

**RULES AND REGULATIONS  
FOR  
HOSTEL RESIDENTS**



**HOSTEL MANAGEMENT**

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,  
DESIGN & MANUFACTURING, KANCHEEPURAM**

**July 2013**

# RULES AND REGULATIONS

## 1. ACCOMMODATION

- 1.1 The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.
- 1.2 Statutorily, hostel accommodation is available to B.Tech students, only during a working semester. No B.Tech student will have a right to occupation of a room during vacation. But he/she may be permitted to stay on request with prior approval of warden, if he/she is doing any course work / project work / Institute work / Hostel work.
- 1.3 Hostel accommodation is available to PG students for a maximum length of stay for Two years. On completion of the viva voce examinations, they need to vacate the room.
- 1.4 Hostel accommodation is available to Ph.D. scholars throughout the year subject to a maximum of 5 years. Ph.D. scholars shall vacate the hostel even in the middle of a semester once they are relieved from the Institute. However, they have to pay establishment charges for the entire semester.
- 1.5 Hostel accommodation may be provided to project staff who are registered for and working towards a research degree at the Institute based on their request for rooms for a limited period, which could be extended, if rooms are available. They are required to pay room rent, establishment charges and any other charges as decided by the Hostel Management. The project staff residing in hostels is governed by the same rules, applicable to regular students of the Institute. Project staffs availing hostel accommodation are **not eligible for HRA** and should keep the Institute informed about the same.

## 2. CONDITIONS OF ALLOTMENT

- 2.1 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Hostel Registration Form. **The telephone number of the parent must be provided.** Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing, at once.
- 2.2 The Hostel Management will generally provide minimum furniture and fittings for each resident consisting of one each of cot, table and chair. Ceiling fan with regulator and, a tube light fittings are also provided.

- 2.3 Rooms once allotted to the students for an academic year will not be changed except on special situations.
- 2.4 The Hostel Management, if in case of non-availability of rooms, can allot more than one person per room.
- 2.5 Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. The electrical installations including the fan should be handed over intact, in addition to the furniture.

### 3. CODE OF CONDUCT

- 3.1 All residents are required to maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 3.2 **All residents are required to carry their valid Identity Cards issued to them by the Institute.**
- 3.3 The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on. If found during surprise inspection, penalty will be levied.
- 3.4 All the girl students are expected to be in the hostel before 10.00 p.m. (11.00 p.m. on Saturdays). If any student wishes to be away from the hostel during the weekend, holidays or any other time, she has to take prior permission from the Assistant Warden / Warden in prescribed form.
- 3.5 **Rooms are allotted to each student on his/ her personal responsibility.** He/she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the Hostel office, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.
- 3.6 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. 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.
- 3.7 The students should not screen pirated / unauthorized / unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.
- 3.8 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

- 3.9 In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Authorities.
- 3.10 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Authorities, failing which he/she will be charged a penal rent as decided by the Authorities.
- 3.11 The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- 3.12 The residents are required to sign an Undertaking form, a copy of which is given as annexure. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the Hostel Management.
- 3.13 **Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely.**
- 3.14 **For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, “ display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:-Teasing, abusing, of playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do”.**

All students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form.

- 3.15 **Smoking** and consumption of **alcoholic drinks** and / or **narcotic drugs** in the Institute including hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. Institute and Hostel zone is a smoke-free zone. Students should not smoke/consumption of **alcoholic drinks** and / or **narcotic drugs etc.**, inside the hostel / room / common room / dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- 3.16 **Institute authorities, Wardens, Assistant Wardens, Hostel Staff have the right to enter into the room for any surprise inspection.**

- 3.17 Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted. Members of the mess staff should not be asked to enter the hostel premises on any account.
- 3.18 Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
- a) He / she will be expelled from the hostel.
  - b) A record of his / her misconduct will be made in the personal file.
  - c) The cost of damage will be fully recovered from him / her together with penalty.
  - d) He / she will also be fined commensurate with the offence committed.
  - e) The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.
  - f) No recommendations will be given to him / her for higher studies.
- 3.19 Any student found hosting / harboring an offender will be also liable to the punishments mentioned.
- 3.20 Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus. The visit of a person of the opposite sex to the hostel is restricted to common room and lounge.
- 3.21 Forming of groups in the name of religion, caste, region, language, in any other form is strictly punished. Stringent action will be taken against the defaulters.

#### **4. GUESTS**

- 4.1 Entertaining guests will lead to severe punishment including expulsion from the hostel. No guests are permitted to stay in the room. Guest room, if available, will be provided to students' blood relatives on chargeable basis.

