

**INTERNATIONAL INSTITUTE OF INFORMATION TECHNOLOGY
GACHIBOWLI, HYDERABAD – 500 032.**

HOSTEL RULES

(Version – 4)

**Circulated By:
Council of Wardens (CoW)**

IIIT-Hyderabad

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The objective of the Hostel Rules is to provide suitable environment to each of the residents so as to achieve academic excellence and to become a responsible human being. Hence it is important that everyone go through the rules carefully and follow them. All the residents are expected to co-operate with the Hostel Administration and Security in implementing these rules and be courteous to them. In case there is a disagreement on any issue, it should be brought to the notice of the Wardens.

1. General Information

- 1.1. All registered full time students of IIIT-H are eligible for hostel accommodation. They are required to pay fees and room rent regularly at the beginning of each term (semester, summer) as notified by IIIT-H administration. Part time and unregistered students are not eligible for hostel accommodation, unless otherwise approved by the Wardens on case to case basis.
- 1.2. Administration and supervision of all the hostels rests with the Director. The Wardens, Caretakers and other administrative staff help the Director in governing the day-to-day activities of the hostels.
- 1.3. Each hostel is under the supervision of Hostel Warden(s), assisted by the hostel caretaker in managing the day-to-day matters.
- 1.4. A Hostel Committee (consisting of residents) is constituted for every hostel. Hostel Committee participates and assists in handling general matters related to hostel affairs.
- 1.5. Student Messes are under the supervision of Mess Warden(s), assisted by mess caretaker and hostel admin staff. Student Mess Committee assists mess wardens in handling matters related to mess.
- 1.6. In case of any hostel related problems, first approach your hostel caretaker. If the problem is not resolved in reasonable time, you may approach your hostel wardens. If it still does not get resolved, you may approach Chair-Council of Wardens.

2. Hostel Occupancy

- 2.1. Every hostel resident, at the time of occupancy, is required to sign in the Hostel Occupancy Register which is available with the security of respective hostels. Similarly, while vacating the hostel (during vacation or on completing the academic program), they should sign in the Hostel Occupancy Register.
- 2.2. A room is considered to be occupied by the student if it is allotted to them and they have taken possession of it. Appropriate room rent needs to be paid for the duration of occupancy. 1-15 days occupancy is counted as half month occupancy. 16-30 days occupancy is counted as full month occupancy.
- 2.3. Room/Hostel change is permitted once a year, typically during summer vacation. Once a room is allotted, the student cannot exchange the allotted room with another student without permission of the Hostel Warden.
- 2.4. The Institute reserves the right to lock or open the lock of any room, whenever needed. In such cases, in the absence of the resident, the personal belongings of the student will be kept under the custody of the hostel caretaker.

3. Living in the Hostel

- 3.1. Residents are expected to keep their rooms and surroundings clean.
- 3.2. It is mandatory for the resident students to register and dine in the hostel messes. Refer to Annexure-1 for details.
- 3.3. Residents should observe economy in the use of electricity and water. They are required to turn off the lights and fans as and when they leave their rooms, common room, etc. They should keep the geysers in the bath rooms off when not in use.
- 3.4. Electricity and water advance is collected as a part of hostel fee from the students. Billing is done on actuals and is adjusted against the advance paid by the students.
- 3.5. Residents shall not put notice(s) on the official notice boards or on the walls. Residents need to use only the specified places/designated student notice boards.
- 3.6. Any resident going out of campus overnight is required to make an entry in the register kept for the purpose in the hostel.
- 3.7. Institute authorities, especially the wardens and the caretakers, reserve the right to make surprise checks in the student rooms at any time. Security may also check bags if required. You are expected to cooperate with them.
- 3.8. Students are permitted to use bicycles in the campus. Motorised vehicles are discouraged. Explicit permission is required from the wardens for keeping motorized vehicles. Residents should park their vehicle only at the designated place.

