



ACCOMMODATION POLICY

A. Information

1. Residents should furnish permanent & and temporary addresses, telephone, and mobile numbers of the parent/guardian. Any change in permanent address or mobile number should be communicated to the student residence administration.

B. Room allocation and continuity in Hostel

1. Unauthorized changing of rooms is not allowed. Handover as per the need and necessity, whenever it is required the student residence administration reserves the right to shuffle their rooms.

2. After completion of the final trimester, the student must vacate the residence on or before the last date as notified by the Operations Manager

3. All the residents should hand over the room in person at the end of the academic year to the Residence Manager.

4. If a student is expected to continue in residence beyond the last date notified for some specific reason, they must obtain prior permission from the Operations Manager, and relevant charges will be imposed.

C. Living arrangements

1. Since Kautilya has a co-ed residential space, movement across men's and women's floors is permitted, and common collaboration spaces may be used together. However, male residents are restricted from accessing the women's floor beyond the specified hours communicated by the residence administration team.

2. Residents must refrain from verbally or physically harassing their fellow residents or residence staff. It is essential for them to uphold a peaceful and orderly atmosphere on the premises, as failure to do so will result in disciplinary measures being enforced.

3. Every resident is expected to uphold cleanliness in their living quarters and surrounding areas, and they should also work in conjunction with the Residence staff. Making loud noises and causing disruptions to fellow residents is strictly prohibited. Additionally, students must turn off lights and fans upon leaving their rooms. Just to let you know, quiet hours, as communicated by the residence administration team, must be adhered to by all students.

4. Posters/ captions should be written /pasted on the walls/doors only in the space provided.

5. Residents are only allowed to host external visitors in their rooms if they have obtained prior authorisation from the residence manager. Only immediate family members are permitted in their rooms; relevant meal charges apply.

6. Residents are kindly asked to refrain from making phone calls during the designated quiet hours to prevent disruptions to their roommates. Anyone wanting to take late-night calls should relocate to the collaborative spaces within the residential areas.

7. Celebrations are allowed only in collaboration space and are not permitted during quiet hours to avoid inconvenience to other residents.

8. Any personal/group celebrations must be restricted to designated areas with prior information and booking of collaboration space. Care should be taken to ensure no disturbance to other residents.

D. Cleanliness and hygiene

1. No student should intentionally waste food material or damage the cutlery.

2. Any food items or utensils from the dining hall should be taken only inside.

3. Residents should follow dining hall timings.

E. Security

1. The Residence Manager and Security Personnel monitor security inside the hostels and on the campus.

2. Residents will be given identity cards, which must be produced whenever required by the residence/University administration and security.

3. Gambling, smoking, consuming alcohol, using drugs and narcotics, and even possession of such things is strictly prohibited. Anyone found using/possessing such things will be considered to be in violation of state & national laws and will be dealt with accordingly.

4. As a Precautionary measure, residents are advised not to keep any valuable things and excess cash in the residences.

F. Dues and payments

1. Residence fees are payable in advance as specified in the Fee structure.

2. Meal charges are payable quarterly in advance.

3. Please make all payments according to the details mentioned in the fee structure.

4. Payments to be made via NEFT or RTGS only.

G. Leave and outing

1. Residents who wish to travel out of the station shall apply for leave and inform the residence manager and operations manager in writing two days in advance by emailing the residence manager and operations manager with travel dates.

2. Residents must get separate permission from the Program Manager for leave from academic sessions.

H. Outside competitions (within and outside the station)

1. The student can go out of the station to participate in competitions based on prior information only. The student will inform the Residence manager and make an entry in the Outstation Register kept with them.

2. After informing the residence manager, The student is permitted to go out of campus within the same city to participate in various competitions.

I. Visiting hours

1. Parents and local guardians are encouraged to schedule appointments for visiting on Saturdays, Sundays, and public holidays. However, obtaining prior approval for such visits from the residence administration team would be very important.

J. Penalty and Dues

1. The damage to the hostel properties will be collected along with additional fines from the student concerned. If no specific student is identified, the same will be included in general breakage/damage, and cost will be collected from all the residents of the particular block/floor as decided by the Residence Manager.

2. Each student will have a room and power access keys. If students misplace or lose any key, a replacement key will be issued, and the charges for the new key and a fine for the same amount will have to be borne by the students.

K. Personal transportation

1. Residents are permitted to have personal vehicles on the campus only with prior permission from the Residence manager & and must comply with all campus road safety norms within and outside the campus.

L. Grievances

1. Any grievances should be addressed to the Residence Manager and Operations Manager.

2. The Residence Manager will maintain a record of all grievances received and issues resolved, along with feedback from the respective students.

M. Cash Policy

1. The Kautilya School of Public Policy has implemented an Internal Complaints Committee (ICC) by the regulations set forth by the University Grants Commission. It is imperative for all residents to adhere to the ICC policy.

N. Indoor and outdoor sports facilities at the residence

1. Access to Indoor sports like- Table Tennis, Carom, and Chess.

2. Access to outdoor sports like football, cricket, volleyball, basketball, and long tennis.

3. To utilize the fully equipped gymnasium, the residents are expected to adhere to the time slots specified by the residence management.

These rules are binding on all residents for the entire duration of their stay in residence. These rules are subject to revision from time to time. Any revisions made will be approved by the Management and announced on hostel notice boards from time to time.

Contact

If you wish to raise any queries or concerns about this accommodation policy, please contact the Operations Office by email at opsmanager@kautilya.org.in or by post at Kautilya School of Public Policy, GITAM (Deemed To Be University), Rudraram Village, Hyderabad, Telangana. PIN CODE: 502329

Google Maps Navigation: <https://goo.gl/maps/1qK8jywBGcfTvJvb8>

Version: KSPP/APPolicy/2023/001

Release Date: 13 October 2023

Next Revision Date: 31 Dec 2025