

Student Residence

Rules & Regulations

(2025 EDITION)



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1. PREAMBLE

Whereas, by virtue of the powers vested in the Vice-Chancellor of Sai University under the provisions of the University Statutes and Regulations, the Vice-Chancellor has been entrusted with the responsibility for maintaining discipline, decorum, and orderly conduct among students within the University and its residential facilities;

And whereas, in pursuance of the same, and with the objective of ensuring a safe, secure, inclusive, and academically conducive residential environment, the following “Sai University Students’ Residence Rules and Regulations” are hereby approved and promulgated for strict observance by all student residents of the University;

Now, therefore, these Rules and Regulations are formulated to:

1. Promote the ideals of integrity, mutual respect, and responsible citizenship among student residents;
2. Ensure the safety, well-being, and discipline of all residents;
3. Foster a harmonious community life based on cooperation, courtesy, and consideration for others; and
4. Uphold the standards of conduct befitting the ethos and values of Sai University.

Every student residing in the University’s Student Residence shall abide by these Rules and Regulations and any amendments or additions notified by the University from time to time. Violation or non-compliance of the same shall invite disciplinary action as prescribed under these Rules.

2. SHORT TITLE AND COMMENCEMENT

1. These Rules shall be called the “Sai University Students’ Residence Rules and Regulations, 2025” (hereinafter referred to as the *Rules*).
2. These Rules shall come into force with effect from the date of their notification by the University.
3. These Rules shall apply to all students residing in the University’s Student Residences, including those admitted before or after the commencement of these Rules.
4. The University reserves the right to modify, amend, or introduce new rules from time to time in the larger interest of the student residents and the institution.

3. APPLICATION OF RULES

1. These Rules shall apply to all students residing in the Student Residences of Sai University, whether admitted as full-time or part-time students, and irrespective of the programme, discipline, or year of study.
2. The provisions of these Rules shall also apply to any act of indiscipline or misconduct committed by a student resident:
 - Within the premises of the Student Residence or University Campus;
 - During any official event, excursion, or activity organized under the University’s name; or

- Outside the campus, if such conduct affects the reputation, discipline, or orderly functioning of Sai University.
3. These Rules are not intended to restrict the legitimate rights of students to express opinions, voice concerns, or seek redressal of grievances in a peaceful and responsible manner. Peaceful discussions or representations made at a designated place and with prior intimation to the Residence Life Office or University Administration shall not attract any disciplinary action under these Rules.
 4. Every student seeking admission to the Student Residence shall sign an undertaking affirming compliance with these Rules and all subsequent amendments. The parent or guardian of the student shall also provide a written endorsement of this undertaking.
 5. The University Administration reserves the right to take appropriate disciplinary action against any student found violating these Rules, the University Code of Conduct, or any other regulations or directives issued from time to time.
 6. Ignorance of these Rules shall not be accepted as an excuse for their violation. All residents are expected to familiarize themselves with and adhere strictly to the same.

4. CODE OF CONDUCT FOR STUDENT RESIDENTS

1. Every student residing in the Sai University Student Residence is expected to uphold the values, standards, and spirit of the University at all times. The purpose of these Rules is to ensure a harmonious living environment conducive to learning, discipline, and mutual respect.
2. All residents shall maintain standards of behaviour befitting students of a reputed institution and shall conduct themselves in a manner that promotes the integrity, order, and decorum of the University community.
3. Student residents shall:
 - Exhibit respect, courtesy, and cooperation towards fellow residents, University staff, and visitors.
 - Maintain a healthy, clean, and hygienic living environment within their rooms and common areas.
 - Give due attention to their academic responsibilities and refrain from any activity that may disrupt the peace, study, or privacy of others.
 - Respect the cultural, regional, and personal diversity within the residential community.
 - Protect and preserve all University property and assets provided for their use.
 - Follow the instructions of the Residence Life Coordinator, Wardens, and Security Personnel, issued in the interest of safety, discipline, and order.
4. The following acts shall be considered violations of the Code of Conduct:
 - Possession, consumption, or distribution of alcohol, narcotics, or intoxicants within the premises.
 - Smoking or chewing tobacco in any form.
 - Physical or verbal abuse, harassment, or intimidation of any kind.
 - Damage, defacement, or unauthorized use of university property.
 - Entry into restricted or opposite-gender hostel areas without authorization.
 - Keeping stray animals.
 - Cooking or using unauthorized electrical appliances in rooms.

- Disorderly, noisy, or disruptive behaviour that disturbs the peace of others.
 - Use of abusive, derogatory, or threatening language in person or through social media.
 - Engaging in gambling, betting, or any illegal or immoral activity.
 - Employing unauthorized persons for personal work.
 - Non-compliance with University or Hostel authorities' lawful instructions.
5. Residents must refrain from public displays of affection or behaviour that may offend the sensibilities of others or tarnish the image of the University.
 6. All student residents are personally responsible for their belongings, including laptops, mobile phones, money, and valuables. The University shall not be held responsible for any loss or damage to personal property within the premises.
 7. Any act of misconduct, indiscipline, or violation of these Rules shall invite disciplinary action under the procedures prescribed by the University. Depending on the severity of the offence, actions may include warning, fine, suspension, expulsion, or any other penalty deemed appropriate.
 8. Each resident shall at all times conduct themselves in a manner that reflects the values of integrity, respect, and responsibility core principles that define the ethos of Sai University.

