

HOSTEL UNIT

DO'S & DON'TS

(To be read, understood, and signed by all hostel residents upon check-in)

1. INTRODUCTION

- a) Living in a student hostel comes with both rights and responsibilities. To ensure a comfortable, safe, and respectful living environment for all residents, all students staying in the hostel under Kolej UNIKOP are required to adhere strictly to the following Do's and Don'ts.
- b) These rules are designed to maintain order, promote mutual respect, and ensure the overall well-being of all students and staff. Failure to comply with these guidelines may result in disciplinary action, including warnings, fines, eviction from the hostel, or suspension from the college.

2. DO'S – GUIDELINES YOU MUST FOLLOW

- a) **Maintain Cleanliness and Hygiene**
 - All students must keep their rooms and shared spaces (such as bathrooms, kitchen, and living room) clean and orderly.
 - Dispose of garbage regularly and properly. Rubbish should not be left overnight in the unit.
 - Practice good hygiene to prevent pests and illnesses.
- b) **Secure Your Unit**
 - Always lock the main door and grille door when leaving or entering the unit.
 - Do not leave your belongings unattended or unsecured.
 - Report any security issues or lost keys immediately to the Hostel Unit.
- c) **Report Maintenance Issues Promptly**
 - Any damages or maintenance problems (e.g. electrical faults, water leakage, broken furniture) must be reported to the Hostel Unit as soon as possible.
 - Do not attempt to repair fixtures on your own.
- d) **Be Respectful of Roommates and Neighbours**
 - Use polite language and show respect towards everyone.
 - Avoid actions or behaviour that could disturb others, such as playing loud music or slamming doors.
 - Honour quiet hours, especially during nighttime or exam periods.
- e) **Pay Your Fees on Time**
 - All rental and utility payments must be made promptly as per the billing schedule.
 - Late payments may result in penalties or temporary suspension of services.
- f) **Follow Check-In and Check-Out Procedures**
 - Upon check-in, students must complete all formalities and collect keys officially.
 - During check-out, students must return the unit in good condition, return all keys, and settle any outstanding payments or fines.

- g) Use Facilities Responsibly
 - Switch off lights, fans, and appliances when not in use.
 - Avoid wasting water or electricity.
 - Use only approved cooking appliances in designated areas (e.g., microwave, rice cooker).
- h) Cooperate During Hostel Inspections
 - Hostel Management may conduct regular or surprise inspections. Students must cooperate and ensure that their units are in acceptable condition.
- i) Notify in Case of Extended Absence
 - If you plan to be away from your hostel unit for more than 48 hours, kindly inform the Hostel Unit for safety reasons.

3. DON'TS – STRICTLY PROHIBITED BEHAVIOURS

- a) No Unauthorized Visitors
 - Outsiders are not allowed into hostel units under any circumstances without prior written permission. (Opposite-genders, same-genders)
 - Students who are found hosting outsiders will be fined and may face disciplinary action.
- b) No Smoking, Vaping, Alcohol, or Drugs
 - Smoking and vaping are strictly prohibited inside all hostel premises.
 - Possession or consumption of alcohol or drugs is considered a serious offence and may lead to immediate expulsion.
- c) No Loud Disturbances
 - Avoid playing loud music, shouting, or creating noise that could disturb other residents.
 - Respect designated quiet hours at all times.
- d) No Furniture Tampering
 - Do not move, dismantle, or damage hostel-provided furniture and fittings.
 - Any loss or damage will be charged to the student.
- e) Improper Waste Disposal / Littering
 - Students must not litter or dispose of waste improperly. All rubbish must be placed in designated bins and collected regularly.
 - Dumping waste in sinks, corridors, stairwells, or out of windows is strictly prohibited and may
 - result in a fine or disciplinary action.
- f) No Writing or Damaging Hostel Property
 - Students must not write on walls, doors, furniture, or appliances.
 - Any form of vandalism is a violation of hostel rules.
- g) No Pets Allowed
 - Keeping animals or pets inside the hostel unit is strictly forbidden due to hygiene and allergy concerns.
- h) No Aggressive or Violent Behaviour
 - Any form of aggression, physical fights, threats, bullying, or harassment will be dealt with seriously.

- i) No Subletting or Overnight Guests
 - Students are not permitted to sublet their unit or allow anyone to stay overnight without official approval.
 - Violations will result in warnings and possible eviction.
- j) Placement of Religious Items in Common Areas
 - While all students have the right to practise their own religion, placing religious items such as prayer altars in shared or common areas is not permitted, as it may cause discomfort or unease to other residents.
 - Such items should be kept privately and respectfully within one's personal space.
- k) Running Businesses or Illegal Activities
 - Students are strictly prohibited from using the hostel unit for commercial, trading, or any illegal activities, including but not limited to, operating online businesses, selling items in bulk, or engaging in gambling, theft, or other criminal acts.
 - Any violation will result in immediate disciplinary action, including possible expulsion and a police report if required.

4. STUDENT ACKNOWLEDGEMENT & AGREEMENT

I, the undersigned, hereby confirm that I have read, understood, and agreed to comply with all the Do's and Don'ts outlined above during my stay at the Kolej UNIKOP Hostel Unit.

I understand that any breach of the hostel rules may result in disciplinary action and/or termination of my hostel accommodation.

Full Name : _____
IC/Passport No. : _____
Programme : _____
Block/ Unit : _____
Date : _____
Signature of Student: _____