

RESIDENCE HALL HANDBOOK

HOSTEL RULES AND REGULATIONS 2026-27



Student Handbook Hostel Rules and Regulations (2026-27)

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The information contained in this Student Residence Handbook is provided for guidance and stands as a contractual agreement between the student and Manipal Academy of Higher Education, Dubai (MAHE, Dubai). Although the policies and procedures outlined in this handbook are generally implemented as described, MAHE Dubai reserves the right to amend, modify, or discontinue any provision at its discretion without prior individual notice to students. The University will make every reasonable effort to inform residents of any significant changes and updated information will be available through the Office of Student Affairs.

Dear Residents,

Welcome to Manipal Academy of Higher Education, Dubai Campus (MAHE Dubai).

On behalf of the Student Residence Hall (Hostel), it is my pleasure to welcome you to your new home away from home.

Living on campus is an integral part of the university experience, offering opportunities to create lasting memories, build meaningful friendships and become part of a supportive community. At MAHE Dubai, we are dedicated to providing a safe, comfortable and welcoming residential environment where students can thrive. You will be part of a diverse and vibrant community that celebrates different cultures and encourages personal growth.

Hostel Wardens organize a wide range of social, cultural and recreational activities throughout the year to help you build friendships, engage with the residential community and to make you feel at home. We encourage you to participate, get involved and make the most of your on-campus experience.

To help you settle in, the Hostel Handbook has been prepared as a comprehensive resource containing essential information, policies and guidelines. Please review it carefully, as adherence to the rules and regulations outlined in the handbook is mandatory for all residents. Compliance with these guidelines is a condition of hostel residency and is always expected.

We wish you every success in the year ahead and hope your time in the residence halls is both enjoyable and rewarding. We look forward to welcoming you and meeting you soon.



*Ms. Shalini Nair,
Head of Student Affairs.
Manipal Academy of Higher Education, Dubai Campus.*

MAHE Dubai Residence Hall

Vision:

Create a safe, inclusive and conducive living environment that supports academic excellence and holistic Student Development.

Mission:

Ensure disciplined, secure and well-maintained hostel premises with responsive welfare mechanisms.

Goals:

- Maintain a safe and secure living environment for MAHE Dubai Residents.
- Achieve high levels of student satisfaction through quality services and responsive support.
- Ensure all residence hall facilities are clean, functional and well-maintained.
- Promote a comfortable, inclusive and positive residential experience for all residents.

The MAHE Dubai Residence Hall is a non-smoking student housing facility comprising two residential buildings: a three-story residence for female residents and a five-story residence for male residents. Together, the residence halls accommodate up to 300 students in a safe, comfortable and supportive living environment.

The residence halls are conveniently located within a two- to five-minute walk of the academic buildings, library, cafeteria, mini-mart, RTA bus stop and a variety of recreational and sports facilities. These include a football field, a multi-purpose hall (MPH) with basketball, volleyball and badminton courts, as well as a fully equipped fitness center (gym) with shower facilities.

Each residence hall offers a range of amenities designed to enhance residents' comfort and convenience. These include Prayer rooms, dedicated study areas, laundry room, a theatre lounge, indoor recreational facilities featuring pool and table tennis and a dining area with a 24-hour tea and coffee station.

High-speed internet access is available in all student rooms and throughout the residence halls, providing reliable connectivity for both academic and personal use.

Students may choose from single, double, or triple occupancy rooms. Hostel rooms are well arranged and comfortable but are limited in number and therefore offered on a first-come, first served basis and are subject to availability. In both the Female and Male Hostels, there is round-the-clock security and a full-time Warden appointed to manage student welfare.

This handbook outlines the terms and conditions governing hostel residency at the Manipal Academy of Higher Education, Dubai campus. By signing this agreement, the residents acknowledge and agree to abide by all rules, regulations and policies.

1. HOSTEL FACILITIES

1.1 Infrastructure

All residents availing of residential facilities are provided with a bed, mattress, study lamp, study table and chair and a cupboard for their clothes and personal belongings.

1.2 Utilities

All residents who live in on-campus housing may sign up for in-room network connections which is part of the fee paid at the time of admission; for more information do get in touch with the Wardens/Helpdesk/IT Head/Facility in Charge.

1.3 Transportation

- 1.3.1** All residents can request airport pick-up and drop-off services on a **one-time basis annually only during the vacation period (December & July-August Holidays)**.
- 1.3.2** Weekend shuttle services to nearby malls except during examination periods provided there are sufficient registrations for the same.
- 1.3.3** Emergency transportation assistance may be provided for only medical emergencies.

2. SUPPORT SERVICES

2.1 Wardens

MAHE Dubai hostels are managed by a robust team of Wardens who are available round the clock. Wardens are your first point of contact for any hostel-related concerns. They are present in each hostel block and are here to support the overall wellbeing of the residents, help resolve issues, ensure smooth day-to-day operations and maintain a peaceful environment. Residents are expected to approach the Wardens for any support in the hostels.

