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# Living at GITAM

**A Guide for  
International Students**

## INTERNATIONAL STUDENTS RESIDENCE HANDBOOK – 2025

The Gandhi Institute of Technology and Management (GITAM) was established in 1980 in Visakhapatnam by a group of inspired intellectuals and industrialists led by Dr. M. V. V. S. Murthi. Today, GITAM has vibrant campuses in Hyderabad and Bengaluru as well.

GITAM envisions becoming an exceptional knowledge-driven institution rooted in a culture of honesty and compassion, aiming to positively impact the world. Through dynamic, application-focused education and holistic student development, we aspire to conduct ethical, impactful research and foster collaboration and entrepreneurship. We help students discover their *ikigai* from a global perspective and nurture a passionate, inclusive community within GITAM.

This handbook outlines the rules, responsibilities, services, and guidelines specifically curated to support our **International Students** residing on campus. It aims to ensure a safe, comfortable, and enriching residential experience. All international student residences are governed by the Directorate of Hospitality and managed by the GITAM Hospitality Team, which includes Residence Managers, Executives, Supervisors, and Associates.

Please read this handbook thoroughly to understand and abide by the guidelines during your stay on campus.

### A) ROOM ALLOCATION AND CONTINUITY IN RESIDENCES

- (i) Rooms will be allocated by the Residence Manager based on the choices made by **International Students**, availability, and existing norms.
- (ii) Unauthorized changing of rooms is not permitted. The University reserves the right to reallocate rooms as needed.
- (iii) Renewal (Yearly/Term) of room allocation for International Students will depend on academic performance and residence behavior. If any student fails or is detained in any semester, he/she will not be permitted to stay in the residence, with exceptions made on a case-by-case basis.
- (iv) At the end of academic tenure, International Students must vacate the room within two days of the final working day.
- (v) Permission is required for extended stays.



## **B) RESIDENCE INFORMATION**

- (i) Parents/guardians must inform the Residence Office about any change in permanent address or mobile number. Residence Management will not be responsible for incomplete or incorrect contact information.
- (ii) Verified contact information will be updated in the G-Residence portal. Parents and Guardians must cooperate with this verification process through their email and mobile number.

## **C) STUDENT RESIDENCE TIMINGS FOR INTERNATIONAL STUDENTS**

### **(i) Outing Timings**

- Students can raise outing requests in the portal only between **6:00 AM and 6:00 PM**.
- All students must return by 9:00 PM to the Residence.
- Late returns are permitted only with prior approval from the Residence Manager.

### **(ii) Sports Facility Timings** from 6:00 AM to 8:45 PM.

### **(iii) Night Attendance**

- Attendance is recorded daily between 8:30 PM and 9:30 PM by the Residence Team.
- Students must sign the register or complete biometric attendance at the residence reception.
- Once attendance is marked, students may not leave the premises.
- Failure to mark attendance by 9:30 PM will result in parent/guardian notification and may lead to disciplinary action.

### **(iv) Late Entry Protocol**

- Latecomers must record entry in the register at the gate. Entries without prior permission require a written explanation.
- A second late entry results in a written warning, while a third late entry leads to termination of residence permission with no refund of fees. Parents/guardians will be informed.

### **(v) Exceptions for Travel**

- Any deviations (e.g., late-night/early-morning travel) require prior intimation and approval from the Residence Manager.

(vi) **Visiting Hours**

- Weekdays: 5:00 PM – 8:00 PM
- Weekends/Holidays: 10:00 AM – 8:00 PM
- Overnight stays for immediate family are allowed only with prior approval, based on room availability, and are chargeable.

**D) RESIDENCE LEAVE AND OUTING POLICY FOR UNDERGRADUATE AND POSTGRADUATE INTERNATIONAL STUDENT RESIDENTS**

**a) Undergraduate Students**

1. Overnight Leave of Absence
  - a. For an overnight stay or longer must first obtain prior permission from their parents/guardians.
  - b. Apply for leave through the student portal at least 24 hours in advance, and the Residence Team will verify and give permission accordingly.
2. Verification and Approval
  - a. The Residence Team will verify the leave request with the student's parent/guardian. Upon successful verification, the leave request will be approved.
3. Mandatory Leave Register Entry
  - a. Students must record their leave in the 'Leave of Absence' register with contact details, address of stay, and the expected return date, before departure.
4. Day Outings - Parents/guardians can permit day outings through one of the following options:
  - a. **Option A – Semester-Wide Permission:** At the beginning of the semester, parents/guardians may provide a one-time permission for day outings for the entire semester (not applicable for 1st-year UG students). Students with this permission must still make an entry in the Day Outing Register before each outing.
  - b. **Option B – Individual Requests:** For each specific outing, the Student must submit a request at least 24 hours in advance via the online portal. The Residence Team will verify and grant permission accordingly.

