



# OFFICE OF THE HOSTEL MANAGEMENT

## INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI

### RULES AND REGULATIONS FOR HOSTEL RESIDENTS

**Extract: Please read the Disciplinary Rules for the Hostel Residents**

#### RULES FOR HOSTEL RESIDENTS

##### 1. General Discipline:

- 1.1 Maintain decorum and strictly follow all hostel rules and regulations.
- 1.2 Adhere to the Disciplinary Rules for Hostel Residents to ensure a peaceful environment.
- 1.3 Any act of indiscipline or disruptive behavior shall result in disciplinary action.

##### 2. Cleanliness:

- 2.1 Residents must ensure that their living spaces, including rooms and common areas, are clean and tidy at all times.
- 2.2 Regular inspections shall be conducted, and any violations shall attract penalties.

##### 3. Prohibited Activities:

###### 3.1 Possession/Consumption of Substances:

- This Institute is a drug free workplace. Students are not allowed to consume alcoholic, narcotic drugs or any intoxicating substance in the campus and hostel premises.
- **Smoking within hostel premises is not allowed.**
- Violation shall lead to severe punishment, including expulsion from the hostel and rustication from the Institute.

- Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/ Institute.

###### 3.2 Gambling: Any form of gambling within hostel premises is prohibited and shall attract strict disciplinary measures.

##### 4. Anti-Ragging Policy:

###### 4.1 Ragging in any form is strictly prohibited and is a cognizable offense under the directives of the Supreme Court of India.

###### 4.2 Severe disciplinary actions, including expulsion from the Institute and legal consequences, shall be taken against those involved in ragging.

###### 4.3 Students are encouraged to report any instances of ragging immediately.

##### 5. Usage of Electrical Appliances:

###### 5.1 The following electrical appliances are strictly prohibited: Heaters, Air coolers, Induction heaters, Electric kettles, Washing machines, water heaters, iron-boxes, induction plate, table fan, air conditioners.

###### 5.2 Use of electrical appliances of any kind and cooking is prohibited in rooms.

###### 5.3 Confiscation of prohibited appliances and penalties shall be enforced for violations.

###### 5.4 Use of personal computer/Laptops are allowed for academic purposes.

###### 5.5 Washer-men (Dhobies) are not encouraged in the Hostel.

##### 6. Conducting Meetings:

###### 6.1 No secret activities or unauthorized meetings are allowed on hostel premises.

###### 6.2 Prior written permission from the Warden is required for any meeting.

###### 6.3 Unauthorized meetings shall be treated as a violation of hostel rules and shall result in strict action.

##### 7. Room Allotment and Occupancy:

###### 7.1 Rooms shall be allotted only by the concerned Warden.

###### 7.2 Room changes shall only be allowed in exceptional cases with prior approval from the Warden.

###### 7.3 Unauthorized room occupation or exchange shall be treated as a serious violation.

###### 7.4 Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacations/holidays.

###### 7.5 Students shall be responsible for the proper care of the furniture; fan and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls for common use of all students.

###### 7.6 Students shall be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause, the Institute shall accept no responsibility and shall not be liable for payment of any compensation.

##### 8. Additional Information:

###### 8.1 Residents are encouraged to

- Respect the privacy and rights of fellow residents.
- Promptly report any maintenance issues to the Warden.

###### 8.2 Guests are not allowed to stay overnight in hostel rooms without prior approval.

###### 8.3 Emergency contact numbers and hostel staff information shall be provided upon room allotment.

###### 8.4 No student can keep any motorized vehicle in the campus.

###### 8.5 In the event of an illegal activity in the campus, the institute is obligated to permit the police and judiciary intervention.

###### 8.6 All students must abide by the rules and regulations of the Hall of Residence as may be framed from time to time.

###### 8.7 Vacating form, duly completed shall be handed over before vacating the room.

###### 8.8 No Dues Certificate shall be issued after receipt of vacating form, inspecting the room for damages, if any and payment of semester fee.

###### 8.9 Students shall not take mess items like plate / spoon to their room.

###### 8.10 Hostel property shall not be taken out of the hostel.

###### 8.11 Audio system, if used shall not be disturbing to the other residents.

###### 8.12 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.

###### 8.13 **Firing crackers is strictly prohibited within the hostel premises. Any violation of this rule shall result in disciplinary action.**

###### 8.14 **Students have to use water and electricity judiciously. If fan, tube, etc., found ON in the absence of the students at their rooms, fine will be charged by hostel authorities.**

###### 8.15 **Any violation of this rule will attract penalties and disciplinary actions as deemed appropriate by the authorities.**

##### 9. Hostel Leave and Entry Guidelines:

###### Leave Permissions:

- Hostel students shall not leave the campus without prior written permission from the concerned Warden if leaving after **7:00 PM**.
- Students intending to remain absent from the hostel during the night (between **9:00 PM and 6:00 AM**) must obtain **prior written permission** from the Warden.