2.2 Housekeeping Services

To maintain a clean, safe and hygienic living environment, the University provides a complimentary weekly housekeeping service for all residence hall rooms. Cleaning is mandatory and follows a scheduled timetable communicated to residents at the beginning of each semester and displayed on the residence hall notice boards.

Services include basic cleaning of the room, bathroom and floor. Residents are encouraged to be present during cleaning; however, if unavailable, Residence Hall Warden may authorize room access for the cleaning process.

Residents are responsible for organizing their personal belongings before the scheduled cleaning. Housekeeping staff will not move or organize personal items.

Residents are expected to always maintain an acceptable standard of cleanliness in their rooms and shared living spaces and are responsible for disposing of waste. Failure to maintain reasonable standards of cleanliness may result in disciplinary action in accordance with the Residence Hall regulations.

3. DINING SERVICES

Residents have access to a variety of food vendors located at the University Cafeteria Court, as well as the Residence Hall Mess. All food outlets operating on campus are approved by the relevant local authorities and comply with established food safety and hygiene standards.

A **complimentary breakfast (limited)** is provided daily to all residence hall students, together with a **24-hour tea and coffee station**. Students who choose not to have the complimentary breakfast or who wish to have additional meals may purchase food from the campus food outlets or from restaurants outside the University. Please note that the residence hall fees do not include breakfast or any meals purchased from on-campus or off-campus vendors.

To assist residents, the Residence Hall Warden can provide information on nearby restaurants and food delivery options.

The quality of food and dining services is regularly monitored by a Dining Committee comprising the Non-Resident Hostel In-charge, the Residence Hall Warden and Student Representatives, who work together to review feedback and maintain service standards.

Residents are encouraged to enjoy their meals in the designated dining area located on the ground floor of the residence hall. Dining in the common area helps maintain cleanliness in student rooms and provides an opportunity for residents to socialize and engage with the residence hall community.

Deliveries: Residents are responsible for collecting personal delivery items from the indoor security entrance. Any items left unattended are the sole responsibility of the residents. Perishable food items not collected within 12 hours of delivery will be discarded. MAHE Dubai Housing assumes no responsibility for the loss or damage of any delivery items.

4. Wi-Fi

High-speed Wi-Fi access is available throughout the hostel premises.

5. LAUNDRY SERVICES

This is a facility available for all residents of the hostel.

Details for the laundry facility are below:

- 30 minutes -Wash cycle of a maximum of 6 kg per wash
- Do not touch or pick up other individuals' bags under any circumstances.
- The Campus Laundromat will primarily operate from 6:00 AM to 9:00 PM, with the possibility of extending operating hours depending on the student request.

To ensure that the laundry facilities remain clean, safe and accessible to all residents, students are expected to observe the following guidelines:

- Use the laundry facilities responsibly and only for personal laundry.
- Do not leave washing or drying machines unattended for extended periods. Remove your laundry promptly after the cycle is complete.
- Dispose of detergent containers, lint and other waste in the designated bins.
- Do not remove or handle another resident's laundry without permission unless it has been left unattended for an unreasonable period.

- Report any faulty or damaged equipment to the Residence Hall Warden immediately.
- Respect other residents by keeping noise to a minimum and sharing the facilities fairly during busy periods.

The University is not responsible for lost, damaged or unattended personal belongings left in the laundry room.

6. PEST CONTROL

The MAHE Dubai Infrastructure services provide professional pest control services each semester to eliminate any insects or pests, which may be present in and around the residence halls.

The Wardens/Hostel Facility in Charge informs the students via official email regarding the dates and times of the scheduled Pest Control, so the students can plan accordingly.

Posters with the scheduled timings are published in the bulletin boards in the halls.

Students are also informed through their WhatsApp groups. Additional WhatsApp notifications are also sent out by the Warden a day before the scheduled date.

The Warden/Facility in Charge and security accompany the pest control personnel at all times while the pest control is taking place.

7. STUDENT HEALTH AND WELL BEING

7.1 Medical

The University is committed to promoting the health, safety and well-being of all students by providing access to basic medical support and emergency assistance.

The Medical Room is located in the **main Academic Building (A Block)** and is available to provide first aid, basic medical assistance and health guidance during operating hours. Medical Room is equipped with four beds and provides basic medical support.

For the convenience of residential students, fully stocked first aid kits are available in both the Female and Male Residence Halls. In addition, all Residence Hall Wardens are trained in first aid and are available to respond to minor medical emergencies and provide immediate assistance when required.

Residents requiring medical attention beyond basic first aid will be referred to an appropriate healthcare facility. In the event of a serious medical emergency, the Residence Hall staff will immediately contact the emergency ambulance services to ensure the student receives prompt medical care.

7.2 Emotional Wellbeing /Mental Health

The Office of Student Affairs is committed to supporting students residing in the Residence Hall by fostering a welcoming, inclusive and supportive living environment. Recognizing that many students are living away from home and adapting to a new environment, the Office provides guidance, well-being support and access to appropriate university services to help students feel connected and engaged throughout their university journey. Students are encouraged to reach out to the Wellbeing Officer (Office of Student Affairs) whenever they need support or assistance.