5. Day Outing Timings
  - a. Day outings on weekends and holidays are allowed between 6:00 AM and 9:00 PM.
6. Exit and Re-entry Requirements
  - a. Students taking a day outing or leave of absence must make an entry in the appropriate register at the time of exit and return.
7. ID Verification at Gate
  - a. Must present their University ID card for scanning by security when leaving or re-entering the campus.
  - b. Failure to comply will result in revocation of outing and leave privileges.

#### **b) Postgraduate Students**

1. Overnight Leave of Absence
  - a. For an overnight stay or longer must first obtain prior permission from their parents/guardians.
  - b. Apply for leave through the student portal at least 24 hours in advance, and the Residence Team will verify and give permission accordingly.
2. Day Outing and timings
  - a. May take day outings by making an entry in the Day Outing Register before departure.
  - b. Weekends and holidays are permitted from 6:00 AM to 9:00 PM.
3. Exit and Re-entry Requirements
  - a. Record their outing in the appropriate register both at the time of exit and return.
  - b. Failure to comply will result in revocation of further outing or leave privileges.

#### **E) OUTSTATION AND INTRA-CITY COMPETITIONS**

- Students are permitted to leave campus for competitions **only after** completing the following steps:
  - Submit a formal application along with proof of participation/ invitation for the event.
  - Obtain parental/guardian consent.

- Secure approvals from:
  - Head of Department (HOD)
  - Residence Manager
  - Director – Sports
- Once approval is granted, the student must:
  - Inform the Residence Manager.
  - Make an entry in the Day Outing/Outstation Register prior to leaving the Campus.

## **F) OUTSIDE FOOD POLICY**

### **1. Delivery**

- a. Delivery hours: 6:00 AM to 9:30 PM.

### **2. Consumption Areas**

- a. Outside food can be consumed in student rooms or designated common areas.
- b. All food waste and packaging must be disposed of properly in designated food waste bins.

### **3. Cleanliness & Hygiene**

- a. Students are responsible for maintaining cleanliness and hygiene while eating in their rooms and disposing of food waste.

## **G) GENERAL RESIDENCE GUIDELINES FOR INTERNATIONAL STUDENTS**

- (i) Students must avoid activities that disturb fellow residents.
- (ii) Use earphones for music, movies, or games.
- (iii) Quiet time is enforced from 10:00 PM to 7:00 AM daily.
- (iv) No graffiti, captions, or writing on walls/doors.
- (v) Posters are allowed only in designated areas in rooms or common areas and must be removed upon vacating.
- (vi) Rooms must be handed over in original condition.
- (vii) Repair costs for any damages will be borne by the resident.
- (viii) Residents are discouraged from staying in their rooms during academic hours unless medically excused.
- (ix) Online shopping parcels must be collected only from the designated drop-off point.

- (x) Hostel recreational and sports areas may be used between 7:00 AM and 10:00 PM only.

Do's	Don'ts
<ul style="list-style-type: none"> <li>a) Maintain rooms and shared spaces in a clean and hygienic condition.</li> <li>b) Cooperate with residence staff for upkeep.</li> <li>c) Events like birthdays must be held in designated areas with prior notice to the Residence Manager.</li> <li>d) Ensure no disturbance is caused, and the space is left clean post-celebration.</li> </ul>	<ul style="list-style-type: none"> <li>a) Do not leave campus alone, especially during odd hours. Move in groups for safety.</li> <li>b) The campus is a zero-discrimination zone.</li> <li>c) Use of vulgar/explicit/abusive language, gestures, or acts of discrimination based on gender, religion, caste, or race will lead to strict disciplinary action.</li> <li>d) Men's and women's residences are off-limits to the opposite gender.</li> <li>e) No outsiders are allowed inside student rooms.</li> <li>f) Violations may lead to warnings or monetary fines.</li> <li>g) Visitors may be received only in common areas during visiting hours with prior intimation to the Residence Manager.</li> <li>h) High-wattage appliances (<math>\geq 200W</math>) like heaters, kettles, or induction cooktops are strictly prohibited due to fire risks.</li> <li>i) Penalties will apply based on the appliance used and damage caused.</li> <li>j) Only approved appliances (e.g., hair dryers, straighteners, trimmers) may be used with prior permission from the Residence Manager.</li> <li>k) Outdoor games should not be played indoors to avoid damaging property.</li> <li>l) Pets are not allowed inside the residence.</li> <li>m) Feeding animals in or around the residence is strictly prohibited. Penalties apply.</li> </ul>

