

Daffodil International University

Dattapara, Ashulia, Savar Dhaka

Code of Conduct for the residential students of YKSG Hall and Female Hall

General Provisions

1. The University sets out these management regulations for purposes of promoting education through hall life, guiding students to nurture good habits in everyday life and making hall life the basis for building a healthy campus culture.
2. Rooms in the University hall building are limited and priority is given to new students and female students of the University.

Application for Accommodation in Hall and Allocation of Hall Rooms

1. Application for accommodation in the University hall is administered every semester in line with the timing of student enrollment (January-April/ May-August/ and September to December) and priority is given to new students. Application may be open to old students depending on availability of hall rooms. However, special consideration will be given to students who have actively contributed to the promotion of self-governance culture in the hall.
2. Each applicant (new) must pay Tk. 3000.00 Registration fee (Nonrefundable).
3. Selection method:
 - a. New students: We offer rooms to paying students based on “first come first serve” basis (subject to room availability)
 - b. Old students: Please refer to the “Requirements of Application for Extension of Accommodation”.
4. Qualified new students from all semester intake are qualified for automatically extension until end of their education period. They need not to apply it during end of the semester of intake. However, they must cooperate and follow the instructions of semester room adjustment from hall administrative.
5. New students from semester Intake are given the options to choose to stay for 4 years from the day they check-in.
6. Accommodation period of new students as below:

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New Student	Intake before mid year	Intake after Semester/year
Accommodation Period	Till the end of all semester of intake	Automatic extension to every semester of the following Semester/year.

7. Students who fail to pay hall fee and deposit within the stipulated time are treated as having withdrawn from the hall.
8. No prior reservation will entertained.
9. Payment of hall fee is administered according to the rules set by the University. Hall fee for the whole semester shall be paid upon check in.
10. There will be no refund of deposits for old student who cancel their accommodation.
11. The hall room is allotted by the hall Provost. Failure to accept the arrangement will result in cancellation of accommodation.
12. Do not exchange/transfer rooms/beds without the permission from the hall Management. Exchanging of beds and/or staying overnight in other rooms is deemed to be breaching the hall management regulations.
13. The hall management reserves the right to allocate or adjust vacant beds to other applicants at any time.
14. Hall students have to supply their own daily necessity items, blankets, pillows, pillow cases, bed sheets, etc.

Specifications on Withdrawal from Hall and Refund of Hall Fee

1. Students must apply for withdrawal from the hall when they are on voluntary suspension, transferred to other institutions, withdrawn from the University, diagnosed by doctors as unfit for hall life or voluntarily wishing to move out of the hall.
2. Deposits are not refundable:
 - a. Students who fail to pay hall fees before the new semester

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b. Student who withdraw from hall during accommodation period

3. Refund of hall fee and deposit is dealt with as follows:

Accommodation Condition	Students who accommodate till	Students who do not off
Refundable hall Fee	Deposit is not refundable.	Hall fees for 2 months would be deducted and the rest would be refunded; deposit will be used to pay any outstanding balance.

4. The hall Management does not accept transfer of vacancy for any withdrawal from the hall.

5. For students ordered to withdraw from the hall, the hall Management will inform the parents or guardians in writing and or using any other way. The students must move out of the hall immediately after completing the withdrawal procedures, the balance of the hall fee will not be refund. If delayed exit from the hall is required for special reasons, approval from the hall provost is required.

6. Students applying for withdrawal from the hall shall follow the following procedures:

- a. Obtain the "Hall Withdrawal Form" from the hall Administrator, and fill up personal Particulars and withdrawal date, finally return the form to the hall Administrator.
- b. Obtain the hall withdrawal form three days before exit from the hall. The hall officer will check whether the hall items assigned have been damaged. Upon check out, the door access smart tag and hall room key must be returned and all personal belongings must be removed from the hall.
- c. Upon check out, students must clear all rubbish, ensure that the hall rooms, ceiling, fans, walls, bathroom floor tiles and toilets are clean and all beds, study tables, cupboards, etc. are in original position, otherwise, the deposit will not be refunded.

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- d. Once the hall withdrawal procedures are completed, the student will keep the third carbon-copy of the hall withdrawal form, the first copy will be kept by the Finance Department and the hall provost Office keeps the second carbon-copy.
- e. Losses, damages or serious scribbling of hall items must be compensated and will be decided based on the price of purchase.
- i. For damages beyond repair, compensation is to be made based on the following criteria (according to price of purchase):

Year of purchase	Compensation	Year of purchase	Compensation
Year 1	100%	Year 4	40%
Year 2	80%	Year 5	30%
Year 3	60%	Year 6	20%

Note: Damage caused by humans, the user has to compensate based on the price of purchase.