Wellness Hub

Confidential Counselling and Support offered by **Betterly Wellness Medical Center**, a certified external Wellness Coach.

The Wellness Hub at MAHE Dubai offers confidential counselling and mental health support to students facing academic stress, personal challenges, or emotional difficulties. Professional counsellors provide individual sessions, group workshops and wellness resources to promote mental well-being and resilience. Students can book appointments confidentially through the university's wellness email – wellnesshubmahe@gmail.com or scan the QR code shared with students via email for easy access.

These professionals are dedicated to helping students identify issues and providing guidance and resources to address them effectively.

7.3 Health History

In order to occupy a room in the residence halls, it is mandatory for newly enrolled students to complete and submit a Health History Form, to the office of Student Affairs.

For the best care, students should make sure that their health records are current and up to date.

Failure to submit the form will result in denial of access to the residence halls until the form is submitted. All health-related documents, reports and information are kept confidential with the Office of Student Affairs.

7.4 People of Determination

Students of Determination who require additional support, accommodations, or adjustments related to their accommodation, campus activities or academic experience are encouraged to contact the Office of Student Affairs. Students may be requested to provide an updated medical report from a registered healthcare professional outlining their condition, recommended accommodations, restrictions (if any) and specific support requirements to help the University provide appropriate assistance.

8. EMERGENCY AID

In the event of an emergency such as fire or sudden utility failures (electricity/water) the Resident Warden is equipped with all necessary contact information for the appropriate emergency agencies and campus offices. To ensure the safety of the entire community, all students must strictly adhere to the instructions and protocols issued by the hostel administration during any emergency situation.

9. SPORTS/RECREATIONAL FACILITY

MAHE Dubai campus is equipped with a state-of-the-art sports facility.

From well-equipped gymnasiums to sprawling sports fields, a wide range of amenities are available to cater to the students' athletic needs. Outdoor facilities include cricket and football. Indoor Sports Complex offers a gym, badminton, table tennis and snooker.

In addition, entertainment projectors are installed on the ground floor. As these are shared facilities, residents are kindly requested to use them considerately and allow fair access to all

fellow residents.

Sports area within the hostel campus and the indoor sports area in the university campus will be available for use to hostel residents at times prescribed (displayed on the bulletin boards). The timing may change based on the availability of the facilities.

10. SECURITY

The safety and security of all residents are a priority.

The residence halls are protected by 24-hour security personnel, supported by the Residence Hall Wardens and are monitored through CCTV surveillance in accordance with the University policies.

Residents are required to:

- Always carry their University ID card and present it upon request.
- Cooperate with security personnel during bag checks, screening, or other security procedures.
- Comply with residence hall timings and regulations.
- Cooperate with security staff if there is reasonable suspicion of possession of prohibited items or substances.

The University reserves the right to enter residence hall rooms for safety, security, maintenance, emergencies, room inspections, or where there is reasonable suspicion of a policy violation.

11. MAINTENANCE

MAHE Dubai is committed to maintaining a comfortable, student-centered environment.

Students must report all maintenance, housekeeping, or other housing-related issues promptly through the help desk or login for requests. The form, once submitted and received by the Hostel Facility in Charge, will be processed within 48 hours, on a first-come, first-served basis, with priority given to emergency cases.

For any additional maintenance work in the residence halls or scheduled work in the student rooms, or common areas, students will be informed in advance to ensure privacy and safety.

12. HOUSING FEES

Hostel Fees is an all-inclusive component which includes boarding, lodging, internet, ironing and laundry facilities.

The hostel fees for Academic Year 2026-2027:

Type	Per Student per Academic Year (in AED)
Hostel Fees- AC Single Occupancy	40,000 + 5% VAT
Hostel Fees- AC Double Occupancy	33,000 + 5% VAT
Hostel Fees- AC Triple Occupancy	30,000 + 5% VAT

12.1 A refundable caution deposit of AED 1000 is collected from the student in addition to the hostel fees and this is refunded on vacating the hostel and submitting a no-dues clearance certificate. The university reserves the right to deduct any amount due to the caution deposit towards damage of hostel property and facilities.

12.2 Hostel stays and the discount given is for one academic year (10 months). Any student joining the hostel in the middle of the drive will still be paying for the complete academic year.

12.3 Any student who wishes to break the Hostel contract within the 1st semester of the respective academic year, any discount granted on the hostel fees will be deemed withdrawn and be applicable to pay the Hostel Semester Fee as per the following:

Single Occupancy	AED 22,000 + 5% VAT
Double Occupancy	AED 18,500 + 5% VAT
Triple Occupancy	AED 17,000 + 5% VAT

- Students who opt to stay only for a semester and not continue for an entire contract (10 months) will also be charged the applicable Hostel Semester Fee specified above.

12.4 If the contract is terminated or the student withdraws after the semester (completing five months), the student is liable to pay the remaining full academic year hostel fee. If not settled, the outstanding dues will be applied to the student's account.

