

## **MPI Hostel Rules and Regulations**

MPI provides hostel facilities and other services at minimal cost to support the well-being and convenience of outstation students. As an organization, it is essential to implement rules and regulations to protect the welfare and rights of both individuals and the community as a whole.

**PRIORITY WILL BE GIVEN TO NEW STUDENTS. YEAR 2 AND YEAR 3 STUDENTS WILL BE GIVEN CONSIDERATION DEPENDING ON AVAILABILITY OF ROOMS WITH TERM AND CONDITIONS.**

### **1. FACILITIES**

#### **1.1 Room Facilities**

Each hostel room is furnished with the following items:

- 1.1.1 Single bed with mattress (residents must provide their own pillow, blanket, bed sheet, and pillowcase).
- 1.1.2 Study table and chair
- 1.1.3 Wardrobe
- 1.1.4 Curtains
- 1.1.5 Lighting fixtures
- 1.1.6 Ceiling fan (for Quad-sharing rooms only)
- 1.1.7 Air-conditioning unit (optional, subject to additional charges)

#### **1.2 Shared facilities :**

Common facilities available for residents include:

- 1.2.1 Access card reader for hostel entrance
- 1.2.2 Pantry area with dining table, chairs, refrigerator, water dispenser, and ceiling fan
- 1.2.3 24-hr security CCTV monitoring
- 1.2.4 Wireless internet access

## **2. GENERAL RULES**

#### **2.1 Rental of rooms**

Hostel rooms are rented on a **sharing basis**. Single occupancy is only permitted with special approval and will be evaluated on a case-by-case basis. The Hostel Management reserves the right to re-assign rooms whenever necessary.

If a roommate in a Twin or Quad air-conditioned room withdraws before the end of the semester, the remaining resident(s) will be required to move to another occupied room.

Those who wish to stay alone may do so by paying the additional single-occupancy fee for the remainder of the semester.

Installation of **personal door locks** is strictly prohibited.

Residents are advised **not to keep valuables** in their rooms. MPI is not liable for any loss or damage.

#### **2.2 Hostel Deposit**

A **deposit of RM 200** must be paid before check-in (except for part-time hostel students). The deposit is refundable if the room is returned in good condition; otherwise, deductions will be made for repair costs.

Residents must stay **at least one full semester** before becoming eligible for a refund. Those intending to move out must notify the Student Affairs Officer **one month in advance** and complete the *Withdrawal from Hostel (HOS-01-F3)* form. Students awaiting end-semester results may inform the Student Affairs Officer before the new semester begins.

### 2.3 Payment of rental

Hostel fees are charged **per semester** and must be paid by the deadline stated in MPI's *Important Dates Notice*.

Late payments will incur a **RM 10 late fee** plus **RM 2 per day** penalty, unless written approval is obtained from the Principal.

Students facing financial difficulties may apply for **fee deferment** using the official *Application for Fee Deferment* form (available on MPI's website).

#### Payment Methods:

a) Bank draft or cheque payable to "**Pilley Education Enterprise Sdn. Bhd.**"

b) Direct deposit to:

**Pilley Education Enterprise Sdn. Bhd.**

Public Bank Berhad A/C No. **311-311-4719**

(Please email the deposit slip to [mpi@pilley.edu.my](mailto:mpi@pilley.edu.my) with your full name and I.C. number or fax to 084-320 623 as proof of payment.)

### 2.4 Cancellation policy

Once a booking has been confirmed, **no cancellation or modification** is allowed except for extension of stay. No refund will be issued after booking confirmation.

### 2.5 Hostel Meeting

All new and existing hostel residents must attend the **Hostel Meeting** at the beginning of every semester. **Attendance is compulsory.**

### 2.6 Curfew hours

Residents must return to the hostel before the following times, after which the **main gate** will be closed:

Day	Main Gate Closing Time
Sunday – Thursday	10:00 p.m.
Friday – Saturday	10:30 p.m.

**Hostel Gate (Male & Female):** Monday – Sunday 10:30 p.m.

Residents are **not permitted to open the access gate** for anyone returning after curfew hours.

### 2.7 Change of room

Residents must occupy only the rooms assigned to them. Room exchanges or transfer of student are **not allowed** without prior permission from the Hostel Office. Gatherings or celebrations in rooms or pantry areas are prohibited.