5. ACTS OF INDISCIPLINE AND MISCONDUCT

Any act of indiscipline or misconduct committed by a student resident within or outside the Sai University Student Residence shall be construed as a violation of discipline and shall invite appropriate disciplinary action. Without prejudice to the generality of this provision, acts of indiscipline and misconduct shall include, but not be limited to, the following:

CATEGORY I – MAJOR OFFENCES

1. All forms of violence, assault, or physical altercation causing or likely to cause injury to others.
2. Acts of sexual harassment in any form, including unwelcome sexual advances, comments, gestures, or any behaviour that creates an intimidating or offensive environment.
3. Possession, use, distribution, or abetment of narcotic drugs, psychotropic substances, alcohol, or intoxicants within the University or Residence premises.
4. Ragging in any form, whether physical, verbal, or psychological, as defined under the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and the Supreme Court directives.
5. Any act that disrupts the normal academic, administrative, or residential functioning of the University or endangers the safety and security of others.
6. Engaging in or abetting acts of communal, caste-based, or gender-based discrimination or hatred.
7. Forgery, impersonation, falsification of university records, or furnishing false information.
8. Theft, vandalism, or deliberate damage to university property or property of other residents.

9. Unauthorized occupation or forceful possession of rooms, furniture, or common spaces.
10. Engaging in or promoting gambling, betting, or other illegal activities.
11. Unauthorized entry into restricted or opposite-gender hostel areas or attempting to aid such entry.
12. Any act of gross moral misconduct, indecent exposure, or obscenity (including online).
13. Unauthorized gatherings, protests, or demonstrations that disturb peace, order, or the academic environment.
14. Habitual or deliberate disobedience of lawful instructions from the Vice-Chancellor, Registrar, Warden, or authorized staff.
15. Any act that brings disrepute to the University or adversely affects its image in public.

CATEGORY II – MINOR OFFENCES

1. Keeping stray animals within the Residence premises.
2. Cooking or using prohibited electrical appliances such as heaters, induction cookers, immersion rods, or irons inside rooms.
3. Smoking, chewing tobacco, or possessing tobacco-related products in the premises.
4. Creating excessive noise, playing loud music, or engaging in disruptive behaviour.
5. Unauthorized absence from the Student Residence without prior approval.
6. Failure to return to the Residence by the prescribed time or violation of curfew.
7. Damage to furniture, fixtures, or any hostel property due to negligence.
8. Use of offensive, defamatory, or abusive language toward staff or residents.
9. Misuse of Residence facilities such as water, electricity, or common rooms.
10. Allowing unauthorized persons or visitors inside the Residence or personal room.
11. Failure to maintain personal or room hygiene, resulting in inconvenience to others.
12. Non-cooperation during inspections by the Residence Life Coordinator, Warden, or Security.
13. Tampering with CCTV, fire safety equipment, or electrical installations.
14. Posting, sharing, or circulating offensive or defamatory content on social media that may harm the reputation of individuals or the University.
15. Any other act of negligence, indifference, or misconduct that, in the opinion of the competent authority, amounts to indiscipline.

Note:

Acts of indiscipline or misconduct not specifically covered under the above categories shall also fall within the jurisdiction of these Rules if they are deemed, in the opinion of the Vice-Chancellor or Competent Authority, to violate the standards of discipline and conduct expected from a student resident of Sai University.

6. ANTI-RAGGING POLICY

1. Ragging, in any form, is strictly prohibited within Sai University premises, including the Student Residence, academic buildings, transportation facilities, and all other University-managed spaces. Any student found guilty of participating in or abetting ragging shall face strict disciplinary action, which may include suspension, expulsion, or dismissal from the University.
2. Ragging is recognized as a criminal and non-bailable offence under Indian law. It is defined as:

“Display of noisy, disorderly conduct, or the commission of any act which causes or is likely to cause physical or psychological harm, fear, shame, or embarrassment to a student. It includes teasing, abusing, playing practical jokes, causing hurt to another student, or compelling a student to perform acts which they would not ordinarily be willing to do.”

3. The University adheres to the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and the directives of the Hon’ble Supreme Court of India regarding the prevention and punishment of ragging.
4. Any student who indulges in, participates in, or encourages ragging activities—whether directly or indirectly—shall be liable for immediate expulsion and the matter shall be reported to the local police authorities for legal action.
5. All residents are required to report any instance or attempt of ragging immediately to the Warden, Residence Life Coordinator, Dean (Student Affairs), or any University authority. Failure to report such incidents may also invite disciplinary action.
6. The University encourages a safe, inclusive, and respectful community, and every student has a responsibility to uphold these values by rejecting and reporting ragging in any form.