**Zero Tolerance: Zero Tolerance:** Violations under this section will lead to immediate expulsion and/or legal action.

1. Ragging in any form is strictly prohibited.
2. Substance Abuse
  - Possession, use, or distribution of alcohol, tobacco, narcotics, or any banned substances is strictly forbidden.
  - Claims of ignorance will not be accepted.
  - The Residence Manager has the right to inspect rooms, cupboards, or belongings in case of suspicion.
  - Possession of objectionable or illegal items will lead to immediate expulsion.
3. Sexual Harassment in any form will be referred to the Internal Complaints Committee for inquiry with disciplinary action, including warning, fine, suspension, or expulsion.
4. Violence & Aggression
  - Physical or verbal violence is strictly prohibited.
  - Disruption of peace or public order will result in disciplinary/legal action as per university rules and laws.
5. Weapons & Hazardous Materials
  - Possession or use of weapons, fireworks, or hazardous chemicals is strictly banned.
6. Gambling
  - Gambling in any form is not permitted under any circumstances.

#### **H) RESIDENCE AND CAMPUS SAFETY GUIDELINES FOR INTERNATIONAL STUDENT RESIDENTS**

- (i) Security within the residence and across campus is monitored by the Residence Manager and Security Personnel.
- (ii) Students are expected to cooperate fully with security staff and refrain from arguments or non-compliance.
- (iii) Residents must carry their University ID cards at all times and produce them upon request by hostel authorities, University officials, or security personnel.
- (iv) International Students are solely responsible for the safety of their personal belongings, including mobile phones, laptops, gadgets, jewellery, and cash.
- (v) The hostel authorities will not be held liable for the loss, theft, or damage of any personal items.



- (vi) Must lock their cupboards and room doors securely whenever they leave their rooms.
- (vii) It is strongly advised not to keep valuables or large amounts of cash in the residence.
- (viii) Vehicle movement is not allowed inside the campus after 7:00 PM, except in case of medical emergencies.
- (ix) All residents must park their vehicles only in the designated parking zones assigned for student residences.
- (x) Discouraged from using vehicles for unnecessary movement or roaming within the campus.
- (xi) Must not stop vehicles in the middle of roads.
- (xii) Obstructive parking or road behavior will result in warnings.
- (xiii) Vehicles that cause excessive noise pollution are strictly prohibited from entering or operating on campus.
- (xiv) Triple riding, rash driving, not wearing helmets, or improper parking will lead to vehicle confiscation.
- (xv) Confiscated vehicles will be returned only after counselling with the student and the relevant authorities.

#### **I) MEDICAL EMERGENCIES**

- a. In case of illness/injury, the parent or local guardian will be informed immediately and requested to arrive as soon as possible, subject to their availability.
- b. The student will be accompanied to the hospital by a residence staff member. A fellow student may also accompany them, provided they are willing to do so.
- c. In cases requiring emergency medical or surgical procedures, the residence staff may provide consent on behalf of the parent or guardian after obtaining verbal or written authorization (via phone call or email).
- d. All medical expenses incurred will be the responsibility of the parent or the student.

#### **J) GRIEVANCE REDRESSAL FOR INTERNATIONAL STUDENTS**

- 1. All grievances must be reported to the Residence Management Team assigned to the respective hostel block.
- 2. Residence Managers will:
  - a) Log and maintain records of all complaints and concerns.
  - b) Document resolutions and collect feedback from the concerned students.

3. If the issue remains unresolved:

- a. Students may escalate their concern by emailing all relevant details to [nmondepu@gitam.edu](mailto:nmondepu@gitam.edu) (Applicable for Vizag Campus).

**K) DUES, REFUNDS & PAYMENT GUIDELINES FOR INTERNATIONAL STUDENTS**

1. Fee Payment Schedule

- Must pay their residence fees in advance before the start of the academic year or semester.
- Residence rentals are subject to revision from time to time by the University Management.

2. Second Instalment

- The second instalment of the residence fee must be paid 60 days prior to the next semester, regardless of program duration.

3. Mid-Term Vacating Policy

- If vacating the residence mid-term, both the balance residence fee and caution deposit will be forfeited.

4. Uninformed Absence Policy

- Failing to occupy their allotted room or being unresponsive for over 7 days will be considered unauthorized vacating.
- Exit formalities will be initiated by the Residence Team.
- Belongings will be cleared and the room reassigned. The university will not be responsible for any personal items left behind.

5. Refund Policy

- Must refer to the Residence Cancellation & Refund Policy Document for complete details on applicable refunds and deductions.

**L) INFRINGEMENTS & DISCIPLINARY ACTIONS**

1. Nature of Offenses

- Minor infractions: Addressed directly by the Residence Manager.  
*Examples:* Smoking inside the hostel, consumption of alcohol.
- Major violations: Referred to the Disciplinary Committee.  
*Examples:* Possession of unauthorized substances, physical assault, or any serious misconduct.

