Also, meal bookings will be activated during mess hours.

Breakfast	07:00AM–08:15AM
Lunch	11:45AM–02:15PM
Snacks	04:15PM–05:15PM
Dinner	07:00PM–08:45PM

Default on meal booking:

- Students booking meals can skip a maximum of ten meals per month. Thereafter, Rs. 150 will be deducted for every meal booked and not availed during the ongoing month.
- If a student, despite not booking meals, shows up at the mess for 10 meals per month, they will then be charged Rs.150 for not booking meals and availing the facility.
- Skipping meals (maximum of 10 times) or availing the meal booking facility (even if ten times are not exceeded) will attract the same penalty.

For students going on leave:

Leave details will be uploaded, and the meal booking facility will be blocked for the leave period. It will be activated when the leave period ends. Students who return before their leave period ends would need to seek permission from the mess-in-charge to make an instant booking after having their leave period verified.

Misusing a QR code:

A student who is found misusing a QR code generated on their phone will be penalized Rs.2000. If the rule is violated over 3 times, they will be asked to vacate the hostel.

Loss of phone:

If a student loses their phone, they should immediately report the matter to their respective wardens. The wardens will in turn inform the mess manager. However, a student can continue to book their meals through an internet browser till they acquire a new phone.

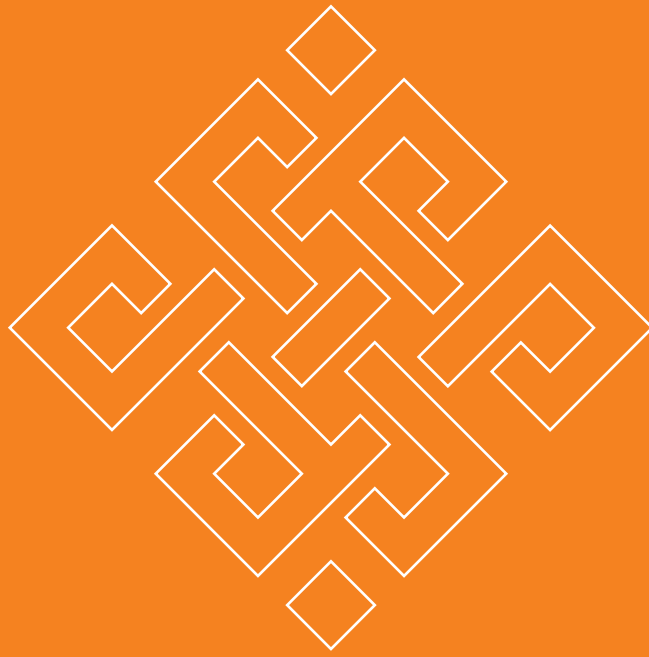
App failure:

If the app malfunctions, a student can book a meal using an internet browser.

Instant booking:

This will be done by the mess manager. Bookings will be done

- For guests/parents
- For students returning early before their leave period ends
- For students who have lost their phones
- For those who have missed booking a meal and need to avail the facility
- Any changes in the above policy will be at the discretion of the Director Administration/Management.



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