12.5 All residents are required to pay the prescribed residence hall fees in advance, as communicated by the University from time to time. If the fees are not paid prior to arrival, payment must be completed within two weeks of joining the residence hall. Failure to make the required payment within the specified timeframe may result in appropriate administrative action, including cancellation of residence hall accommodation.

12.6 Residents are not allowed to stay in the hostel beyond two days after the last day of the second semester. If any student is required to reside in the hostel during the summer break, they will have to get a consent letter from the parent and appropriate written permission from the university. The amount for the stay will have to be paid to the accounts and the receipt is to be produced to the hostel Warden. Such residents will be charged an additional hostel fee for short-term stay as per the intimation by hostel management. To continue staying in the

hostel during the summer break, the extended stay fee with VAT is applicable.

12.7 Students wishing to continue residing in the residence halls for the following academic year must complete their registration **before 10 June**. A registration/ reservation fee of **AED 2,000** is required at the time of registration and will be credited toward the student's residence hall fees for the upcoming academic year.

12.8 A two-week prior notice must be given if any student plans to vacate the hostel during the term.

12.9 Residents who have not paid for the next semester may not stay beyond the last day of check-out and may not leave behind any of their belongings in the room they were occupying.

MAHE Dubai takes no responsibility for any items stored, lost, or stolen.

13. REFUND POLICY

Any payment towards accommodation (except for the security deposit) is non-refundable and non-transferable unless the student's application for admission is not approved or the student cancels at least 15 days before to the start of the term for which the student has paid.

Students who are dismissed from housing due to a violation of MAHE Dubai's *Code of Conduct/Hostel Rules and Regulations* are not entitled to a refund of housing fees.

Students who join after the beginning of the term will be charged full housing fees.

14. CHECK-IN AND CHECK-OUT PROCEDURES

Students arriving on campus should report directly to the Residence Hall entrance to complete the check-in process. The Residence Hall Warden and security staff will be available throughout the designated check-in period to assist residents and provide any necessary support.

A resident is considered to have officially checked into the residence hall upon receiving and accepting the room key. Students are required to complete the check-in process before the commencement of their classes.

Residents must complete the check-out process in accordance with the deadlines and procedures communicated by the Residence Hall Warden. Failure to comply with the prescribed check-out instructions may result in additional charges or other administrative action.

Only students who have paid housing fees will be considered for housing on campus.

Upon arrival, students are required to submit the following documents:

- all completed and signed residence hall documents, including the Residence Hall Contract,
- Parent/Guardian Contact Information Form,

- Curfew Consent Form (where applicable),
- Health Declaration Form and any other required housing documents.

15. ROOM TRANSFERS

Students are responsible for moving their personal belongings when transferring from one room to another. The University is not responsible for any loss of or damage to personal belongings during the transfer process.

Subject to availability, support staff may assist students with moving their belongings. However, such assistance is provided as a courtesy and neither the staff nor the University will be held liable for any loss or damage that may occur during the move. Students may request a room transfer only once during an academic year. All room transfer requests are subject to availability and require approval from the Office of Student Affairs.

The University reserves the right to reassign students to a different room whenever necessary for operational or administrative reasons, including during the summer extended stay period.

If a student remains the sole occupant of a shared room after their roommate has checked out, they may be required to relocate to another room or share accommodation with another student in a similar situation.

Students will be notified of any room reassignment via their university email by the Residence Hall Warden and are **expected to complete the move within two (2) days of receiving the notification**. Failure to relocate within the specified timeframe may result in the room being reclassified as a single-occupancy room and the applicable single-room charges will be applied to the student's account.

These procedures are intended to ensure the efficient use of residence hall space and to facilitate room maintenance and operational requirements.

16. END-OF- SEMESTER MOVE-OUT AND STORAGE POLICY

At the end of the semester, all residents must vacate their rooms and remove their personal belongings.

Students approved to return to the residence halls for the following academic term may store a **maximum of two (2) boxes or one (1) suitcase weighing up to 30 kg** during the vacation period, subject to availability and approval by the Residence Hall Warden.

All items must be securely packed, locked (where applicable) and clearly labeled with the student's name, student ID number, room number and contact details. Loose items, open cartons, bags, or unpacked belongings will not be accepted for storage.

Stored items must be collected within the timeframe specified by the Residence Hall Administration. The University accepts no responsibility for any loss or damage to stored belongings and reserves the right to dispose of unclaimed items after the designated collection period.

16.1 Move-Out Responsibilities

As you prepare for Move-Out, please review the following important guidelines. Failure to clean your room, remove all personal belongings and dispose of trash appropriately will result in a **cleaning charge of 500 AED**. Your room should be left in the same condition as when you moved in.

