

## Rules and regulation

Chief Warden Director of the Institute (hereinafter referred to as Director) shall appoint one of the faculty members of the Institute as Warden of a Hostel, who shall be the highest authority of the Hostel responsible for managing and conducting the affairs of the Hostel.

### Warden(s)

Director shall appoint one or more members of the faculty, as he deems fit, as Warden(s) of a Hostel, to assist the Chief warden in managing and conducting the affairs of the Hostel

### Hostel Management

The Chief Warden and Warden(s) shall collectively be referred to as Hostel Management, and together shall be responsible for proper functioning of the affairs of the Hostel.

### Council of Wardens

Wardens of all the Hostels shall collectively constitute the Council of Wardens, which shall be the coordinating body among all the Hostels of the Institute. Director shall nominate one of the Wardens as the Coordinator of the Hostel Council. Dean, Students' welfare shall be a permanent invitee to the hostel Council.

**The following rules shall apply to both MALE and FEMALE students residing in the hostels. Violation of any rule will make the inmate liable to disciplinary action including expulsion from the hostels and also from Institution. Students during their stay in the hostel will be governed by the hostel management rules.**

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. Ragging is strictly prohibited in any form; if someone found guilty, severe action will be taken.
3. B. Tech. students shall occupy a seat/room only during the semesters. No B. Tech. student will occupy a room during vacation. However, he/she may be permitted by the Hall Management to stay on request if he/she is doing any course work/project work/Institute work/Hostel work.

4. Hostel accommodation is available to all girls (only) registered M. Tech. students for a maximum period of two years. They can retain their room during the vacation, if needed for curricular academic requirement. At the end of the programme they have to vacate the Hostel.

5. Residents shall occupy the rooms only after allotment is made by the hall warden concerned. Change of room may be permitted in exceptional cases, provided it is deemed necessary/justified by the Chief 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.

6. Allotment of room furniture etc. will be entirely at the discretion of the Warden and no complaint in this regard will be entertained.

7. Hostel accommodation (room) can be changed by the management if they found it necessary at any point of time.

8. All visitors to the hostel including the parents/guardian will have to make necessary entries in the visitors' book available at the hostel entrance with the security guard.

9. No person, either guest or otherwise shall be permitted to stay overnight in any part of the hostel. In case, guest want to stay overnight in the hostel, he/she should take permission from Chief warden.

10. Female visitors and girl students are not permitted to visit the men's hostel any time.

11. Male visitors (visitors mean Parents / Guardians) are not permitted any time into the women's hostel.

12. In the case of the girl's hostel, Lady visitors are not permitted after 7.30 p.m. without permission from warden.

13. All Girl students must be present in their rooms before 9.00 p.m. All the boys must be present in their rooms before 9:30 p.m.

14. Girl/boy students must take prior permission from the concerned Warden/Chief Warden for leaving the campus, in case of urgent necessities only. They must enter their movements in the Register provided while going out and reporting in (after obtaining permission from the concerned Warden/Chief Warden). Students leaving the hostel without prior permission will be viewed very seriously and will invite expulsion from the rooms and or from the institute.

15. Hostel students shall not leave the headquarters without prior permission of the Warden/Chief Warden. They shall have to apply for permission in writing in advance stating the reason for leaving and the address of destination. Hostel students who leave hostel without the application and prior permission from the concerned authorities shall be deemed to be missing and their parent/guardian or even the police authorities may be intimidated.

16. If anyone (boy/girl) found spending night outside without permission would be expelled from the hostel.

17. Students will not enter rooms of other students without permission of the inmates.

18. Students are prohibited from giving shelter to any other student/outsider in the rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action.

19. Resident students are not permitted to invite any outside person to address any meeting in the hostel without written permission of the Chief warden/Dean (Student Welfare)/ Director.

20. The inmates of the hostel should not leave the hostel premises on holidays for the purpose of excursion or picnic without prior permission of the Warden/Chief Warden. However, for any accident or fatality that may occur during picnic/excursion, the responsibility does not lie with the institute or Hostel authorities.

21. Students should not keep any unauthorized property and unauthorized guests in his/her room.

22. Procurement and storage of alcohol, narcotics, tobacco and gutkha in the hostel premises are not allowed. If anyone is found doing so, will be expelled from the hostel as well as from the Institute. \* Smoking is not allowed.

23. Students are responsible for the safekeeping of their valuables. Students should provide their own locks and should take proper care of their belongings.

24. Students are advised not to keep valuables in the hostel rooms. They are advised to deposit extra cash in the bank or in the post office or at any other safe place.

25. They should lock their rooms properly when they go out for their bath, mess etc., Each room-mate must keep a key of the door lock of his room, particularly in the case of double/triple seated rooms.

26. The use of motor vehicles such as Car, Motor cycle, Scooters, Mopeds, etc. by students is strictly prohibited inside the college/hostel premises.

27. No resident of the hostel is permitted to take any article/utensils etc, outside the hostel/mess premises and even to his/her room.

28. Students should handle hostel equipment's, furniture, mess property carefully and not abuse or tamper with it. If so then applicable fine will be charged by the hostel management.

29. Every student residing in the hostel must dine in the hostel messes only. Individual/group cooking in the rooms is forbidden. If found, they will be expelled from hostels or fined.

30. Do not waste food. Do not throw food stuff here and there like in the basin or toilet or outside the building.

31. No association of students on the basis of region, caste or creed is permitted.

32. Students are not allowed to arrange any group religious activities in their room.

33. 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 Chief Warden.

34. Use of Electronic gadgets (Induction, Heater) not allowed.

35. 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.

36. 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.

37. Garbage and wastage only be put at garbage box available nearby hostel premises

38. Keeping of lethal weapons like sticks, rods, chains etc. in the hostel rooms is strictly prohibited.

39. No student shall use the service of a hostel housekeeping person for personal work.

40. In case a student falls sick, he/she should contact immediately the Medical Officer/Chief Warden/Warden. In case of an emergency, students may shift the patient immediately to a hospital and inform the authorities at the earliest.

41. A student suffering from infectious/contagious diseases will not be permitted to stay in hostels. Decision of the Warden in this regard will be final and binding. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the hostel management.

43. Any complaint from the neighbors/society will result in strict action.

44. 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.

45. Do not misbehave with the Security personnel/Cleaning staff/Technicians.

46. No function or celebration shall be organized at hostel premises except with the permission of the Warden.

47. Playing music/record player etc. loud enough to cause disturbance to his/her neighbor(s) is prohibited. Defaulters will be punished. Repeated acts will render cancellation of allotment of Hostel room.

48. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled from the hostels.

49. 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 office. In case the complaint is not attended to or there is any difficulty, the students can contact the Chief Warden.

50. Inmates are prohibited from writing slogans or any writings obscene drawings on the hostel walls and rooms. Heavy penalties will be imposed on students/group of students indulging in such writings.