### 2.8 Options of Room

MPI offers four room types:

- A. Twin-sharing without air-conditioning
- B. Twin-sharing with air-conditioning
- C. Quad-sharing without air-conditioning
- D. Quad-sharing with air-conditioning

Change of room option is not permitted **after payment is made** and may only be considered in the following semester, subject to availability. Air-conditioners operate on a **timer system** and may be switched on daily from 1:00 p.m. to 6:00 a.m.

**2.9 Semester break holidays**

During semester breaks, all belongings must be **locked in the wardrobe** or removed from the hostel. Nothing should be left on tables or cupboards.

Residents are discouraged from overstaying after completing their course or programme. Additional accommodation fees will apply for any overstay period. Those who wish to stay during semester breaks must email [mpi@pilley.edu.my](mailto:mpi@pilley.edu.my) or WhatsApp 016-953 8803 to apply.

Residents must ensure **rooms, pantry, and washrooms are clean and tidy** before leaving.

**2.10 Registration of electrical appliances**

All electrical appliances must be **registered** with the hostel office. Each resident may operate a maximum of **three (3)** registered appliances. A sticker and name label must be affixed to each approved item.

Only appliances with **recognized safety certifications** (e.g., UL, CSA, SIRIM) and energy consumption not exceeding 1,300 watts are permitted. Unsafe or unapproved items will not be allowed.

**2.11 Hostel keys and Security Access Card**

Residents must return all hostel keys and access cards to the Administration Office or designated drop box (before office hours end) prior to leaving for long semester breaks.

Residents are responsible for keeping their keys and access cards safe. Any loss or damage must be reported immediately to the Admin Office, and the replacement cost will be borne by the resident. **Duplication of keys is strictly prohibited.**

**2.12 Peace And Tranquility**

Residents must not cause inconvenience, annoyance, or disturbance to others, especially between **10:00 p.m. and 6:00 a.m.** Noise, obstruction, or disruptive behaviour is strictly prohibited.

**2.13 Hostel Complaints Procedure**

Anonymous complaints will **not** be accepted. All complaints must be submitted **in person** to the Floor Captain (Level 1), followed by the Hostel Management Person-in-Charge (Level 2), and must include **supporting evidence** (e.g., photos or videos).

This procedure mainly applies to **behavioural issues occurring inside the hostel**, such as disturbances, noise, or other incidents without CCTV evidence—especially those happening at night. In these cases, a complaint will be considered valid **only after a first verbal warning** has been given to the resident involved.

Residents must respect the Floor Captains and follow the reporting procedure step by step to ensure **fair, consistent, and transparent handling** of all matters. Failure to follow this procedure may result in demerit points.

**2.14 Save Energy Policy**

All electrical appliances —including air-conditioners, computers, lights, and fans—must be switched off when not in use and must not be left unattended. If found violating this rule, each room occupant will be charged **RM 12 per day per person** and given demerit points.

**2.15 Cooking**

Heavy cooking is strictly prohibited after 10:30 p.m. Residents may only consume light food (e.g., cup noodles, biscuits) during this time. Residents are responsible for cleaning the pantry and maintaining hygiene and safety at all times.

**2.16 Hostel Storage Fee**

A storage fee is chargeable in **December each year** or during special circumstances. MPI reserves the right to apply or waive charges on a case-by-case basis.

The Hostel Management will remove and dispose of belongings left uncollected after **three written notices** have been issued to the resident.

**2.17 Hostel meals**

Residents must confirm their check-in date at least **14 working days (Monday–Friday)** before the semester begins. Meal charges apply from the date of check-in until the day before check-out. **No refunds** will be given for unconsumed meals.

### 3 CLEANLINESS AND MAINTENANCE

**3.1 Mattress care**

Residents must keep their mattresses always covered with bed sheets and ensure they are clean and well maintained.

**3.2 Hostel Room And Hostel Premises**

Residents must ensure that their rooms are **always clean and tidy**.

Each resident is responsible for maintaining the cleanliness of shared hostel areas such as **corridors, bathrooms, and the pantry**.

Residents must **not paste posters, pictures, or decorations** on walls, doors, or furniture, and must refrain from using materials such as nails, tape, glue, spray, or paint that may stain or damage surfaces.

Residents will be held **financially responsible** for any damaged or missing items due to negligence.

Mattress and mattress cover must remain in their **original rooms** and may only be removed or exchanged with **written permission** from the Student Affairs Office or Hostel Coordinator.

**3.3 Pantry**

When using the pantry basin, residents must ensure that **food leftovers are not washed down the drain**.

Utensils, cutlery, and dishes must be **washed, dried, and stored** in the cabinets immediately after use. Failure to do so will result in confiscation of the items, which will not be returned.