16.2 Move-Out Checklist

Before checking out of the residence hall, residents must ensure that the following requirements have been completed:

- Remove all personal belongings from the room. Any unclaimed belongings will be considered abandoned, and the University will not be responsible for their loss, storage, or disposal.
- Dispose of all rubbish in the designated waste disposal areas.
- Empty and clean all drawers, wardrobes, shelves, cabinets and other storage spaces.
- Return all furniture to its original arrangement.
- Leave the room in a clean and orderly condition.
- Return all room keys directly to the Residence Hall Warden.
- Complete the official check-out procedure and sign the check-out form in person.
- Room keys must not be left in the room or given to another student to return.

16.3 Room Inspection

MAHE Dubai reserves the right for its Residence Hall Administration to enter and inspect rooms in the interests of the health, safety and proper conduct of the residents or to maintain or repair the premises. Entry may be made at any time, whether the resident is present and without prior notice to the resident if there are reasonable grounds to believe that any substance, material, or item is being kept or used on the premises in any manner that is prohibited by the rules/regulations of MAHE.

MAHE Dubai reserves the right to take photos/videos of the room and any personal belongings if it is found that a student may be in violation of the housing rules.

17. HOSTEL PROTOCOLS

Hostel Evening Return Timings	Before 12 AM
Hostel Night Out Return Timings	After 5 AM
Attendance Hours	9:30 PM – 12 AM
Silent Hours	12 AM – 5 AM

17.1 Hostel Timings

Movement into and out of campus is strictly prohibited during the designated **hostel return hours**, keeping in mind the safety of students. Students are expected to be

mindful of the **hostel return time** and plan their outings accordingly to avoid any delays. Please note that unavailability of transportation or traffic congestion will not excuse violations of the **hostel return time**, which is set at **12:00 AM (midnight)**.

17.2 Attendance at the Hostel

Students are expected to report for attendance as tabled above. In the event of illness preventing students from logging their night attendance, the Wardens need to be informed before the start of the attendance time for them to validate and record the same.

Late arrivals to the residence hall, including returning after the designated curfew time without prior approval, may result in the assignment of disciplinary violation points in accordance with the Residence Hall disciplinary system. Late arrivals/ violation of attendance protocols per academic year will affect your hostel allotment for future years. The Deans, Program Coordinators and parents of continued repeated offenders will be duly intimidated. In acute cases, the resident may have to vacate the hostel.

17.3 Silent Hours

Students need to be in their own rooms during the silent hours.

Entertaining friends in your room / being present in rooms other than your own during silent hours is strictly prohibited. **Note that Wardens and hostel authorities are permitted to visit your rooms for any administrative purposes, including surprise inspections during the silent hours and students are expected to cooperate.**

Violation of silent hours will be reported to the Office of Student Affairs for disciplinary action.

17.4 Unauthorized Absence from Hostels

Absence from the hostel without prior approval will invite disciplinary action.

If a student is found missing post-attendance hours, Wardens will first attempt to contact the student. If unreachable, parents will be informed to confirm their awareness of the student's absence. Parents who confirm the absence must send an email to the hostel Warden. This email serves only as confirmation and does not exempt the student from disciplinary consequences. If both the student and parents are unreachable, or if parents are unaware of the student's whereabouts, the matter will be reported to The Head of the Office of Student Affairs, who will take appropriate action.

Where necessary, the University may immediately notify the Local Authority.

18. DISCIPLINARY MEASURES

18.1 Residence Hall Disciplinary Point System

To promote a safe, respectful and supportive residential community, students are expected to comply with all Residence Hall rules and regulations. Violations of these regulations may result in the assignment of disciplinary points, in addition to any other disciplinary measures deemed appropriate by the University.

Each violation carries a designated number of disciplinary points, as determined by the Residence Hall Administration. **The maximum number of points that may be assigned for a single violation is 10.**

Students who accumulate a total of **10 disciplinary points** may be required to vacate the residence halls and may also be subject to additional disciplinary action by the University, including suspension or dismissal, depending on the nature and severity of the violation. Parents or guardians may be notified in cases involving removal from the residence halls.

18.2 Explanation of Violation Points

VIOLATIONS POINTS	
Hostel Return Time /Overnight - Residence Hall Violations	
Failure to return to the residence hall by the prescribed return time without prior written parental consent.	5
Overnight, no parental consent	5
Loitering on campus after midnight	5
Forging documents/signatures/emails	10 (Dismissal)
Residence Hall Violations - Conduct and Community Living Violations	
Smoking in the Housing *	9
Consumption or possession of alcohol in Housing	10 (Dismissal)
Disturbances and disruptions due to alleged alcohol or drug consumption	10 (Dismissal)
Putting other residents at risk or in an unsafe situation	9
Social Media Conduct and Violations	5-10**
Unnecessary noise and undue disturbances	3
Disrespect to MAHE staff	5
Public Display of Affection (PDA)	3
Violence and altercations	5-10**
Theft of food items from fridge	3-5
Gambling	10 (Dismissal)

Room and Facility Misuse Violations	
Altering of locks/Duplicating keys	9
Violation of recreational facility rules	2-10**
Breaking locks	6
Theft	10 (Dismissal)
Vandalism	5-10**
Having prohibited items inside the room – candles, incense burners, bakhoor and bakhoor burners, microwaves, toasters and other cooking appliances	9

Any other violation, which is detrimental to the reputation of MAHE or the student, will result in the student receiving between 1 - 10 points.

