

Hostel Rules and Regulations

1. HOSTEL MANAGEMENT

The *Hostel Management* team is constituted by The Dean (student welfare), Chief Warden, Warden(s) and Assistant warden(s). They shall be responsible for the proper functioning of the affairs of the Hostel.

2. ROOM ALLOTMENT

- I. A duly filled-in prescribed Personal Data Form containing the current address, mobile/telephone number and the e-mail address of the parents/guardian is to be submitted by each resident at the time of admission into the Hostel at the beginning of every year. Any change in this information at any point of time has to be intimated to the Hostel office in writing.
- II. A minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as a table, a chair, a ceiling fan with regulator and a reasonable light fitting will be provided by the Hostel Management.
- III. Allotment of rooms shall be the sole discretion of the Hostel administration, where the rooms may be allotted either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives e.g. fostering cross-cultural relationships.
- IV. The students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special conditions. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the Hall Management.
- V. B. Tech. students shall occupy a seat/room only during the semesters. No B. Tech. student will occupy the room during vacation. However, he/she may be permitted by the Hostel Management to stay on request if he/she is doing any course work/project work/Institute work/Hostel work.
- VI. Only after the room allotment is made by the hall warden concerned, the resident shall be allowed to occupy the room. Change of room may be permitted in exceptional cases, provided it is deemed necessary/justified by the Warden. Unauthorized occupation of any room or exchange of rooms shall be treated as serious violation of disciplinary rules of the hostels. Residents found guilty of such violation of the hostel rules shall be expelled from the hostels without any further enquiry.

(The students are supposed to vacate the rooms on the day next to the last working day of each semester, hand over the keys to the hostel office and mark their date & time of departure from the hostel. Failure to do so will attract penalty. However, students who have to stay back for genuine reason will be permitted only on getting written permission from the concerned faculty supervisor or any other office and submitting the same to the hostel office in advance.)

- VII. The Hall Management in exigencies, without assigning any reason, may shift inmates from one room to another.
- VIII. The students have to fill up the prescribed 'Room Vacating Slip' in triplicate and submit them to the Warden before vacating the rooms. The furniture, electrical installations

including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Hostel Management at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the Hostel Management shall be recovered from the boarder.

- IX. Every student, at the time of admission, has to submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.

3. USE OF APPLIANCES

- I. The use of electrical / electro-mechanical equipment, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, is strictly prohibited by the boarders in or outside the rooms. Private cooking in the rooms or anywhere in the Hostel is strictly prohibited. If such appliance is found in a Hostel room, it will be confiscated and the boarder shall attract both monetary fine of Rs. 5000.00 and disciplinary action by the Hall Management.
- II. Use of audio systems which may cause inconvenience to the roommates or other inmates is prohibited. The use of personal TV, VCR, VCD/DVD, etc. is also strictly prohibited.

Noise Levels / Noise Act under:

Every resident of the hostel has right to be in a quiet and peaceful atmosphere. From 10.00 PM to 6.00 AM, the level of noise from the action of a resident should be sufficiently low so that the activities of the fellow residents are not disturbed. Noise level during the rest of the time should not be a nuisance to other fellow residents. Any complaint from fellow students in this regard will attract investigation and subsequent punishment, if the complaint is found to be genuine.

- III. The boarders should make sure that they have switched off all the electrical/electronic appliances, and lock the doors (at all times) whenever they go out of their rooms. Violation of this rule will attract suitable penalty and punishment as decided by the Hall Management.

4. ID cards and Mess cards

- I. All students should carry their identity cards issued by the institute. Entry to the dining hall will be allowed only on the production of the students' identity cards.
- II. The Mess Committee will be in charge of preparing the weekly menu. The menu will be displayed on the Notice Board. Changes in the menu, if necessary, can be made by the Mess Committee.
- III. Strict discipline should be maintained in the dining hall.
- IV. Day Scholars cannot be entertained as guests in the mess on a regular basis.
- V. Food is to be served only in the dining hall. No inmate is allowed to take food from the dining hall to their rooms. If an inmate is ill, the Hostel Management will make suitable arrangements for his/her food.
- VI. The inmates are strictly prohibited from entering the kitchen.

5. MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTELS

a. Leaving the campus:

Students should carry their ID card, and make an entry in the Hostel register whenever they intend to leave the campus. The security at the gate(s) would verify the ID cards of students before allowing them to go out of the campus.