#### **5. VISITORS**

- 5.1 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
- 5.2 The visit of men to the women's hostel rooms and vice versa is not permitted.

#### **6. USE OF APPLIANCES**

- 6.1 The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

- 6.2 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire/posses objectionable CDs from outside.
- 6.3 **When the students go out of their room they should switch off all the electrical / electronic appliances including charging of computers and mobile phone, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.**

## 7. COLLECTIVE RESPONSIBILITIES

- 7.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- 7.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 7.3 Residents will be personally responsible for the safety of their belongings.
- 7.4 Residents are required to obey all traffic rules inside the campus.
- 7.5 Residents are duty bound to report to the Assistant Warden/ Warden AR/ Director in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 7.6 Residents are required to park the cycles only in the space provided for them in an orderly manner. **No cycles / vehicles should be parked at the entrance or in the corridors.**
- 7.7 Use of powered vehicles by students has been banned. Residents violating this rule are liable for punishment. Powered vehicles brought to the campus will be seized.
- 7.8 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities.
- 7.9 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
- 7.10 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period and even while going to toilets also.
- 7.11 Any case of theft should be reported promptly to the Security Guard and Hostel office.
- 7.12 The jurisdiction of IITD&M Kancheepuram is confined to the campus. If our students create law and order problems inside / outside the campus, they are answerable to the Police.

- 7.13 The students when they go out should plan to return to the campus before 09:00 p.m.
- 7.14 Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute.

## 8. MESS RULES

- 8.1 No student is allowed to stay in the hostel without being a member of any of the messes.
- 8.2 Once a student joins a mess, he / she shall be deemed to have become a permanent member of that mess throughout the semester.
- 8.3 Students who absent themselves on the date of reopening of the Institute after any semester vacation will be deemed to have joined the mess and will be charged accordingly.
- 8.4 Absence from joining the mess will be permitted only by the Director on request for valid reasons, for a maximum period of 10 days only from the date of reopening of the college. Afterwards they will be charged as stated above. Such permission should be obtained and the Hostel staff intimated well in advance of the absence.
- 8.5 The mess timings are as follows and the students should strictly adhere to these timings:
- |             |                           |
|-------------|---------------------------|
| Breakfast   | : 7.00 a.m. to 9.00 a.m.  |
| Lunch       | : 12.00 noon to 2.00 p.m. |
| Evening Tea | : 4.30 p.m. to 5.30 p.m.  |
| Dinner      | : 7.00 p.m. to 9.00 p.m.  |
- 8.6 The system of self service will be followed.
- 8.7 The quantity of food will be unlimited except in the case of special items.
- 8.8 Non-vegetarian will be served as extra items on specified days of the week.
- 8.9 Mess reduction is admissible to the residents of Hostels on the following grounds:
- Approved Semester Vacation declared by the Institute.
  - Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases for a period of more than **five days with prior approval**. Application for mess reduction should be made in the form prescribed and it should be submitted three days in advance. The application should be forwarded by the Warden.
- 8.10 Any absence of a student from the mess exceeding 24 hours, should be intimated to the Hostel Staff / Caterer in the prescribed form so as to regulate the supply of provisions even though the student is not eligible for mess reduction.
- 8.11 In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess reduction should be submitted within the next 3 days.

- 8.12 Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the Hostel Staff by post before expiry of the approved holidays, the probable date of rejoining the mess along with a medical certificate from a Medical Officer not lower in rank than that of a Civil Asst. Surgeon. No mess reduction will be given, if advance intimation is not provided.
- 8.13 No student can claim mess reduction unless he/ she had intimated his / her absence in advance by applying for mess reduction in the form prescribed. Students will be entitled for mess reduction only for N-5 days where N is the total number of days absent from the mess.
- 8.14 Students are not permitted to enter the kitchen or store room of the mess on any account.
- 8.15 Students are not permitted to cook any food on their own accord in the mess or in their rooms.
- 8.16 Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- 8.17 No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- 8.18 Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards (with the approval of Warden and Assistant warden) should not be removed by the diners. Fine will be levied to those who have pasted.
- 8.19 All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 8.20 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- 8.21 All diners shall produce ID card / Mess card to dine every time in the mess.
- 8.22 Students should not bring any pet animals into the mess halls or encourage such practice.

## **9. RIGHTS OF HOSTEL MANAGEMENT**

- 9.1 Any breach of these rules will invite an enquiry that will be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- 9.2 The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.