2. Composition of the Disciplinary Committee
  - Director / GM – Hospitality
  - Residence Managers
  - Faculty Nominees
3. Appeal Process
  - Appeals against disciplinary actions must be submitted in writing or via email to the Registrar or Pro Vice-Chancellor, Visakhapatnam Campus.
4. Types of Disciplinary Actions based on the severity, the following may be imposed:
  - Written Warning (Email or hard copy)
  - Warning with a Fine
  - Fines for specific violations such as:
    - Property damage
    - Unauthorized entry of non-residents or day scholars
  - Cost Recovery for the repair/replacement of damaged university property.
  - Expulsion in cases involving Zero-Tolerance violations (e.g., drugs, violence, ragging). University registration may also be cancelled.

## **M) PENALTIES & DAMAGE CHARGES**

1. Property Damage
  - Any intentional or accidental damage to the Residence infrastructure (buildings, furniture, appliances, etc.) will result in fines.
  - If the responsible student cannot be identified, collective penalties may be applied to the room/block/floor, as deemed appropriate by the Residence Manager.
2. Room Inventory Misuse
  - Damage to mattresses, beds, fittings, etc., will be charged to the resident.
  - Misuse that renders resources unfit for the next occupant (e.g., bedbug infestations, torn mattresses) will also incur charges for cleaning, repair, or replacement.

## **N) LAUNDRY SERVICES**

- International students can access the Haier Smart Laundry Facility located within the residence.

- Services are provided at affordable rates, and instructions for use are displayed at the facility.

## **O) DINING POLICY GUIDELINES FOR INTERNATIONAL STUDENTS**

The dining policy is established to ensure smooth and uniform operations across all GITAM campuses. All residents are expected to cooperate with the dining management and student food committee members for effective implementation. The Hospitality Management reserves the right to revise this policy at any time, with all changes being communicated through official notices, broadcasts, or group messages. Residents are advised that ignorance of the rules will not be accepted as a valid excuse.

### **Meal Plan & Dining Committee**

- Hostel package includes both accommodation and meals.
- Students can opt for a semester or full-year package.
- A Dining Committee may include students and F&B staff for coordination and menu planning.
- Menus are subject to change based on availability or operational needs, with prior communication to the committee.

### **Dining Timings**

- Breakfast: 7:00 AM – 9:00 AM
- Lunch: 12:00 PM – 2:00 PM
- Snacks: 4:30 PM – 5:30 PM
- Dinner: 7:30 PM – 9:30 PM
- Extended timing by 30 minutes on Saturdays, Sundays, and public holidays.
- No food will be reserved beyond the scheduled hours.

### **Conduct & Hygiene**

- Residents must maintain proper behavior and attire in the dining hall.
- Politeness towards dining staff is mandatory; misbehavior may result in disciplinary action.
- Grievances can be reported to the shift in charge, help desk, or Directorate of Hospitality.

### **Dining Hall Rules**

- Food must be consumed inside the dining hall.



- No food is allowed in rooms unless approved due to illness by the doctor and the Residence Manager.
- Entry into food preparation areas is prohibited for hygiene and safety reasons.
- Kitchen tours are allowed only with prior approval and proper safety procedures.
- Students must clear used plates and cutlery to the designated counters.
- A self-service system is followed.
- Portions of non-vegetarian dishes, fruits, and desserts will be served as per guidelines.
- Food wastage is not tolerated; repeated offenses may lead to disciplinary action.
- Dining utensils (plates, spoons, tumblers, etc.) must not be taken to rooms.
- Dining hall must be kept clean and tidy at all times.
- No unauthorized posters or notices to be pasted on dining hall walls.

#### Safety & Restrictions

- Outside food is strictly prohibited in the dining area.
- Smoking and alcohol consumption are strictly banned in dining premises.
- Students must scan the QR code or sign the register before every meal.
- Pets are not allowed in the dining hall under any circumstances.

#### Guests & Feedback

- Guests may dine with students by purchasing a meal coupon.
- Meal coupon rates are subject to revision based on market conditions.
- Food feedback may be shared via:
  - Online feedback app
  - WhatsApp group
  - Dining committee
  - Help desk
- Misuse of the feedback system may result in disciplinary action.

#### General Restrictions

- Large group gatherings in the dining hall are not allowed.
- Damaging university property or interfering with staff duties will attract strict action.
- Violations of dining policies will be referred to the Disciplinary Committee.



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#### **Hyderabad**

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**Bengaluru**



**Visakhapatnam**

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#### **Hyderabad City Office**

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