Food waste must be **properly wrapped** in small plastic bags and disposed of in a **covered dustbin**.

The pantry area must be always kept clean and tidy. Tables and countertops should be cleared after every use.

### **3.4 Labelling of Items**

All personal items stored in common areas must be **clearly labelled**. Unlabelled, unattended, or unclean items will be **confiscated without notice** and donated during inspections.

### **3.5 Food Storage During Checkout**

All food items must be removed from the pantry and refrigerator **before checkout**. Any leftovers will be confiscated and donated.

### **3.6 Use of Hostel Facilities**

Residents must handle hostel facilities — including refrigerators, pantry cabinets, and air conditioners — with **care and responsibility**.

Any damage resulting from carelessness or misuse will incur **repair or replacement charges**. Residents should ensure the refrigerator is **cleaned at least once a month**.

### **3.7 Duty Roster**

All residents must follow the **rubbish disposal duty roster** set by the Hostel Captain.

Rubbish disposal should be done **around 6:00 p.m. daily** on each floor. Failure to comply with the roster schedule will result in demerit points.

### **3.8 Bathroom & Common Washing Area**

After showering or washing clothes, residents must **remove fallen hair or lint** to prevent clogging of drainage systems over time.

### **3.9 Cleaning Water Dispenser Container**

Residents must clean the pantry basin and clear any **excess water from the Coway container** after use. Failure to comply will result in demerit points assigned to residents of the respective floor.

## **4. STRICT PROHIBITIONS**

### **4.1 Smoking, Vaping, or Possession of Tobacco Products**

Smoking, vaping, or possession of any cigarettes, tobacco, or e-cigarette products is **strictly prohibited** in all hostel area

The use or possession of **prohibited drugs, ecstasy pills, or other illegal substances** is strictly forbidden within the hostel premises.

### **4.2 Alcoholic Drinks**

All forms of alcoholic beverages or drinks containing alcohol are **strictly forbidden**. Residents must not consume or store alcohol anywhere within the hostel.

### **4.3 Pornographic Materials And Dangerous Weapons**

Residents are not allowed to keep or store **pornographic, obscene, or offensive materials** in any form (digital or printed).

The possession of **dangerous weapons, explosives, or hazardous materials** is also strictly prohibited.

#### **4.4 Gambling**

All forms of gambling are **strictly prohibited** within hostel premises.

#### **4.5 Out of Bound Areas**

Residents are **not allowed to invite non-residents** into the hostel or permit them to stay overnight without written permission from MPI.

All female hostel areas are **out of bounds** to male residents and vice versa.

Residents must not **use, move to, or vacate** any room without prior approval from MPI.

On **check-in and check-out days**, all visitors—including parents and guardians—must obtain permission from Hostel Management before entering the hostel.

#### **4.6 Pouring Water or Throwing Object(s) Out of Window**

Residents are prohibited from **pouring water or throwing any objects** out of windows, as such actions may cause harm or danger to others.

#### **4.7 Keeping Pets**

Residents are not allowed to keep **pets** inside hostel rooms or within the hostel compound.

#### **4.8 Business Activities**

Residents are prohibited from carrying out any **business-related activities** in the hostel, including but not limited to sales, promotion, or trade.

#### **4.9 Tying Ropes in Rooms**

The tying of ropes or strings inside hostel rooms — for drying clothes or any other purpose — is **strictly prohibited**.

#### **4.10 Use of Foul or Impolite Language**

Residents must maintain **respectful communication** at all times. The use of **rude, abusive, or offensive language** towards others is not tolerated.

### **5. VANDALISM**

Residents must take proper care of all hostel premises, furnishings, and facilities. Any act of vandalism, negligence, or misuse will result in disciplinary action, repair or replacement costs, and demerit points according to the Hostel Demerit Table.

#### **5.1 Proper Use of Hostel Facilities**

Residents must **not disfigure, deface, or damage** any part of the building, grounds, or property — including furniture, fixtures, or fittings. Any damage caused by carelessness or deliberate action will be charged to the responsible individual(s).

#### **5.2 Reporting Damages**

If residents notice **any damage** inside, outside, or near their room, they must **report it immediately** to the Hostel Office or Hostel Coordinator.

Failure to report may result in the resident being held responsible for the damage.

### 5.3 Door Lock Issues

If residents experience any issues with door locks (e.g., malfunctioning, jammed, or broken locks), they must **contact the Hostel Office or the person on duty immediately**.