7. PROCEDURE FOR ENQUIRY AND DISCIPLINARY ACTION

1. Reporting of Incidents: Any act of indiscipline or misconduct observed or reported within the University or Student Residence shall be immediately brought to the notice of the Residence Life Coordinator, Warden, or Dean (Student Affairs). A written complaint may be filed by the affected party, any resident, or a member of the staff.
2. Preliminary Scrutiny: Upon receipt of the complaint, the Warden or Residence Life Coordinator shall conduct a preliminary verification to ascertain the nature, seriousness, and jurisdiction of the alleged act.
 - If the matter is minor, it may be resolved through counselling, warning, or a minor penalty.
 - If the matter involves a major violation, it shall be referred to the University Proctorial Committee for formal enquiry.
3. Constitution of the Enquiry Committee:
 - The Proctorial Committee shall be constituted as per the norms and regulations of the university.
 - The Committee shall ensure confidentiality, impartiality, and adherence to principles of natural justice.
 - The accused student shall not be represented by a third party, nor is any external observer permitted during the enquiry proceedings.
4. Enquiry Procedure: The following steps shall generally be followed:
 - i. The complainant’s statement shall be recorded in writing.

- ii. The accused student shall be informed of the charges and given an opportunity to present their written and oral statement.
 - iii. Witnesses, if any, may be examined, and their statements documented.
 - iv. Any supporting evidence (CCTV footage, documents, photographs, or digital media) shall be reviewed and verified.
 - v. A cross-examination may be conducted if necessary to establish facts.
 - vi. The Committee shall prepare a comprehensive enquiry report summarizing findings, evidence, and recommendations.
5. Show Cause Notice: Based on the findings of the enquiry, a Show Cause Notice shall be issued to the accused student, specifying the charges and proposed disciplinary action. The student shall be given an opportunity to submit a written explanation within a prescribed period, normally three (3) working days.
6. Decision and Approval: After examining the student's response, the Committee shall finalize its recommendations and forward the report to the Vice-Chancellor for approval.
- The Vice-Chancellor shall be the final authority for imposing major penalties such as suspension or expulsion.
 - Minor penalties may be approved and issued by the Dean (Student Affairs) or competent authority, as delegated by the Vice-Chancellor.
7. Interim Measures: During the enquiry process, the University may, if deemed necessary in the interest of maintaining order or protecting witnesses, place the student under temporary suspension or restrict access to specific facilities until the enquiry is concluded.
8. Confidentiality: All enquiry proceedings, witness statements, and reports shall be treated as confidential and maintained securely by the Office of Student Affairs.
9. Communication of Decision: The final decision and penalty, if any, shall be communicated in writing to the concerned student and their parent/guardian via the official university email or registered address.
10. Right to Appeal: The aggrieved student shall have the right to appeal to the Vice-Chancellor within five (5) working days from the date of communication of the disciplinary order.
- The Vice-Chancellor may uphold, modify, or annul the earlier decision.
 - The decision of the Vice-Chancellor shall be final and binding.
11. Record Keeping: All disciplinary proceedings, decisions, and appeal outcomes shall be documented and maintained in the disciplinary records of the student by the Office of Student Affairs.
12. Special Provisions: The Proctorial Committee may, at its discretion, adopt additional enquiry norms or procedures as required by the nature of the case, provided that the principles of fairness and transparency are upheld at all times.

8. CATEGORIES OF PENALTIES AND DISCIPLINARY ACTIONS

Depending on the gravity and nature of the misconduct, any student resident found guilty under these Rules may be subjected to one or more of the following penalties, as deemed appropriate by the Vice-Chancellor, Dean (Student Affairs), or Proctorial Committee.

A. CATEGORY I – MAJOR PENALTIES

1. Expulsion from the University: Permanent removal of the student from Sai University, with forfeiture of all rights and privileges as a student, including residence and academic enrollment.
2. Rustication / Suspension: Temporary removal of the student from the University or Residence for a specified period (ranging from one semester to one academic year), during which the student shall not be allowed to attend classes, appear for examinations, or reside in university facilities.
3. Cancellation of Admission or Withdrawal of Degree: Applicable in cases of serious misconduct involving fraud, impersonation, or moral turpitude.
4. Denial of Registration / Re-admission: Restriction on rejoining the University or applying for residence accommodation for a fixed duration.
5. Declaration of Out-of-Bounds Areas: Prohibition from entering specified premises such as the residence blocks, academic areas, cafeteria, or recreational spaces for a stipulated period.
6. Forfeiture of Scholarships / Fellowships / Privileges: Withdrawal of financial aid, awards, or privileges provided by the University.
7. Police Intimation: In cases involving criminal acts such as ragging, assault, sexual harassment, or drug use, the University shall inform the local law enforcement authorities for appropriate legal action in addition to internal penalties.

B. CATEGORY II – MINOR PENALTIES

1. Written Warning / Reprimand: A formal warning issued to the student, recorded in the disciplinary register, cautioning against future violations.
2. Fine / Monetary Penalty: Imposition of a fine depending on the nature of the offence. In cases involving damage to property, the student shall pay recovery charges equivalent to the repair or replacement cost.
3. Undertaking of Good Conduct: A written declaration by the student (and parent/guardian, if required) committing to abide by university rules henceforth.
4. Counselling / Community Service: Mandatory participation in counselling sessions or community service activities as directed by the Residence Life Office.
5. Restriction of Facilities: Temporary suspension of certain privileges such as gate passes, common room use, or participation in events.
6. Parent / Guardian Intimation: Notification of the misconduct and disciplinary action to the student's parent or guardian.
7. Transfer to Another Block or Room: Reallocation or restriction from certain residential areas in the interest of maintaining order and safety.
8. Temporary Suspension from Residence: Removal from residence for a period not exceeding four weeks for repeated minor violations.