- ii. Mattresses which are dirty due to usage without bed sheet or other factors must be compensated based on the price of purchase.

Requirements of Application for Extension of Accommodation and Accommodation for new student

- 1. Basic Requirement:
 - a. Performance of discipline.
 - b. Take part in hygiene duty assigned.
- 2. Other, please refer to the “Requirements of Application for Extension of Accommodation”.

Discipline Regulations for Hall Students

For purposes of enhancing hall management, safeguarding security of hall students as well as properties and maintaining order and peacefulness in the hall, students staying in the hall must comply with the following hall rules. In the event of offences (students have the obligation to report offences), investigations will be carried out and if the offences are proven to be true, the

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offenders will be penalized with points assigned based on the seriousness of the offences. Any student who has accumulated up to 10 penalty points will be ordered to move out of the hall. For offences involving criminal cases, the hall authority reserves the right to report to the police. In order to improve the students' capability for self-governance, nurture responsible and disciplined good habits and maintain safety, cleanliness and peacefulness of the hall as well as promoting cooperation and harmony, the following rules are hereby set out:

1. After 12 midnight (Does not apply to DIU Hall)

- a. The University gate will be closed and entry of student is barred except for late return due to special reasons in which case the student should inform the hall authority by filling up the relevant form and obtaining approval.
- b. Do not loiter around the public space at the front and back stairs and in front of the lift.
- c. Stop watching TV (except on Friday day or some special cases) or VCD in the lounge at Midnight.

2. Water and electricity

- a. In order to conserve energy, ceiling lamps in the bedroom must be switched off after 12 Midnight but the table lamp may be kept on.
- b. Lights at the balcony and the toilet should be switched on only if necessary.
- c. The last person to leave the bedroom or lounge must switch off the lights and fan. Water taps must be turned off after use.
- d. Use of unauthorized electrical appliances in the hall is strictly prohibited. All accidents (e.g. fire) that result in damage shall be compensated by students' parents, and the offender will bear the criminal liability.
- e. Electrical appliances that can be used in the hall include electric fan, hand phone, battery charger, radio, CD Walkman, electric iron (as we introduced laundry service), hair dryer (as we introduced saloon), computer, electronic dictionary, vaporizer, shaver and table lamp. Other electrical appliances are not allowed to be brought into the hall and will be confiscated and penalized if they are found.

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- f. In addition to above electrical appliances, DIU hall students are not allowed to use electric kettle, washing machine, induction cooker. All accidents (e.g. fire) that result in damage shall be compensated by students' parents, and the offender will bear the criminal liability.

3. Hygiene and cleanliness

- a. Maintenance of hygiene and cleaning of hall rooms shall be undertaken by all the Students staying in each room and the room leader must draw up a duty roster and supervise the compliance by the students involved.
- b. Cleaning of hall public areas in each floor such as the corridor, lounge, lift lobby, laundry room, etc. is the collective responsibility of all the hall students staying in each floor. A duty roster will be drawn up by the floor leader for compliance by each and every hall student concerned.
- c. Do not leave any items in the corridors to prevent the environment from being dirty and Messy. All shoes must be placed in the rooms or on the shoes racks.
- d. Do not litter or spit.
- e. Rubbish must be disposed of at the rubbish collecting center beside the University gate. Do not throw rubbish at public areas in the hostel such as the corridor, lounge, front and back stairs etc. Offenders are not welcome in this campus.
- f. DIU hall students must dispose their rubbish at designated places.

4. After joining the hall of permanent campus, every student must have to sign a statement:

- He/she will never take any kinds of drugs, never encourage anyone to take drug & if he/she sees anyone taking drugs then he will inform the authority with proof.
- He/she will maintain the minimum criteria of the CGPA 2.5 out of 4 & if he fails to maintain or drops out then he must leave the hall.
- He/she will maintain all the rules & regulation of the hall. If he has any complain then he will submit written statement of his complaint with proof to the hall authority.
- If he/she fails to maintain the rules & regulation of the hall then he will leave the hall & won't blame the hall authority for anything.
- He/she will not do any ragging, never involve any ragging & if he finds out anyone doing it then he must report the authority with proof.

