



இந்திய தகவல் தொழில்நுட்பக் கழகம், திருச்சிராப்பள்ளி
भारतीय सूचना प्रौद्योगिकी संस्थान, तिरुचिरापल्ली
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DISCIPLINARY RULES FOR THE HOSTEL RESIDENTS

The following rules shall apply to both BOY and GIRL students residing in the hostels. Violation of any rule will make the inmate(s) liable to disciplinary action including expulsion from the hostels and also from the institution.

1. Every student must remember that the hostel is the home of the student on the campus and therefore, he/she should behave himself/herself on the campus as well as outside in such a manner as to bring credit to him/her and to the institution.
2. Statutorily, hostel accommodation is available to B. Tech. Students only during a working semester. Hostel accommodation is available to M. Tech students for a maximum length of stay of Two years. Hostel accommodation is available to Ph.D. scholars throughout the year subject to a maximum of 5 years for Ph.D. scholars. 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.
3. A student once admitted into the hostel will continue to be a hostel inmate throughout the academic year unless otherwise debarred from the hostel on disciplinary grounds. Students having dues will not be allowed to register for the coursework. Further, he/she may be expelled from the halls of residence and/or messes.
4. Accommodation may be provided in **Winter/Summer** vacation if he/she is doing any course work/project work or Internships/Institute work /Hostel work with prior permission from the respective Deputy Wardens and Chief Warden. This facility is available only for B.Tech, M.Tech, who are doing their projects in the institute. However, Ph.D. students will stay throughout the year as there is no summer vacation for them. Mess charges will be automatically billed to them.

5. The Hostel Management will generally provide minimum furniture and fittings for each room consisting of one cot, table, and chair for each student, a ceiling fan with the regulator, and a tube light fitting. Room furniture, electrical fittings, etc., are required to be maintained by the students in good condition.
6. Residents shall occupy the rooms only after allotment is made by the wardens concerned. Change of room may be permitted in exceptional cases, by the Chief Warden, provided it is deemed necessary and justified. **Unauthorized occupation of any room or exchange of rooms without permission shall be treated as a serious violation of the disciplinary rules of the hostels.**
7. At the time of admission of a student into the hostel and the beginning of every year, each resident is required to submit a duly completed Personal Data Form (Resident Details). **The telephone number of the parent must be provided.** Local Guardian's address and phone number are optional. The 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 immediately to the hostel office in writing.
8. The students are entitled to 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.
9. **Hostel students shall not leave the campus without prior written permission from the concerned deputy Warden after 7 p.m. No student shall remain absent from their hostels during the night between 9.00 PM and 6.00 AM without the prior permission of the Chief Warden/Deputy Warden.** In case of any emergency, they should take permission (written) from the concerned Deputy Warden / Chief Warden. They shall have to apply for permission in writing in advance stating the reason for leaving and the address of the destination.

10. Hostel students visiting their native place during holidays/semester vacation (**odd/even semester in an academic year**) should get signed in the Leave form from the respective warden along with the print copy of their confirmed tickets (train/bus/plane) before leaving the hostel.
11. All the students are required to carry their identity cards with them when they move inside/outside the campus. Hostel students who leave the hostel without prior permission from the concerned authorities will do so at their own risk and further, they are liable for disciplinary action.
12. **No parents/ guardians are allowed to stay in the hostel.** 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.
13. Any hostel student harboring any unauthorized person(s) will be expelled from the hostel immediately and shall be liable to disciplinary action by the institute.
14. The residents of the hostel should not leave the hostel premises on holidays without prior written permission (Hostel Leaving form) from the concerned authorities. However, for any accident or fatality that may occur during a picnic/excursion, the responsibility does not lie with the institute or Hostel authorities.
15. No resident of the hostel is permitted to take away any articles/utensils etc, from the hostel/mess premises, even to his/her room.
16. No association of students based on region, caste, creed, or race is permitted.
17. **No secret activities or meetings are permitted on the hostel premises.** For holding any meeting in the hostel room or anywhere in the hostel area, prior written permission should be obtained from the Deputy warden and Chief Warden. If the meeting is conducted without permission from Warden, it will be considered a violation of hostel rules and regulations, and severe action will be taken against the students.