C. GENERAL PROVISIONS

1. A student may be subjected to multiple penalties if the offence involves more than one violation.
2. The Proctorial Committee shall recommend penalties based on the severity, intent, and impact of the misconduct.
3. In exceptional circumstances, the Vice-Chancellor may, by recording reasons in writing, impose a penalty greater or lesser than that prescribed in these Rules.
4. The period of suspension already served during enquiry may be counted toward the total penalty period.
5. All penalties imposed shall be duly recorded in the student's disciplinary record, maintained by the Office of Student Affairs.

9. STATUTORY OFFENCES AND LEGAL VIOLATIONS

Certain acts of indiscipline constitute not only a breach of university rules but also a violation of statutory laws. Such offences shall be dealt with strictly by the University Proctorial Committee and, where necessary, be reported to the local law enforcement authorities for further legal action.

Without prejudice to the general provisions of these Rules, the following acts shall be considered Statutory Offences:

S. No.	Nature of Offence	Disciplinary / Legal Action
1	Ragging in any form — physical, verbal, or psychological; direct or indirect involvement, abetment, or encouragement of ragging activities.	<ul style="list-style-type: none">• Immediate expulsion from the University and Residence.• Intimation to Police under the <i>UGC Regulations on Curbing the Menace of Ragging, 2009</i>.• Student declared ineligible for admission to any other institution as per statutory norms.
2	Possession, use, or distribution of narcotic drugs or psychotropic substances.	<ul style="list-style-type: none">• Expulsion from the University.• FIR and Police Intimation under the <i>NDPS Act, 1985</i>.
3	Sexual harassment in any form (verbal, physical, digital, or psychological) against any student, staff, or visitor.	<ul style="list-style-type: none">• Enquiry by the Internal Complaints Committee (ICC) under <i>UGC (Prevention, Prohibition & Redressal of Sexual Harassment) Regulations, 2015</i>.• Penalty up to expulsion, along with Police Intimation, depending on severity.
4	Physical assault, violence, or bodily harm to any member of the University community.	<ul style="list-style-type: none">• Suspension or expulsion depending on severity.• Intimation to Police for criminal assault or unlawful activity.
5	Hacking, cyberbullying, or tampering with university digital systems, portals, or personal accounts of others.	<ul style="list-style-type: none">• Disciplinary action as per Proctorial Committee recommendations.• Legal complaint under the <i>Information Technology Act, 2000</i>.

6	Acts of discrimination based on caste, religion, gender, ethnicity, disability, or sexual orientation.	<ul style="list-style-type: none"> • Written warning, suspension, or expulsion depending on nature and recurrence. • Legal intimation under the <i>UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012</i>.
7	Possession or use of arms, weapons, or hazardous materials on campus.	<ul style="list-style-type: none"> • Immediate suspension and expulsion. • Police Intimation under applicable arms laws.
8	Gambling or betting within the University premises.	<ul style="list-style-type: none"> • Fine or suspension for first offence; expulsion and police intimation for repeated offences.
9	Forgery, impersonation, or falsification of university records.	<ul style="list-style-type: none"> • Cancellation of admission or degree. • Legal complaint under <i>Indian Penal Code (IPC)</i> provisions.
10	Public nuisance, criminal intimidation, or unlawful assembly causing disturbance within or outside the campus.	<ul style="list-style-type: none"> • Suspension or expulsion, depending on severity. • Police Intimation if public order is threatened.

Note:

1. All statutory offences shall be reported immediately by the Dean (Student Affairs) to the Vice-Chancellor for further directions.
2. The University reserves the right to initiate disciplinary action independent of or in addition to legal proceedings.
3. Collective responsibility may be enforced where the individuals involved cannot be specifically identified.
4. Students found guilty of statutory offences shall forfeit all privileges of residence, scholarships, and future registration at Sai University.

10. ACCOMMODATION

1. Accommodation in the Sai University Student Residence is available only to those students who are registered as regular students of the University.
2. Accommodation shall not be provided to any student whose registration is cancelled, suspended, or who has been removed from the rolls of the University. Any student whose name is struck off from the University register shall automatically cease to be a member of the hostel.
3. Each resident is required to submit a duly completed Student Residence Admission Form with all necessary details prior to room allotment.
4. Any change in the address or contact number of the parent or local guardian must be immediately communicated in writing to the Student Residence Administration Office.
5. No student shall have the right to occupy or stay in the room during long vacations or holidays. In exceptional cases where residence is required during such periods, the student must obtain written approval from the Operations department and submit it to the Residence Life Coordinator or warden prior to stay.
6. Residents are expected to keep their rooms clean, tidy, and maintain overall hygiene. Waste materials must be disposed of properly using the dustbins provided. Throwing rubbish into wash basins, drains, corridors, or surroundings is strictly prohibited.