* *Smoking includes all types of tobacco products including: cigars, cigarettes, electronic cigarettes, tobacco pipes, shisha and midwakh.*

** *To be determined jointly by the Residence Management Team.*

19. SMOKE-FREE ENVIRONMENT POLICY

Smoking of any kind including cigarettes, e-cigarettes and vapes, is strictly banned across all hostel premises. This includes bedrooms, apartments, hallways, indoor common areas, covered walkways and outdoor spaces where smoke could drift into buildings.

Smoking is also prohibited during all hostel events. Smoking is exclusively permitted within explicitly marked, designated smoking zones. Residents are not allowed to keep or use tobacco products in their rooms or any shared hostel spaces.

This policy applies to all residents, their family members and their guests. Residents are fully responsible for ensuring their visitors follow these rules.

Anyone who violates this policy will face disciplinary action including fines.

20. ALCOHOL & DRUG POSSESSION OR CONSUMPTION

The possession, consumption, or distribution of alcohol, illicit drugs and unauthorized controlled medications within the hostel premises is strictly prohibited, standing in strict alignment with the laws of the United Arab Emirates. The use of any illegal substances or the unauthorized misuse of prescription medication will not be tolerated under any circumstances.

Hostel Management maintains a zero-tolerance stance and reserves the absolute right to immediately report any incident, possession, or suspicious activity to the relevant UAE law enforcement authorities.

21. PUBLIC DISPLAY OF AFFECTION (PDA)

Any form of PDA, including holding hands, hugging, or kissing, is strictly prohibited within hostel and university premises.

22. PETS

Keeping pets of any kind (including fish, hamsters, etc.) in or about university residences is prohibited.

Violations may result in **an administrative fee per day** until the pet is removed, plus a cleaning fee if necessary and possible loss of Student living hostel privileges.

23. RESPONSIBLE USE OF SOCIAL MEDIA

Posting defamatory, offensive, or inappropriate content about the university, staff, or fellow students is strictly forbidden. Spreading false information or engaging in cyberbullying will be dealt with seriously.

Students are expected not to interact, on behalf of the University, with media representatives or invite media persons onto the campus without the permission of the University authorities.

24. GENERAL HOSTEL RULES

Any matter related to basic amenities can be reported to the Wardens.

Any hostel resident who may have a complaint/suggestion of any kind may record the same by approaching the Warden. They will take up the case with the Hostel Facility in Charge at the earliest who will take proper action in the matter. In case the complaint is not attended to despite providing a reasonable time, the complaint may be submitted in writing to the Office of Student Affairs.

All suggestions for improvement shall be placed before the Hostel Committee and depending on their practicality, if approved by the said committee in the interest of all concerned, they should be implemented.

24.1 Stay in the hostel is limited to a prescribed duration as mentioned in this handbook. Duration of stay in the hostels will be allowed as per the academic calendar only.

24.2 Residents are responsible for safeguarding their personal documents, including passports, Emirates IDs and student identification cards. Students are advised to always keep these documents secure and must not share them with any unauthorized person.

24.3 All residents are expected to always comply with the laws and regulations of the United Arab Emirates. Students are responsible for understanding and adhering to applicable laws, as a lack of awareness or knowledge of the law will not be accepted as an excuse for non-compliance.

24.4 In case of damage to any building, furniture or other hostel property by misuse/neglect, the cost of repairing and/or replacement will be recovered from the student(s) known to be immediately responsible, but, if the person(s) causing the damage are unknown, the cost can be recovered equally from all the residents of the room/hostel depending on the location of the damage.

24.5 No hostel resident is permitted to use electrical appliances of any kind whatsoever, such as Washing machines, Music systems, Induction Heaters, Electric kettles, Iron boxes, Digital Screens & printers etc. in their rooms unless specifically permitted due to special reasons.

24.6 No hostel resident is permitted to invite anyone into the hostel premises or keep anyone in the student's room under any circumstances. Defaulters shall be immediately expelled from the hostel and may also face severe disciplinary actions including expulsion from the University. No hostel resident is permitted to entertain any visitor without the consent of the Warden and in any other room of the hostel other than the designated area.

24.7 Any association, active or passive, by any hostel resident with any unlawful organization, consumption of alcohol, drugs or any other intoxicant by whatsoever name or possession of any kind of ammunition or weapon of assault or any other illegal possession by whatsoever name called is strictly prohibited.

24.8 Hostel Residents found under the influence of alcohol, drugs or any other intoxicant by whatsoever name will be liable to violation points and other suitable disciplinary action depending on the severity of the case and the decision of such action will be taken by a disciplinary committee.

24.9 All hostel residents shall strictly adhere to the mess and other timings (i.e., of entry, exit etc.) of the hostel as may be prescribed from time to time.

24.10 No hostel resident is permitted to cook any food in the hostelrooms. **Cooking is strictly prohibited.**

24.11 Hostel residents are forbidden to engage any person from within the hostel or outside to carry out personal services.