18. No hostel inmate shall take the law into his/her own hands. If any of the hostel residents find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or any other hostel residents, he/she should report the matter to the warden or other hostel authorities.
19. Keeping lethal weapons including sticks, rods, chains, etc. in the hostel rooms is strictly prohibited.
- 20. Ragging of any kind is severely punishable by the Government of India / State government. Severe disciplinary action, in addition to fines, will be imposed on students indulging in such inhuman acts.**
21. Hostel residents, who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication, or dismissal either from the hostels and/or from the institute or both by the appropriate authority.
22. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb the peace and violate the rules of the hostels on campus will be expelled from the hostels.
- 23. Possession/consumption of alcoholic drinks, narcotic drugs, and any other banned substances and smoking in the hostel premises is strictly prohibited.** Students shall not be found in the hostel/institute premises in an intoxicated state. Any violation will attract severe punishment such as expulsion from hostels and rustication from the Institute. Any kind of gambling is also prohibited.
24. In case, a student falls sick, he/she should contact immediately the Warden/Deputy Warden/Chief Warden. In case of an emergency, students may shift the patient immediately to a hospital and inform the authorities at the earliest. A student suffering from infectious/contagious diseases will not be permitted to stay in hostels.
25. For any other treatment requiring specialist/expert medical care and treatment, the residents, are supposed to make their own arrangements. Medical expenses have to be

borne by the students themselves.

26. Residents shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. If there is any complaint or suggestion to be made, it shall be made to the warden concerned.
27. Boarders will be personally and collectively responsible for any loss/damage to the properties, equipment, and other fittings in the common halls. In case of damage to any buildings, furniture, apparatus, or other property of the institute, the loss caused to the institution shall be recovered directly from those identified persons whenever possible. But, if the persons who cause the damage are unknown, the repair/replacement costs, will be charged equally among all the students of such groups or associations as may be found responsible.
28. 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:
 - He/she will be expelled from the hostel.
 - A record of his / her misconduct will be made in the personal file.
 - The cost of damage will be fully recovered from him/her together with a penalty.
 - He/she will also be fined commensurate with the offence committed.
 - The privilege of appearing for campus interviews will be denied when he/she reaches the final year.
 - No recommendations will be given to him/her for studies abroad.
29. Students are advised not to keep valuables in the hostel rooms. **They are fully responsible for their belongings.** They should keep their articles under lock & key. They are advised to deposit extra cash in the bank or the post office.
30. A hostel student will be completely responsible for all his possessions including his/her cycle/Laptop/Computer/Electronic gadgets, etc. The institute/hostel will not be responsible for any loss incurred.

31. The use of motor vehicles such as cars, motorcycles, scooters, mopeds, etc. by students is strictly prohibited inside the campus. No one should use the belongings of other students without their consent.
32. They should lock their rooms properly when they go out for their bath, mess etc. In case of double/triple seated rooms, each student must keep a key of the door lock of his/her room.
33. **Use of electrical appliances such as heaters, air coolers, induction heaters, electric kettles, washing machines, etc., is strictly prohibited** and those items will be confiscated, and the concerned student will be penalized. However, the usage of laptops in the hostel room is allowed.
34. Fans and lights must be switched off when the students leave their rooms. Lights must be switched off positively when they go to bed.
35. Every student residing in the hostel must dine in the hostel messes. Individual/group cooking in the rooms is strictly forbidden. Any violation will attract punishment including expulsion.
36. Playing instruments/music at a loud volume, singing aloud, shouting, and making noise of any kind causing a disturbance is to be strictly avoided. It is expected that hostel residents will respect each other's privacy, rest hours, and peace of mind by not making undue noise. Habitual offenders are subject to punishment by the disciplinary committee.
37. Mess exemption on medical grounds may be allowed, subject to prior intimation and approval, under prolonged and extraordinary situations.
38. Block Representatives/Mess Representatives will be selected on merit or any other criteria as deemed fit by the Warden from among the wards for assisting him/her in the supervision of the hostel block/mess and in enforcing discipline. Every hostel inmate should cooperate with him/her in the act of discharging his/her duties.
39. Hostel residents are required to maintain their surroundings neat and clean.