7. Scribbling, pasting posters or stickers on walls, and misuse of Student Residence property in any form is strictly prohibited.
8. Residents are not permitted to bring personal furniture or to alter, remove, or replace any of the common room or dining hall furnishings from their assigned positions.
9. The rooms, corridors, and surrounding areas must be kept clean and hygienic at all times. Pasting, painting, or writing on the walls is not allowed under any circumstance.
10. Residents shall ensure that lights, fans, and electrical devices are switched off when leaving their rooms. All residents must adhere strictly to the Sai University campus energy and safety policies.
11. The use of unauthorized electrical appliances such as electric heaters, stoves, kettles, irons, or rice cookers in rooms is strictly prohibited.
12. Residents may, however, use laptops and mobile chargers in their rooms, ensuring that their activities do not cause disturbance to roommates or other residents.
13. In the event of damage to any common property such as electrical boards, tube light frames, bulb holders, CCTV cameras, or water dispensers, all residents of that corridor shall be held collectively responsible and liable for damage charges.
14. Residents are entitled only to the facilities officially allocated to them. No additional services beyond those provided shall be claimed.
15. At the time of vacating the residence, each student must leave the room clean and intact. Clearance certificates shall not be issued by the Warden or Senior Resident Warden unless the room is handed over in proper condition and all dues are settled.
16. Pets are strictly prohibited within the residence premises. No stray animal shall be fed, housed, or encouraged within or around the residential area.
17. Conflicts or tensions may arise in shared living spaces. All residents are expected to approach such issues with sincerity, mutual respect, and cooperation. If assistance is required, the matter should be promptly brought to the attention of the Residence Life Coordinator or Warden before escalation.

11. ROOM ALLOTMENT

1. Each student is personally responsible for the room allotted to them and for the maintenance of all fixtures, furniture, and furnishings provided therein.
2. In the event of any damage or loss to property within the room, the student and their roommate(s) shall be held jointly and severally responsible for the cost of repair or replacement.
3. No resident shall shift from their allotted room to another room without obtaining prior written permission from the Resident Warden. Unauthorized shifting or occupying another room shall be treated as a disciplinary offence.
4. Swapping or exchanging rooms among residents on personal preference or mutual agreement is strictly not permitted.
5. Rooms once allotted for an academic year shall normally not be changed. In exceptional cases, where there is a genuine and convincing reason, a change may be approved only by the Residence Life Coordinator or warden, whose decision shall be final.

12. FEES

1. All students residing in the Sai University Student Residence are required to pay the residential fees in full at the beginning of each semester, as per the fee schedule notified by the University. Payment of fees within the prescribed time is a mandatory condition for maintaining residential status.

2. In the event that a student vacates the residence before the completion of the semester, no refund of residential fees shall be granted under any circumstances.
3. Residential fees are non-transferable and non-adjustable, and non-payment within the stipulated period may lead to cancellation of accommodation or other disciplinary action as determined by the University.

13. RESIDENTS' MOVEMENT

1. No student shall leave or enter the Student Residence premises without signing the Inward/Outward Movement Register maintained at the security gate. This register must be updated each time a resident exits or returns to the residence.
2. Residents must immediately inform the Warden or Residence Life Office if any student is found missing or unaccounted for within the Student Residence premises.
3. Absence from the Student Residence without prior permission or proper communication with the Warden shall be treated as misconduct. Such residents shall not be allowed re-entry into the Residence without obtaining a permission slip from the operations.
4. All student residents are required to return to the Student Residence by 9:00 p.m. and must strictly adhere to the prescribed hostel timing policy.
5. In case any student remains untraced or missing, the parents/guardians shall be immediately informed. If necessary, the University shall alert the local police authorities for assistance and safety measures.
6. For any leave of absence, residents must submit a leave application form supported by a written request from their parent or guardian.
 - Prior written approval must be obtained from the Residence Life Coordinator or Warden before leaving the campus.
 - On returning from leave, residents must submit the leave return form duly signed by the parent or local guardian to the Warden/Student Residence Administration Office.
7. Residents returning after an unauthorized or unapproved leave shall not be permitted to re-enter the Student Residence without a written approval letter signed by the operations.
8. In case a resident feels unwell during university hours, they must rest in the Sick Room under the care and supervision of the University Paramedical Staff.
9. Residents must strictly adhere to the prescribed return timing. In exceptional cases, if a resident expects to be late (beyond 9:00 p.m.), they must obtain a Late-Night Pass from the Warden in advance. This pass must be presented to the Security Guard upon return.
10. Parents must provide their consent via WhatsApp or email using their registered phone number or email address before granting permission for their child to go out of the campus.

14. RESIDENCE ATTENDANCE

1. All student residents are required to remain within their respective residences between 10:00 p.m. and 6:00 a.m. to ensure safety, security, and orderly conduct in the hostel premises.

2. Every student resident must sign the Attendance Register maintained by the Warden or Security Staff between 9:00 p.m. and 9:30 p.m. daily.
3. Absence during the night roll call without prior permission from the Warden or Residence Life Coordinator shall be treated as a disciplinary violation and may result in appropriate action as per the University's disciplinary rules.
4. Latecomers returning after the scheduled roll call must sign a separate Late Entry Register maintained at the Security Desk and shall obtain explicit permission from the Residence Life Coordinator or Warden before proceeding to their rooms.
5. Repeated late returns or failure to comply with the residence attendance procedure may invite warnings, fines, or other disciplinary measures as deemed appropriate by the University authorities.