Residents are **not allowed to attempt repairs** on their own, as this may result in further damage and be treated as an act of vandalism.

## 6. LATE RETURN/ SPENDING OVERNIGHT OFF CAMPUS

This section outlines the procedures residents must follow when staying overnight off-campus or returning to the hostel after curfew hours. Proper documentation and timely communication are required to ensure transparency and safety for all residents.

### 6.1 Spending overnight Outside the Campus

Residents are not encouraged to stay overnight off campus.

If overnight leave is necessary, the “*Hostel Night Out*” Google Form must be submitted **at least 24 hours in advance**.

The maximum allowable duration is **seven (7) days**.

Late submissions (less than 24 hours in advance) are permitted only **twice per semester**. Failure to comply will result in demerit points.

### 6.2 Formal Letter for Late Return to the Hostel

All formal letters must adhere to the proper format and be submitted **within 48 hours**.

Letters that do not meet format requirements will be **rejected**.

Submissions may be made in **hard copy or soft copy** with either an **original or electronic signature**.

All accepted letters will be kept for record and reference in case of unforeseen circumstances.

### 6.3 Early Confirmation for Returning Late to Hostel

Residents who expect to return late must submit a **formal letter with a valid reason** to the Student Affairs Office **at least three (3) days in advance**.

**Acceptable reasons include:**

1. Club events (with advisor's signature)
2. Wedding or family events (with photo evidence)

Late submissions after the event will **not be accepted**, and demerit points will be imposed.

### 6.4 Returning Late Due to Unavoidable Circumstances or Religious/ Other Events

Residents returning late due to unavoidable situations must provide **valid evidence** (e.g., photos, police report, bus or flight delay proof).

**Acceptable reasons include:**

- 1) Car accident
- 2) Car or bus breakdown
- 3) Delayed flight or bus schedule

For charity or religious events, residents must submit a **formal letter** endorsed by a **pastor or event organizer** (with contact number) within **one (1) week** after the event.

## **6.5 Part-Time Jobs and Outside Events Unrelated to Methodist Pilley Institute**

Residents involved in **part-time jobs or activities not related to MPI or its clubs** must return to the hostel **before 10:30 p.m.** Those arriving later than 10:30 p.m. will receive demerit points.

## **7. GENERAL SAFETY POLICY**

This policy ensures a healthy and safe living environment for all hostel residents. Cooperation and clear communication between staff and students are essential to maintain safety and prevent accidents. In case of emergency **outside office hours**, residents should contact the **Warden on duty** immediately.

### **7.1 Role of Student Residents**

All residents must **abide by the hostel safety rules and procedures**.

Any health or safety concerns should be **reported immediately** to the Floor Captain or Warden. Residents are expected to act responsibly to prevent harm to themselves or others.

### **7.2 Accident & Sickness (Serious Injuries/ Illness)**

If an accident or serious illness occurs, residents must **report immediately** to the Student Affairs Office, Floor Captain, or Warden.

If staff on duty determine that an **ambulance is necessary**, residents must follow their instructions.

Residents are advised to **wear a face mask** when suffering from a cold, cough, or runny nose to prevent the spread of illness.

### **7.3 Robbery, Theft or Other Criminal Cases**

Residents should **avoid keeping valuables** on campus and must ensure that drawers, doors, and windows are **locked** before leaving their rooms.

Keys and access cards should **never be left unattended, lent, or shared** with others.

Any resident who witnesses a **criminal act** such as theft or robbery must **report it immediately** to the Student Operations Office, House Captain, or Warden, providing as many details as possible.

### **7.4 Fire safety**

Fire safety is the responsibility of **every resident**. All residents must be familiar with **fire safety instructions**, evacuation routes, and assembly points.

In case of fire, residents must **evacuate immediately** through the designated escape routes and assemble at the nearest safe area.

Residents should also learn how to properly **operate fire-fighting equipment** and must not tamper with fire alarms or extinguishers.

### **7.5 Housekeeping safety**

**Clean up spills and water leaks immediately** to prevent accidents.

**Keep passageways and corridors clear** of obstacles and ensure cables or wires do not cause tripping hazards.

**Dispose of sharp objects or broken glass** (e.g., bottles, tins, knives) safely by wrapping them before discarding.

Stack items properly to prevent them from falling.

Do not perform risky actions (e.g., climbing out of windows or use unstable furniture).

## 7.6 Limitation of Liability

Methodist Pilley Institute will **not be liable** for any damage, injury, or loss arising from the use of hostel facilities or services, whether caused by negligence, accident, or other circumstances beyond the Institute's control.