24.12 Every hostel resident entering/leaving the hostel is required to do the entry/exit through the access control system to punch the student's time of entry/exit.

24.13 Night attendance is mandatory for all residents.

24.14 All residents are always to keep their rooms in a clean and orderly manner.

24.15 It is obligatory for every hostel resident to seek prior permission from the Warden/ Faculty in Charge to leave the Hostel during the active period of the University (including the weekend or any other holiday) and during the vacation period. The student is required to submit the request **at least 2 days in advance** to the Hostel Warden to verify the request from the resident's Parent/Guardian before allowing the resident permission. **Written permission request from the parent/guardian must be submitted before the student is permitted to leave the residence hall.**

24.16 Residents who are diagnosed with a serious communicable disease or any medical condition requiring continuous care may be required to temporarily vacate the residence hall to

ensure their own well-being and to protect the health and safety of the residential community.

24.17 Before returning to the residence hall, residents must submit a Medical Fitness Certificate issued by a registered medical practitioner confirming that they are fit to resume living in a shared residential environment.

24.18 Residents experiencing a mental health condition that requires ongoing medical attention, specialized care, or temporary support outside the residence hall environment may be advised to seek appropriate treatment and support to ensure their well-being and the safety of the residential community. In cases where a resident's condition requires a period of recovery or care away from the residence hall, the University may recommend a temporary leave of residence. Before returning, the resident may be required to provide appropriate medical clearance or documentation from a qualified mental health professional confirming their readiness to resume living in a shared residential environment without the need for continuous supervision.

24.19 Residents should cooperate in carrying out maintenance work and vacate their rooms completely (if required) when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternative 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.**

24.20 The residents should not screen any illegal/ pirated/unauthorized/unlicensed/obscene material in their computers and common rooms. Any violation will be dealt with severity.

24.21 The residents should not move any furniture from its proper allotted place and will not damage it in any way. If there are any additional items other than the ones belonging to the hostel in a room, the occupant of the room shall hand them over to the Warden.

24.22 Any student who is found to be indulging in illegal/prohibited/immoral activities/drug abuse/undesirable activities such as physical assault, damage to property, etc., will meet before the Disciplinary Committee of the University and shall be liable to the following disciplinary action.

- i.** Expulsion from University/ Hostel.
- ii.** A record of the student's misconduct will be made in the personal file.
- iii.** The cost of damage will be fully recovered from him/her together with a penalty.
- iv.** Students may be subject to fines for conduct violations.

24.23 The use of audio systems, which may cause inconvenience to other occupants, is not allowed.

24.24 When the residents go out of their rooms, they should switch off all the electrical appliances and always keep them locked.

24.25 Residents admitted to the Hostel shall, on the first day of admission, fill out the Personal

Details form available with the Warden and in case of a change of contact details or any other detail, the student must inform the Hostel Wardens immediately.

24.26 Laundry services are provided in the Hostel. Washing and drying clothes in rooms is strictly prohibited. Doing so may attract fines.

24.27 The Warden constituted by the University will make surprise checks to all the hostels at any time. During the surprise checks the residents should produce their ID. **Any misconduct/non-compliance in any manner will result in violation points and subject to disciplinary actions.**

24.28 No female visitor will be allowed entry into the male's hostel. Similarly, no male visitor shall be allowed to enter the female's hostel. Only such visitor(s) will be allowed to meet a resident if the student's name has been submitted by the resident & resident's parents /guardian as an approved visitor.

24.29 Visitors are permitted to visit a resident only on Holidays (8 AM to 7 PM) & Weekdays (5 PM to 7 PM). Visitors are allowed only up to the visitor lounge; residents should ensure they are not taken to the resident's room. All visitors to the hostel, including the parents/guardians, will have to make necessary entries in the visitor register available at the hostel with the security.

24.30 A visitor of any hostel resident who disturbs the peace and dignity of the hostel or contravenes any of its rules and regulations shall be denied any further right to visit the hostel and immediately be asked to leave the Hostel premises. In addition, their ward may also be dealt with in accordance with the discipline policy or as deemed fit by the University.

24.31 Where damage to residence hall property occurs in a common area and the individual(s) responsible cannot be identified, the cost of repair or replacement may be shared collectively among the residents of the affected area.

24.32 Residents are expected to behave as responsible adults and thereby should not indulge in practices/activities, which may endanger their own personal safety as well as others.

24.33 Residents will be personally responsible for the safety of their belongings.

24.34 Residents are required to immediately report any unusual incidents, unauthorized activities, or safety concerns within the hostel or campus premises to the Warden.

24.35 Residents are strictly prohibited from keeping or using personal vehicles on campus. Personal vehicles will only be allowed if the resident has obtained prior written approval from the Warden. Any resident found using a personal vehicle without this explicit approval will be fined and subject to suitable disciplinary action.

24.36 Residents should not arrange any functions or meetings within the hostel or outside or within the University campus without specific permission of the Office of Student Affairs. When any function is permitted, it will be conducted under Warden's supervision.