15. DRESS CODE

1. All student residents are expected to dress in a manner that reflects decency, respect, and cultural sensitivity within the University and Residence premises.
2. Students must take due care not to dress in a way that offends the cultural or religious beliefs of their fellow residents, staff, or visitors.
3. Attire should be appropriate to the educational and residential environment, promoting mutual respect, inclusivity, and the values upheld by Sai University.
4. The University reserves the right to counsel or warn any student whose manner of dressing is deemed inappropriate, offensive, or disruptive to the harmony of the residence community.

16. HOUSEKEEPING ASSISTANCE

1. The University provides housekeeping services to ensure the maintenance and cleanliness of common areas and residential spaces. However, all residents share an individual and collective responsibility to uphold hygiene standards and maintain general cleanliness within their rooms and shared facilities. Residents must ensure that their actions do not hinder access or the proper use of such spaces by others.
2. Housekeeping staff will be available for room cleaning. Residents are required to book their cleaning time slot in advance with the assigned housekeeping staff on their respective floors.
3. Rooms that are not pre-booked for cleaning will not be serviced, except in cases of necessity or emergency as determined by the Residence Life Coordinator or Warden.
4. Basic cleaning materials such as brooms, dustpans, and dustbins shall be provided in each room or common area for residents' use. Residents are expected to use these materials responsibly to maintain cleanliness.
5. Tipping or offering monetary rewards to housekeeping staff is strictly prohibited. Any grievances or requests regarding housekeeping services should be directed to the Residence Life Coordinator or Warden.

17. LAUNDRY ASSISTANCE

1. The University does not provide any external laundry service within the Student Residence. Each residential flat is equipped with a washing machine for the exclusive use of its residents.

2. Residents may use their own top-load detergent powder for washing purposes and are advised to operate the machines carefully in accordance with the instructions provided to prevent damage.
3. Any damage or misuse of washing machines due to negligence shall be the responsibility of the residents of the respective residence, and repair or replacement costs shall be charged accordingly.
4. Residents are encouraged to maintain hygiene while using common laundry areas and to ensure that these facilities remain clean and accessible to all.

18. TECHNICAL ASSISTANCE

1. Any technical issue related to plumbing, electrical systems, or other maintenance concerns must be recorded in the Complaint Register placed at the Security Desk on each floor.
2. The Technician will attend to the registered issues based on priority, ensuring that essential and safety-related complaints are addressed first.
3. The University-appointed technician is not authorized to attend to or repair personal gadgets, including laptops, chargers, or other electronic devices belonging to residents.
4. In the event of a fire or related emergency, residents must not use the elevators under any circumstances. Only the designated Fire Exit routes shall be used for evacuation.
5. During emergencies, all residents must assemble promptly at the designated Assembly Point and follow the instructions of the Warden, Security Staff, or Emergency Response Team.
6. Tipping or offering money to technicians is strictly prohibited. Any technician found accepting tips or payments will be immediately terminated from duty.
7. The technician shall not enter any resident's room in the absence of the student and the assigned Security Guard. In the case of a female resident, the technician must be accompanied by a female security guard or female warden to ensure safety and propriety.

19. MEDICAL ASSISTANCE

1. Sai University is in the process of establishing a tie-up with Dr. Kamakshi Memorial Hospital and Chettinad Super Speciality Hospital (CSSH). Some of the salient features are given below:

1. Dr. Kamakshi Memorial Hospital (DKMH), Siruseri – Salient Features

Dr. Kamakshi Memorial Hospital, Siruseri (Egattur), is an 80-bed tertiary care centre offering advanced, patient-centric medical services. The hospital is a nationally recognised leader in cancer and cardiac care, supported by globally trained specialists.

Key Facilities & Services:

- 24/7 Emergency & Trauma Care
- Multi-specialty OPD (9 AM – 9 PM)
- Advanced Diagnostics: X-ray, USG, CT, MRI, ECG, ECHO, TMT, PFT
- Clinical Laboratory, Pharmacy & Physiotherapy
- Endoscopy & Preventive Health Check-up Packages
- Fully equipped ICU & HDU units
- 24/7 Ambulance Support
- Specialists available across all major departments

Specialties Offered:

Cardiology, Oncology, Orthopedics, Obstetrics & Gynecology, Pediatrics, ENT, Infertility, Neurology, Psychiatry, Urology, Gastroenterology, Dermatology, Ophthalmology, General Surgery, and other super/surgical specialties.

Proposed Benefits for SAI University:

- 10% Discount – OP Services (excluding medicines & consumables)
- 10% Discount – IP Services (excluding medicines & consumables)
- Free Ambulance Pickup for emergencies & elective admissions
- Home Sample Collection – ₹250 per trip
- Home Medicine Delivery – ₹250 per trip
- Priority appointment booking & dedicated relationship coordinator

2. Chettinad Super Speciality Hospital (CSSH) – Salient Features

Chettinad Super Speciality Hospital (CSSH), a unit of Rajah Muthiah Chettiar Charitable and Educational Trust, is located in Chettinad Health City, Kelambakkam. It is a NABH-accredited tertiary care institution known for excellence in clinical care, modern infrastructure, and a multidisciplinary healthcare ecosystem.