## 8. Consequences & Intervention Of Violating Rules And Regulations

Students who violate hostel rules and regulations will face disciplinary actions as stated in the **Hostel Demerit & Penalty Table (pages 10-12)**.

Depending on the severity of the offence, the consequences may include:

1. **Demerit points**
2. **Monetary penalties or replacement costs, or Both**

Demerit points are cumulative and will remain active for the duration of the student's stay in the hostel.

Residents may earn **merit points (page 13)** through active participation in community service or hostel improvement projects, which can be used to **offset demerit points** upon approval from Hostel Management.

Level of Demerit Disciplinary System	Intervention/ Consequences
Level 1 (10-30marks)	<ul style="list-style-type: none"> <li>● Discussion with the student to identify the cause of misbehaviour and promote corrective understanding.</li> <li>● Explanation of the potential consequences for repeated offences.</li> <li>● Issuance of the <b>First Warning Letter</b>.</li> </ul>
Level 2 ( 31-70 marks)	<ul style="list-style-type: none"> <li>● Issuance of the <b>Second Warning Letter</b>.</li> <li>● Student required to submit a <b>written explanation</b> of their actions.</li> <li>● <b>Revocation of privileges</b>, which may include the withdrawal of tuition fee discounts.</li> </ul> <p data-bbox="568 1545 1346 1612">Assignment of <b>community service work</b> to offset demerit points (subject to approval).</p>
Level 3 ( 71-99 marks)	<ul style="list-style-type: none"> <li>● <b>Notification of parents/guardian or sponsors.</b> For criminal offences, cases will be <b>referred to the police</b>, and <b>student visas may be revoked</b> (if applicable).</li> </ul>
Level 4 (100 marks)	<ul style="list-style-type: none"> <li>● <b>Expulsion from the hostel.</b></li> <li>● <b>Forfeiture of hostel deposit.</b></li> </ul>

\*MPI reserves the right to demerit hostel students and takes discipline actions accordingly for any misbehavior actions.

*All hostel students have the right to make a report to the Hostel Management if any of the hostel students violate the hostel rules and regulations. MPI reserves the right to make spot checks on the hostel rooms, to revise the Rules and Regulations as and when it is deemed necessary without prior notice to residents.*

## MPI Hostel Demerit System: A general guide

### 1. General Rules & Conduct

<b>Codes</b>	<b>Description of Offences</b>	<b>Demerit Marks / Penalty</b>
1.1	Failure to Attend Compulsory Hostel Meeting	10
1.2	Failure to Return Hostel Keys and Security Access Card	10
1.3	Loss of Hostel Key(s) or Security Access Card	10 / RM50
1.4	Spoilt or Damaged Security Access Card	RM20
1.5	Key broken/damage	RM5/per pc
1.6	Fail to Follow Hostel Complaints Procedure	10
1.7	Pouring Water or Throwing Objects Out of Window	10
1.8	Keeping Pets in Hostel Room or Premises	10
1.9	Bringing outsiders into the hostel without permission	20
1.10	Changing room without permission/ stay in others room	20
1.11	Disturbance of Peace and Tranquillity in Hostel	30

### 2. Safety, Facilities & Energy Usage

<b>Codes</b>	<b>Description of Offences</b>	<b>Demerit Marks / Penalty</b>
2.1	Use of Unregistered Electrical Appliances	20 / RM30
2.2	Failure to Comply with Save Energy Policy	20
2.3	Cooking in Room / Improper Use of Pantry	20
2.4	Cooking After Curfew	20
2.5	Fire Safety Violation	50
2.6	Unauthorized Removal or Exchange of Mattress / Mattress Cover	RM50

### 3. Cleanliness, Maintenance & Property Care

<b>Codes</b>	<b>Description of Offences</b>	<b>Demerit Marks / Penalty</b>
3.1	Failure to Maintain Room, Pantry, and Washroom Cleanliness Upon Checkout	RM30
3.2	Tying Ropes Inside Room for Drying Clothes	10

3.3	Failure to Clear Excess Water from Coway Container / Pantry Basin	10
3.4	Failure to Follow Duty Roster for Rubbish Disposal	20
3.5	Failure to Clean and Store Utensils After Use	20
3.6	Installation of personal door locks is not allowed.	20
3.7	Failure to Maintain Cleanliness of Room and Hostel Premises	30
3.8	Defacing/ Missuse or Damaging Hostel Property	30/Repair or Replacement Cost