###### 2. Emergency Leave:

- In case of emergencies, students should immediately inform the concerned Warden and obtain written permission.

###### 3. Application Process:

- Students must apply for leave in advance, clearly stating:
  - Reason for leaving
  - Address of the destination
- A leave register or an online system should be maintained to record permissions.

###### 4. Entry Recording:

- Students must sign an **entry/exit register** when leaving or returning to the hostel, especially for after-hours movement.

##### 10. Guests:

- Guest (for allotment of rooms) denotes only the parents or a blood relative.
- Guests may be allowed to stay in Hostel Guest rooms on payment of the charges as applicable. The approval has to be obtained a week in advance from office / warden. (Rs. 500 for internal occupants and Rs. 750 for external guests (excluding food)).

#### CONDUCT AND DISCIPLINE

The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:



###### • Ragging.

- Furnishing false statement of any kind in the form of application for admission or forward of scholarship etc. Displaying lack of courtesy and decorum; resorting to indecent behaviour anywhere within or outside the campus.

###### • **Wilfully damaging or stealthily removing any property/belongings of the Institute, Hall or fellow students.**

###### • **Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.**

- Organizing or participating in any group activity in hostel with others in or outside the campus without prior permission of the Competent Authority.

###### • Mutilation or unauthorized possession of library books.

###### • Resorting to noisy and unseemly behaviour, disturbing studies of fellow students.

- Misuse of Internet/e-mail facilities or tempering/hacking with servers anywhere in the Halls of Residence/Departments etc.

###### • Not intimating his/her absence to the Warden of the HOSTEL before availing any leave.

Commensurate with the gravity of the offence, the punishment may be reprimand, fine, and expulsion from the HOSTEL, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute. For an offence committed in (a) A Hostel of Resident, (b) The Department or a classroom and (c) Elsewhere, The Warden, the Head of the Department and the Competent Authority, respectively, shall have the authority to reprimand or impose fine or take any other suitable measure. All cases involving punishment other than reprimand shall be reported to the Chairman of the Standing Institute Disciplinary Committee.

All major acts of indiscipline, which may have serious repercussion on the general body of students, and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Institute Disciplinary Committee appointed by Senate.

##### 11. Hostel Timings:

- Residents of boy's hostel must return to be back in the hostel before 10:00 PM. Late arrival may be permitted by the Warden concerned.
- Late entry shall only be permitted with prior approval from the Warden and under valid circumstances.
- Students participating in institute-approved events or activities that extend beyond the prescribed timing must carry authorization from the concerned faculty or event coordinator.
- Strict disciplinary action shall be taken against habitual latecomers or those returning without permission.

##### 12. Mess Timings: The mess timings are as follows, and students are required to strictly adhere to these timings:

Breakfast: 7:00 AM to 9:00 AM      Lunch: 12:00 noon to 2:00 PM

Snacks: 4:45 PM to 6:00 PM      Dinner: 7:00 PM to 9:00 PM

1. Residents must adhere to the prescribed mess timings to ensure smooth operations and avoid inconvenience.
2. Any complaints or suggestions regarding mess services shall be communicated to the Warden.
3. All diners shall interact with the mess staff in the dining hall in a courteous manner.
4. Relaxation in the hostel and the mess timings are not entertained under any circumstances.

**Note:** Adhering to the prescribed timings ensures smooth operations and minimizes inconvenience to fellow students and staff.

##### 13. Rules for Girls' Hostel:

- Considering the frequency of town bus to Fatima Nagar, all girl students when they go out should plan to return to the campus before 6 p.m. They are expected to be inside the college campus by 6 pm and in the hostel by 9:00 p.m. The parents will be informed for those who repeatedly comes late in the main gate as well as to the hostel. In the extreme case, the student will be expelled from the hostel.
- 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 Warden.
- Fine for late arrival and absence for roll call
  - a. Rs. 100/- for first time
  - b. Rs. 500/- for second time & intimation to Parents
  - c. Suspension from the Hostel for third time.



**OUR CAMPUS IS BEAUTIFUL WITH DIVERSE FLORA AND FAUNA.**

*Hostel is home away from home. Keep it lively, clean, and green*

-Sd-  
Director (i/c)  
IIT-Tiruchirappalli