40. Students should not break open or try to break open the occupied/vacant rooms of the hostels. Any damage done to the hostel property will have to be borne by all the residents of the hostel and they are subject to disciplinary action.
41. Residents should not fire crackers, on any occasion, inside the hostel or within the premises of the hostel.
42. Residents are prohibited from any writings, including slogans, obscene drawings, etc., on the walls and ceilings in the hostel. Heavy penalties will be imposed on students/group of students indulging in such writings.
43. Residents should not play cricket, football, etc., in the common halls or inside or in front of hostels. It causes damage to the hostel property but also disturbs the peace of the surroundings. Heavy penalties will be imposed in case of violation.
44. All the hostellers are to note that electrical/carpentry/plumbing complaints should be given in writing to Warden or written in the complaint register available in the hostel. In case the complaint is not attended to or there is any difficulty, the students can approach the Deputy warden/ Chief Warden.
45. Female visitors and girl students are not permitted to visit the Boy's hostel.
46. Male visitors (Parents / Guardians) are not permitted into the Girl's hostel.
47. The Chief Warden and the deputy wardens can effectively discharge their duties only with the cooperation of students and parents/guardians. **The Chief Warden and the deputy wardens are not to be contacted beyond working hours for non-emergency issues.**
48. Dress code: **All the Residents are required to follow decent dressing manners.** Students should avoid clothing depicting illegal drugs, alcohol, profane language, racial, sexual, and vulgar captions, etc. Short shirts/ tops and low-waist trousers exposing body parts are prohibited.

RULES APPLICABLE TO BOARDERS OF MESSES

The present mess timings are as follows and the students should strictly adhere to these timings:

- Breakfast: 7.00 am to 9.00 am
 - Lunch: 1.00 pm to 2.00 pm
 - Dinner: 7.00 pm to 9.00 pm
1. A student as soon as he is admitted into the institute hostel will also be enrolled in messes (unless he/she takes permission to be a day scholar from the institute authorities). Admission will be made on payment of the specified mess deposit and other fees.
 2. The mess charges will be levied from the date of issue of the mess card, irrespective of whether the student dines in the mess or not.
 3. All boarders must carry the mess card and show it on demand in the mess.
 4. Mess exemption on medical grounds may be allowed, subject to prior intimation and approval, underprolonged and extraordinary situations.
 5. A Rebate is permitted if a student goes out for an internship. Recommendation by the concerned head of the Department and prior permission from the chief warden/deputy wardens is required.
 6. Caution Money Deposit (CMD) will be adjusted/refunded only when a student finishes his/her course and leaves the institute. No adjustment of mess bills against CMD is permissible.
 7. Every year student has to bring a passport-size photograph for affixing on the mess card. Mess card is strictly not transferrable.

PROHIBITION OF RAGGING:

- (i) A student taking admission as a fresher or a student continuing to the higher classes, is required to give an affidavit signed by the student himself and duly endorsed by his/her parent/guardian that he/she will not indulge in any form of ragging. In case he/she is found guilty of indulging in any act of ragging, he /she will be liable for punishment including jail as per the Prohibition of Ragging Act, 1997 (Act 26 of 1997) and other relevant acts.
- (ii) **Ragging in any form is a cognizable offence and severely punishable**, as per the Supreme Court directives, including expulsion from the Institute.
- (iii) To eliminate ragging, first-year students of B.Tech are not allowed to enter the hostel rooms of their seniors. If the first-year students are found inside the seniors room, they will be suspended from the hostels, considering the fact that such visits are aiding the ragging activities.
- (iv) Senior students are not allowed to enter the hostel rooms of first-year B.Tech students. Any violation will attract disciplinary action.