#### 4. Major Prohibitions & Misconduct

<b>Codes</b>	<b>Description of Offences</b>	<b>Demerit Marks / Penalty</b>
4.1	Smoking, Vaping, or Possession of Cigarettes / Tobacco / E-Cigarettes	30
4.2	Possession or Consumption of Alcoholic Drinks	30
4.3	Gambling Activities within Hostel Premises	30
4.4	Sexual Harassment	30
4.5	Carrying Out Business or Promotional Activities in Hostel	30
4.6	Use of Foul or Impolite Language	30
4.7	Not cooperative, disrespectful, rude, or impolite towards staff	30
4.8	Unauthorized Entry into Out-of-Bound Areas or Rooms	50
4.9	Possession of Pornographic Materials / Dangerous or Explosive Methods or Weapons	50
4.10	Use or Possession of Prohibited Drugs / Ecstasy Pills or Illegal drugs	50
4.11	Indecent exposure	50

#### 5. Overnight Stay & Late Return Regulations

<b>Codes</b>	<b>Description of Offences</b>	<b>Demerit Marks / Penalty</b>
5.1	Failure to Submit Proper Formal Letter for Late Return	10
5.2	Failure to Submit Early Confirmation Letter for Late Return	10

5.3	Late Return Due to Unavoidable Circumstances (Without Proper Evidence)	10
5.4	Late Return Due to Part-Time Job or Unrelated Outside Events	10
5.5	Opening Access Gate for Others After Curfew Hours	30
5.6	Late Return to Hostel After Curfew Hours	30
5.7	Spending Overnight Outside the Campus without notice	50

**Merit points system proposed:**

Category	Examples of Eligible Actions	Merit Points	Verification / Evidence
<b>Cleaning &amp; Hygiene</b>	➤ Cleaning toilet / washroom areas ➤ Cleaning pantry, corridor, or common space ➤ Deep cleaning refrigerator, water dispenser, or basin. ➤ Maintaining tidy surroundings beyond duty roster	10	Before-and-after photos; floor captain / warden verification
<b>Gardening &amp; Environment</b>	➤ Watering and maintaining plants ➤ Removing weeds and fallen leaves ➤ Designing / maintaining hostel garden corner ➤ Cleaning or maintaining fishpond	10	Photo proof; staff or coordinator verification
<b>Maintenance &amp; Labour Support</b>	➤ Assisting with hostel furniture moving, cleaning drives, or basic setup work ➤ Helping during maintenance or safety checks ➤ Minor repair assistance (under supervision)	10	Task list signed by hostel staff or supervisor
<b>MPI Event / Hostel Activity Support</b>	➤ Helping during official MPI non-academic events (e.g., orientation, exhibitions, celebrations) ➤ Serving as usher, logistics helper, or registration crew ➤ Leading hostel activities (e.g., festive decoration, cleaning campaign)	10	Event coordinator signature or attendance record
<b>Leadership &amp; Responsibility</b>	➤ Serving as Floor Captain, Hostel Representative, or duty leader ➤ Actively mediating peer conflicts or promoting harmony ➤ Taking initiative to remind peers of hostel rules respectfully	15	Hostel management recognition / documentation
<b>Peer Support &amp; Academic Encouragement</b>	➤ Organising study groups or peer-learning sessions ➤ Helping new residents adapt to hostel life (orientation buddy) ➤ Assisting others with language or study challenges	10	Attendance list or staff verification
<b>Safety &amp; Responsibility</b>	➤ Reporting hazards, unsafe conditions, or maintenance issues promptly ➤ Providing assistance during emergencies (fire drills, first aid) ➤ Upholding safety measures and encouraging compliance	10	Report log / verification by hostel staff
<b>Social Responsibility &amp; Community Service</b>	➤ Participating in voluntary work organised by MPI or external NGOs ➤ Contributing to hostel charity drives, recycling projects, or donation campaigns	10	Certificate, attendance proof, or staff acknowledgement

<b>Creativity &amp; Improvement Projects</b>	<ul style="list-style-type: none"> <li>➤ Suggesting and implementing improvements to hostel facilities or community activities</li> <li>➤ Designing posters, guidelines, or awareness materials for hostel campaigns</li> </ul>	10	Project documentation or approval by Hostel Management
<b>Consistent Positive Conduct</b>	<ul style="list-style-type: none"> <li>➤ Maintaining exemplary cleanliness, punctuality, and cooperation for a full semester</li> <li>➤ Zero demerit points + active participation in hostel activities</li> </ul>	10	Semester review by Hostel Management