Key Privileges Offered:

- 20% Discount on OP Consultations
- 10% Discount on OP Investigations
- 5% Discount on Final Bill Payments (*Excluding medicines, implants, consumables & special packages*)
- No Credit Facility – Direct individual payments
- Complimentary Ambulance Service up to 5 km for emergency & accident care
- 24/7 Cashless Admissions for all insurance card holders & dependents
- Dedicated Customer Relationship Manager (CRM) to act as Single Point of Contact (SPOC)

Hospital Capabilities & Salient Features:

- 24/7 Emergency & Trauma Care
- Round-the-clock ICU, NICU & Critical Care Units
- Advanced diagnostics and imaging services
- Full-fledged Blood Bank
- Super-specialty departments including Cardiology, Neurology, Nephrology, Oncology, Orthopedics, Gastroenterology, Urology, and more
- Multi-disciplinary team with senior consultants & surgical experts
- Modern inpatient facilities and post-operative recovery units

3. In case of any health-related symptoms, illness, or medical concern, residents must immediately report to the Residence Life Coordinator or Warden. Fellow residents are expected to show care, cooperation, and support towards anyone who is unwell.
4. The Campus Emergency Vehicle shall be used only for transporting students to the nearest hospital (Chettinad Hospital or Dr. Kamakshi Memorial Hospital) in case of medical emergencies.

20. DINING AREA

1. All student residents shall use the cafeteria provided within the hostel premises for their meals. The dining facility is established to ensure hygiene, uniformity, and convenience for all residents.
2. Food shall not be supplied or consumed inside hostel rooms. Residents are not permitted to carry food items from the cafeteria to their rooms or study areas under any circumstances.
3. In case residents choose to order food from outside, they must consume it only within the cafeteria premises. Consumption of outside food in rooms or corridors is strictly prohibited.
4. Sick food will be provided in the resident's room only upon the advice of the Paramedic, based on the student's health condition.
5. Meals shall be served in the cafeteria according to the following timings on all days:

Meal	From	To
Breakfast	07:30 a.m.	08:30 a.m.
Lunch	12:30 p.m.	02:00 p.m.
Dinner	07:30 p.m.	09:30 p.m.

6. All residents are expected to maintain discipline, hygiene, and decorum within the dining area and to treat the cafeteria staff with courtesy and respect.

21. TRANSPORTATION

1. All student residents are required to use only the University-provided transportation facility to travel between the campus and the student residences.
2. The transportation service shall operate strictly according to the schedules and timings communicated by the University. Students are expected to adhere to the notified departure and arrival timings.
3. The University shall not provide any alternate transportation or reimbursement in case a student misses the designated vehicle.
4. Transport facilities are provided solely for official academic commuting purposes. They shall not be used for personal travel, including commuting from a student's private residence to the campus or vice versa.
5. Any misuse of the University transport facility or non-compliance with transport regulations shall be treated as a disciplinary matter and may lead to withdrawal of transport privileges.

22. SECURITY

1. The Security Personnel of Sai University are entrusted with the exclusive responsibility of ensuring the safety and protection of all residents from external threats or unauthorized intrusions within the Student Residence premises.

2. If any resident perceives or experiences an external threat, they must immediately inform the Warden and the Security Personnel without delay, so that appropriate safety measures can be taken.
3. In the event of an external threat, the Security Personnel shall intervene promptly to create a protective buffer between the residents and the source of threat, maintaining safety until the residents have dispersed to secure areas or the situation has been controlled.
4. During such situations, residents are required to fully comply with the instructions issued by the Security Staff and Wardens to ensure their own safety and that of others.
5. Security personnel shall not interfere with the day-to-day activities of residents, except in cases where intervention is necessary for safety, discipline, or emergency response.
6. In case of physical altercations or disputes between residents, Security Personnel are authorized to intervene solely to de-escalate the situation and restore order, while reporting the incident immediately to the Residence Life Coordinator or Warden.
7. The Student Residence premises are under 24×7 CCTV surveillance for the purpose of ensuring the safety and security of all residents, monitoring entry and exit movements, and identifying any unusual or unlawful activities.

23. CELEBRATION OF BIRTHDAYS / FESTIVALS

1. Celebration of birthdays or festivals within the Student Residence shall be conducted only with the prior written permission of the Warden.
2. All such celebrations must be held in designated common areas and limited to a duration of one to two hours, preferably between 8:00 p.m. and 10:00 p.m.
3. Celebrations shall be conducted in a peaceful and orderly manner, ensuring that no physical discomfort, disturbance, or inconvenience is caused to other residents.
4. No outside guests or non-residents shall be permitted to participate in such celebrations within the hostel premises.
5. Any violation of these guidelines shall invite appropriate penal action or disciplinary measures, including suspension of celebration privileges for the individuals or groups involved.

24. GUESTS AND VISITORS

1. Parents and visitors are not permitted to enter student rooms within the residence premises under any circumstances.
2. In cases of emergency or genuine necessity, parents or authorized visitors may be allowed to meet their wards only upon producing a valid Parent Pass and obtaining prior approval from the Warden.
3. Visiting Hours shall be strictly observed as follows:
 - a) Saturdays and Sundays: 9:00 a.m. to 6:00 p.m.
 - b) University-declared holidays: 9:00 a.m. to 6:00 p.m. No visitors will be permitted beyond these hours.
4. Students shall not allow any guest or non-resident into their rooms at any time. All meetings must take place in the designated Visitor Area during the approved visiting hours.
5. If any unauthorized person is found inside a student's room, the visitor shall be immediately escorted out of the residence premises, and the concerned resident along

with their roommate(s) shall be subject to disciplinary action by the Hostel Administration.