24.37 Residents are required to maintain a clean, healthy and presentable living environment at all times. Littering is strictly prohibited; all garbage and personal waste must be disposed of properly using the designated waste bins provided in the hostel.

24.38 Any case of theft should be reported promptly to the Hostel Warden. However, hostel authorities will not take any responsibility for any theft.

24.39 The jurisdiction of MAHE Dubai is confined to the campus/hostel premises. If our residents create law and order problems outside the campus/hostel premises, they are answerable to the police or the respective state authorities.

24.40 The residents are informed that the hostel facilities and its residents fall under the jurisdiction of the local authorities (Dubai International Academic City/DIAC) and any activity in violation of the local law will not be tolerated. The Hostel Management will report unlawful activities to the relevant state authorities.

25. ANTI-RAGGING

Ragging in any form is banned inside and outside the campus.

Strict action is taken against people flouting this rule; no leniency will be shown. Suspension pending enquiry and/or withdrawal from the hostel/ college is the first action against the offender. Freshers are encouraged to report incidents of ragging.

All residents are required to sign the Anti-Ragging Undertaking form.

26. PHOTOGRAPHY

To foster a comfortable and inclusive environment, all residents and guests to adhere to the following guidelines regarding photography:

26.1 No Unauthorized Photography

Federal Laws strictly prohibit taking or publishing photos/videos of individuals without their explicit consent.

26.2 Restricted Areas

Do not photograph security checkpoints, government buildings, police vehicles or private residences.

26.3 University Grounds

Academic campuses are Private Property. You cannot set up tripods or conduct shoots on campus grounds without the University's written consent.

27. IMPORTANT CONTACTS

INFORMATION	NAME	CONTACT	EMAIL ID
CAMPUS NO		+971 44290777 +971 48006832 +971 44290888	info@manipaldubai.com
WARDEN ON DUTY FEMALE	DRISHTI AHUJA	+971 566034582	drishti.ahuja@manipaldubai.com
WARDEN ON DUTY MALE	ASHISH CHETTRI	+971 565208298	ashish.chettri@manipaldubai.com
CHIEF HOSTEL WARDEN	ARUN DHANKHER	+971 564097711	arun.dhankher@manipaldubai.com
FACILITY IN CHARGE	BIPIN SINGH	+971 528994541	bipin.singh@manipaldubai.com
WELLBEING OFFICER	BHAVYA SYAM		bhavya.syam@manipaldubai.com
HEAD OF STUDENTS AFFAIR	SHALINI NAIR	+971 505590492	shalini.nair@manipaldubai.com
FINANCE DILEEP KUMAR		http://servicedesk.manipaldubai.com/support/login	
IT DEPARTMENT ZEESHAN KHALANDAR		Service Desk QR code	
VISA DEPARTMENT PRAVEEN KUMAR			
		SCAN ME	

These rules have been framed by the concerned authorities of the University and are subject to alteration/modification/review at the exclusive discretion of the Board of Management of the University, either in part or whole, at any time hereafter. Such amendments, alterations, modification, additions, deletion, if any shall be binding from the date of their notification by Hostel Management.

28. TERMS AND CONDITIONS FOR HOSTEL FEE ADVICE

- All figures mentioned are in AED
- All cheques must be issued in the name of “**Manipal Education (MENA) FZLLC**”.
- Any additional bank charges incurred during direct remittance must be borne by the student, in addition to the total payable amount for every transaction.
- **A late payment fine of AED 525** will be applicable for any payments not made by the specified instalment date.
- Change of instalment plan within the academic year is not allowed.
- The Hostel stay and any discount provided are applicable for one academic year (10 months).
- **Any student joining the hostel in the middle of the semester are required to pay the full fee for the complete academic year.**
- Students wishing to stay only for a semester and not continuing for an entire contract (10 months) the following semester fee is applicable:
 - Single Occupancy: AED 22,000 + 5% VAT
 - Double Occupancy: AED 18,500 + 5% VAT
 - Triple Occupancy: AED 17,000 + 5% VAT
- However, if the contract is terminated after the semester, the student is required to pay the full remaining fee to vacate the hostel. If not settled, the outstanding dues will be applied to the student's account.
- Any extension of stay during July and August is subject to prior administrative approval. Approved extensions will be billed at the applicable seasonal rate plus VAT, which must be paid prior to the commencement of the extension period.
- To continue staying in the hostel for subsequent academic years, **a registration fee of AED 2000 is required to be paid by 10 June.** This fee will be adjusted against the hostel fee paid by the student. This fee will be forfeited if the student does not join the hostel and is non-refundable at any circumstances.
- During extended stays in July and August, all routine transportation services including weekend trips and standard pick-up or drop-off facilities will be suspended, requiring residents to arrange their own transport.
- Before occupying their assigned room, every student is strictly required to meet with the Hostel Warden to sign the official hostel agreement. Completion of this process is mandatory, and room access will not be granted until the agreement has been fully completed.