No students will be allowed to leave the campus after 08:00 PM. Security will collect the ID card of students reaching the gate after 8.00 PM and the ID card will be seized for 10 days and released order is to be obtained from the competent authority.

Repeated violation of the returning time to the hostel would invite strict disciplinary action including expulsion from the hostel.

- b. Students should be present within the Hostel premises between 9:00 PM to 6.00 AM. No student is permitted to stay outside the Hostel during this time without the written permission of the Hostel office. Violation of this rule will invite strict disciplinary action on him/her.
- c. If a student is at library or study room in the campus, he/she needs to inform to the security/supervisor in written form.
- d. If a student wants to go out to the city/town between 6.00 AM and 8.00 PM, excluding the class hours, he/she should submit a filled-up prescribed form (available online) indicating the time of leaving the Hostel and expected time of return with dates. They should also enter their names in the register kept in the Hostel office.
- e. Residents are allowed to go to home only during vacations. In exceptional cases, they shall be allowed to go home only if there is a written request for the same from self /parent/guardian citing genuine grounds and consented by Head of the School he/she belongs. Frequent visit to home is not permitted.

6. CODE OF CONDUCT

- a. All residents are required to maintain standards of behaviour expected of students of an Institute of National Importance. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campuses.
- b. Students involved in any physical assaults will be fined Rs. 5000.00 with a warning. If the students are found guilty for the second time, He/She will be expelled from the hostel with double the fine.
- c. Silence must be observed in the Hostel premises. Unnecessary noises must be avoided.
- d. All residents are required to produce their valid identity cards issued to them by the Institute whenever asked.
- e. The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.
- f. The resident is responsible for the cleanliness and maintenance of his/her room.
- g. He/she is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the Hall Management

- shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item and a fine of Rs. 5000.00 for each item.
- h. In case of any damage or loss of Hostel property kept in the common area, the cost of repairing/replacing the same will be recovered from the boarders responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the wing/Hostel, as decided by the Hostel Management.
 - i. The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the Hostel, the occupant of the room shall hand it over to the Hostel staff, failing to which he/she will be charged a penal rent as decided by the Hostel Management.
 - j. The resident shall not remove any fitting or fixture from any room or common area.
 - k. The residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.
 - l. The residents will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Hall Management shall in no way be considered responsible.
 - m. Engaging personal attendants is strictly prohibited.
 - n. In the Hostel premises the following acts are strictly prohibited:
 - Smoking
 - Consumption of alcoholic drinks
 - Consumption of drugs
 - Gambling
 - Intimidation or violence
 - Wilful damage to property
 - Entering the Hostel premises in an intoxicated state
 - Using abusive languages
 - Cooking in the room or on the Hostel premises
 - Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc.
 - Use of two-wheelers/car/ motor vehicles of any kind.
 - Any security can check any students, if he/she suspects possessing any intoxicating items.
 - o. If the security or any authority finds the hostellers with possession of motor vehicles, the vehicles will be seized until he/she pays the fine of Rs. 10000.00.
 - p. Residents are encouraged to use bicycles. Bicycles should be parked only in the space provided for cycle parking in an orderly fashion, both at the academic and in the hostel premises.

Visitors' Timing:

For Boys

- A student's parents and other male guests may visit him in his room in during visitor's time.
- Lady members are not allowed to visit a male student in his room.

For Girls

- Only female members/guests of the girl students' parents/guardian are allowed to visit in her room during the visiting hour.
- All residents should normally be back in the hostel by 7.00 p.m. In the pursuit of their academic work, they may stay in their laboratories, computer centre or library till 10.00 p.m. but should be back in the hostel latest by 10.00 p.m.
- In case any resident has to stay out in the research laboratory or computer centre for academic work after 11.00 p.m., she may do so after making proper entries in the register regarding her name, name of the laboratory/computer centre, time of leaving the hostel and expected time of return to the hostel. On her return, she will enter in the same register the actual time of her return.
- If a resident wishes to stay out after 10.00 p.m. for any other purpose, she has to take prior permission from the Warden.
- No first year students are allowed to be outside the hostel after 9.00 p.m. without any specific reason. They should obtain a prior approval of the Warden and make proper entries in the register.