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r (General)

- a. Hall properties are not allowed to be moved.
- b. Upon check in, students must carefully check the condition of public property including study table, cupboard, bed, etc. Thereafter students are responsible for the usage and care for such property. Students must report as soon as possible about items that require repair, change or replacement. Damage due to negligence will be compensated by the users.
- c. Hall room key, hall pass and door access smart tag must be properly safeguarded and should not be lent to others to avoid possible duplication that may lead to undesirable consequences.
- d. No stickers should be placed on the public property and hall I furniture.

(Only for hall in Campus)

- e. Use of room telephone should be short and brief so as not to affect others who wish to use the phone or who are resting.
- f. Avoid using the room telephone after 12 midnight in order not to disturb others who are resting.
- g. If tables, chairs, sofa, tea table, TV sets and other public property in the lounge are lost, missing or damaged and no one is willing to take responsibility, all the hall students on the particular floor will collectively bear the cost of repair or compensation.
- h. TV sets, tables, chairs, sofa, newspapers, magazine, etc. are for public use and taking them to the hall room for one's own use is considered as theft.

5. Visits

Only parents, guardians, brothers and sisters are allowed to go into the hall rooms when the need arises, but the visitors concerned must register with the hall Administrator and obtain approval first from the Hall Provost.

6. Safety

Sitting or standing on the balcony, corridor bars and windows are prohibited to avoid accidents. Offenders are fully responsible for any accidents which happen.

7. Mutual respect and help

- a. Do not make loud noises, sing or shout within the hall area. Noises or actions affecting others who are studying or sleeping must be controlled.
- b. Do not strip to the waist or naked especially outside the room.

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- c. In case of acute illness or emergency matters at night, request other roommates to inform the hall officer or night shift assistant in order to get assistance to seek treatment in hospital.
- d. Please do inform your roommate(s) if you are not staying overnight in the hall and leave your contact details where you can be reached in the event of an emergency.

8. Security

The security room at G Floor of is a security area and persons with no official duty are not allowed to enter.

9. Random inspection and check out

- a. The Hall provost and head of Student Affairs Department and or any vigilance team of DIU authority can carry out random inspections of hall rooms at any time.
- b. At the end of the second semester, hall students must move out of the hall in accordance with the specified procedures and dates so that the General Affairs Department can carry out inspection and maintenance work. Hall rooms must be cleaned two days before moving out and all personal belongings should be removed or kept in an area specifically provided for the purpose of collective storage.

10. Always be ready to assist others, report illegal activities and ensure safety in the campus.

11. Students found and confirmed to have committed the following offences may be immediately ordered to move out of the hall:

- a. Arson or willfully causing fire in the hall.
- b. Intentionally set off alarm system when there is no emergency.
- c. Unauthorized use or damage done to any emergency or safety equipment.
- d. Inflicting bodily harm on others.
- e. Allowing persons of opposite gender and non- hall students (including students from the University and parents) to stay overnight in the hall room; those who know but do not report the case to the hall Administrator will also be penalized (5 penalty points).
- f. Making fake copies of hall pass for use by non- hall students.

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- g. Duplicate key unauthorized.
- h. Stealing public property or others' personal belongings.
- i. Entering another hall room from the balcony.
- j. Any other incident not specified in this rule but has significant impact on the hall and Determined by the hall Management Committee as a serious offence.

12. Students found and confirmed to have committed the following offences will be assigned 05 (Five) penalty points:

- a. Smoking, gambling, taking alcoholic drinks or fighting in the hall.
- b. Damaging hall property and facilities such as public property, floor, wall, etc., in which case, compensation based on the seriousness of damage is imposed in addition to the 5 penalty points if the case is deemed serious.
- c. Bringing in prohibited electrical appliances, in which case the appliances will be seized in addition to the 5 penalty points.
- d. Keeping pet animals or plant in the hall.
- e. Entering opposite gender floor.
- f. Lending out the hall pass for use by others.
- g. In the course of security guards or staff of the General Affairs Department carrying out their duties, refusal to listen to advice and give cooperation, resisting checking of hall pass by security guards, refusing to give names for record by security guards or using provocative language, cheating or other actions deemed to obstruct the execution of official duties.
- h. When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

13. Students found and confirmed to have committed the following offences will be assigned 03 (three) penalty points:

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- a. Conducting sales of goods and other commercial activities without approval.
- b. Keeping prohibited items such as cigarettes, liquor, gambling sets, pornographic publications etc.
- c. Littering in public areas such as lounge, front and back stairs, lift lobby, corridor or elsewhere in the campus.
- d. Disrupting the peaceful environment in the hall.
- e. Moving out or changing rooms or constantly staying overnight in other rooms without approval.
- f. Do not follow hall administrative procedures.