6. The residents shall meet their parents or visitors only in the Visitor Area, and only with prior permission from the Warden or Residence Life Coordinator.
7. Repeated or wilful violation of these visitor regulations may result in withdrawal of visitor privileges and further disciplinary action as deemed appropriate by the University.

25. MESS COMMITTEE

1. To ensure the smooth functioning and effective management of dining services in the Student Residence, a Mess Committee shall be constituted comprising student representatives from various Schools of Sai University.
2. The Mess Committee shall serve as a bridge between the residents, dining service providers, and the Residence Life Office, providing feedback, suggestions, and support for improving food quality, hygiene, and overall dining experience.
3. The following eligibility criteria and composition guidelines shall apply to the Mess Committee:
 - a) Members of the Mess Committee shall not be part of any other committee within the University. This restriction is in place to promote equal opportunity and wider student participation.
 - b) Only student residents of the University are eligible to be members of the Mess Committee.
 - c) Two students from each batch of each School shall serve as members of the Committee, ensuring fair representation across disciplines and academic years.
 - d) Students having academic backlogs are not eligible to serve on the Committee.
 - e) Students who are involved in any ongoing disciplinary process are not eligible for membership until the resolution of such proceedings.
 - f) Students with pending fees or unpaid dues to the University shall also be ineligible for membership in the Committee.
4. The Mess Committee shall meet periodically with the Warden and Dining Services Manager to review feedback, address concerns, and recommend improvements in menu planning, hygiene, and operations.
5. The term of the student members shall ordinarily be one academic year, subject to satisfactory conduct and active participation.

26. DISCIPLINARY COMMITTEE

1. To ensure the fair and impartial handling of disciplinary matters related to student conduct within the University and Student Residence, a Disciplinary Committee shall be constituted by the University.
2. The Disciplinary Committee shall be responsible for:
 - o Reviewing cases of indiscipline or misconduct referred by the Warden, Residence Life Coordinator, or Dean (Student Affairs).
 - o Conducting enquiries in accordance with the prescribed procedures.
 - o Recommending appropriate disciplinary action to the competent authority.

3. The members of the Sai University Disciplinary Committee are as follows:

S. No.	Designation / Role	Position in Committee
1	Dean – School of Law	Chairperson
2	Director – Admissions, Outreach and Communications	Member
3	One Faculty Member – School of Arts and Sciences	Member
4	One Faculty Member – School of Computing and Data Science	Member
5	Faculty Member – School of Law	Secretary

4. The Committee may invite the Residence Life Coordinator, Warden, or any other University official as a special invitee for specific cases when deemed necessary.
5. The Secretary of the Committee shall maintain the minutes of meetings, enquiry reports, and recommendations for submission to the Vice-Chancellor for approval and record.
6. The decision of the Vice-Chancellor, based on the Committee's recommendations, shall be final and binding.

CONCLUSION

The Sai University Students' Residence Rules & Regulations, 2025 are established with the primary objective of fostering a safe, disciplined, and harmonious residential environment that supports the academic and personal development of every student. These guidelines are framed to uphold the University's values of integrity, respect, inclusivity, and responsibility within the student community.

All residents are expected to comply with the rules and procedures outlined in this document and to exhibit conduct befitting members of an academic institution of high repute. The University, in turn, is committed to ensuring that all disciplinary and administrative actions are carried out fairly, transparently, and with due regard to natural justice.

Students are reminded that residence in the University hostel is a privilege and not a right. The continuance of this privilege is subject to satisfactory behaviour, regular attendance, payment of dues, and adherence to the rules and codes prescribed herein.

The University urges all residents to cultivate a spirit of cooperation, empathy, and mutual respect, thereby contributing to a vibrant and supportive residential community.

27. GENERAL PROVISIONS & INTERPRETATION CLAUSE

1. The Sai University Students' Residence Rules & Regulations, 2025 shall apply to all student residents occupying University-provided accommodation, and compliance with these Rules is mandatory for continued residence.
2. The University reserves the right to amend, modify, or add new rules from time to time as deemed necessary in the interest of maintaining discipline, safety, and welfare of the residents. Such amendments, once approved and notified, shall have the same force and effect as the original Rules.

3. The University shall not be responsible for any loss, theft, or damage to personal belongings of residents. Students are advised to take proper care of their valuables and maintain personal safety at all times.
4. Residents must treat housekeeping, maintenance, and security personnel with dignity and respect. Any act of misconduct towards university staff shall invite strict disciplinary action.
5. All disciplinary decisions, penalties, and appeals shall be administered as per the procedures laid down in this document, ensuring fairness, impartiality, and adherence to principles of natural justice.
6. Any situation not specifically covered under these Rules shall be dealt with by the Warden, Residence Life Coordinator, Associate Dean (Student Affairs), or the Disciplinary Committee, as appropriate.
7. The Vice-Chancellor of Sai University shall be the final authority in all matters relating to:
 - Interpretation of these Rules and Regulations;
 - Resolution of disputes arising out of their application; and
 - Approval of disciplinary actions or amendments proposed under this policy.
8. The decision of the Vice-Chancellor shall be final and binding on all student residents.