14. Students found and confirmed to have committed the following offences will be assigned 03 (two) penalty points:

- a. Not taking part in cleaning work arranged by room leader or floor leader despite first advice and upon checking by room leader or floor leader, found not to do the work a second time.
- b. Do not maintain cleanliness of the room, and the room still remains unclean after being advised by hall officer.
- c. Entering the roof top floor of the hall block without approval.

15. Others

- a. For any other incident and action breaching the public safety and order of the hall which are not specified in the provisions above, the penalty will be decided by the Hall management.
- b. Late returning to the hall in campus after the gate is closed at 11 midnight, in which case the guard will record the students' names and assign one penalty point for each late return and the parents will be informed if necessary. For late returns due to special reasons, applications can be made to the hall Administrator.
- c. For students who instructor instigate others to breach hall rules, both parties will be assigned the same penalty points.
- d. Repetition of the above offences will invite double penalty.

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16. Methods of penalty

- a Students who have accumulated up to 10 penalty points will be ordered to move out of the hall immediately.
- b Students are allowed to perform work services as substitute for penalty points in accordance with the following:
 - i. Objective: to provide a chance for students to make up for their mistakes. Hopefully this penalty in the form of work services can help them to realize their mistakes and thus achieve the purpose of education through experience in life.
 - ii. Mode of implementation: when students are penalized for offences, they may, within one week, apply to the hall Administrator to substitute penalty points with work services.
 - iii. Work services: one hour for one penalty point, with duration of services based on the penalty points for the offence involved. After completion of the work services, the hall Administrator will acknowledge and sign the application form.
 - iv. Scope of work services: all public areas in the hall such as stairs, laundry room and the surrounding areas, or discuss with the Administrator for performing community services in or outside the University.
 - v. This provision is not applicable to the following:
 - # Students who have accumulated up to 8 penalty points.
 - # Students ordered to move out of the hall.
 - # For repetition of the same offence for which penalty points had been substituted with work services, the penalty shall be doubled

Code of conduct for residential students who reside in the hall.

Principles:

This code of conduct has been formulated to provide a clear statement of the hall authority's expectations of residential students in respect of academic matters and personal behavior.

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Study as well as living in the hall presents opportunities for interacting with other members of the University Community. The hall recognizes and values the diversity of student experiences; expectations and is committed to treating students, both academically and personally, in fair and transparent manner. All residential students, in return are required to comply with the requirements set down in this Code of Conduct.

- a. All residents are required to maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with every student both inside and outside the campus.
- b. All residents are required to carry their valid Identity Cards issued to them by the Institute.
- c. The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
- d. All the girl students are expected to be in the hall before 9.00 p.m. (10.00 p.m. on Saturdays). If any student wishes to be away from the hall during the weekend, holidays or any other time, she has to take prior permission from the hall Authority.
- e. Rooms are allotted to each student on his/ her personal responsibility. He/she should see to the upkeep of his / her room, hall and its environment. Students should bring to the notice of the Estate Maintenance office, through hall Administrator, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.
- f. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hall Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
- g. The students should not screen pirated / unauthorized / unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.
- h. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/ hall.
- i. In case of damage to or loss of hall property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hall, as decided by the hall Administrator.
- j. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hall in a room, the occupant of the room shall hand over them to the hall officer, failing which he/she will be charged a penal rent as decided by the hall super.

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- k. The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- l. The residents are required to sign a hall Upkeep Undertaking form, a copy of which is given as annexure. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the hall Management.
- m. Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely. For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, “display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to student in any academic Institution and includes: Teasing, abusing, of playing practical jokes on or causing hurt to such student”.
 - i *Fresher should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably.*
 - ii *When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggars not to indulge in ragging.*
- n. All senior students, halers and day scholars, are require to sign an Anti-Ragging Undertaking form. Consumption of **alcoholic drinks** and / or **narcotic drugs** in the hall premises is strictly prohibited. Students shall not enter the hall premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hall and rustication from the Institute. Hall zone is a smoke-free zone in the Institute. Students should not smoke inside the hall / room / common room / dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hall.
- i. Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
 - a) He / she will be expelled from the hall.
 - b) A record of his / her misconduct will be made in the personal file.
 - c) The cost of damage will be fully recovered from him / her together with penalty.
 - d) He / she will also be fined commensurate with the offence committed.
 - e) The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.
 - f) No recommendations will be given to him / her for studies abroad.
- ii. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.

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Implementation and Amendments to Regulations

- 1.The hall Management reserves the right to amend, add or delete any part of the regulations deemed to be improper.
- 2.These regulations shall be implemented after approval by the management of DIU.

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