4. Code of Conduct

- 4.1. Residents are expected to maintain a peaceful atmosphere and not cause any inconvenience to others.
- 4.2. Males are not permitted to enter Girls Hostel and vice versa. Mess facilities are common and accessible to all residents.
- 4.3. Students are not permitted to stay in guest rooms for prolonged hours, especially during night hours (10 pm to 6 am).
- 4.4. The following activities are not permitted in the hostels:
 - a) Storage and consumption of intoxicants such as alcoholic drinks, narcotics, etc.
 - b) Smoking
 - c) Ragging, bullying, harassing, eve teasing, physical assault, etc.
 - d) Keeping and watching pornographic material
 - e) Making derogatory/offensive remarks on caste, sex, religion, etc.
 - f) Playing music in high volumes
 - g) Playing outdoor games (cricket, basketball, etc) in rooms/corridors
 - h) Loud celebration of birthdays during night
- 4.5. Students are not allowed to keep or use the following in the rooms:
 - a) Personal TV, refrigerator, room heater, water heaters, etc
 - b) Cooking appliances such as gas stoves, hot plates, ovens, etc.
 - c) Inflammable material
 - d) Weapons of any kind
 - e) Any other material found objectionable
- 4.6. Residents should abide by all Institute rules/guidelines including **Campus General Rules**. Residents should ensure that they are familiar with all the rules/guidelines of the Institute.
- 4.7. Residents need to abide by the rules and laws of the land.

5. Health related information

- 5.1. Medical attention through out-patient services is provided to the residents through consulting doctors specialized in Allopathic, Homeopathic and Ayurvedic systems. Professional counsellors/psychologists are also available. They make regular visits to the Arogya Center at fixed timings. Visit schedules are posted on the notice board of Arogya Center.
- 5.2. The ambulance is available to the residents in medical need. To use the ambulance service, they may contact hostel caretaker during the day, and security in the night.
- 5.3. Residents are advised to report any chronic ailment to any of the consulting doctors.
- 5.4. Full time students are covered under the Institute Medical Reimbursement Fund (SMRF). They may contact hostel office for matters related to medical claims. Details of the scheme, essentially meant to provide in-patient treatment, are available with the Finance office and Hostel Administration.

6. Protection of Property

- 6.1. Residents should protect their personal property. The Institute is not responsible for any loss of property of the residents. Residents should lock their rooms while they are outside the room. Residents are advised to close the door while sleeping.
- 6.2. Residents are advised not to keep valuable articles and large amount of cash in the room.
- 6.3. Residents are personally responsible for furniture and other fittings of the rooms allotted to them. In case of any loss or damage to the furniture, either by negligence or otherwise, the resident shall be liable to pay for repair/the cost of the items as may be decided by the hostel administration.
- 6.4. Residents are not allowed to shift any property (electric bulb, chairs, news papers, etc.) from the common hostel facilities to their rooms.

7. Vacating the Hostel

- 7.1. All the residents are required to vacate the hostel on completion of the program and hand over the room along with furniture and fittings to the hostel administration. The student must also sign a vacating register. Those who fail to do so in time will be charged for overstay as per prevalent rules. A "No dues certificate" from the Hostel Administration will be issued in a prescribed form.
- 7.2. Overstay of students who have completed their program of study is not allowed. However, on merit of the case, the warden may grant special permission to a student to retain hostel accommodation after expiry of the term for a specific period subject to availability of accommodation.
- 7.3. Hostel residents are required to vacate their rooms at the request of the hostel administration during vacations; Institute may require the rooms for visitors for seminars, conferences, etc. conducted on the campus. Alternate storage facilities for luggage will be provided in such situations.
- 7.4. Hostel guests (temporary residents) need to vacate hostels latest by the date specified for their stay or as and when deemed necessary by the hostel administration.
- 7.5. The Council of Wardens reserves the right to cancel the hostel allotment at a short notice in extraordinary circumstances.

8. Visitors

- 8.1. Parents & Visitors are not permitted to stay in students' rooms without explicit advance permission of the hostel admin.
- 8.2. The institute is not responsible for providing boarding facilities to parents or guardians. They are advised to find boarding outside the campus and visit the residents during the day time. However, a few guest rooms are available on chargeable basis. A guest room should be booked at least one day in advance. Allotment of the room is subject to availability.
- 8.3. In case of illness of a resident, if his/her parents want to stay with the resident, a request should be made to the concerned warden.
- 8.4. Visitors (including parents & relatives) must approach hostel security guard and write in the hostel visitor register.

Violation of hostels rules will result in appropriate disciplinary action, including eviction from the hostel.

For smooth running of the hostels, the hostel administrations may drop/modify the existing rules or form new rules whenever required.

Hostel Messes at IIIT-H

There are 4 messes available in the campus:

- a) Kadamb/Parijat Nivas first floor mess (NBH Mess): serves North-South mixed menu
- b) Kadamb/Parijat Nivas second floor mess (Yuktahaar Kendra): serves simple healthy food
- c) Palash Nivas first floor (South Mess): serves South Indian food
- d) Palash Nivas second floor (North Mess): serves North Indian food

The first three messes are run by the Institute. The last mess (North Mess) is run by external caterer.

The first mess (NBH Mess) serves veg - non veg mixed menu. The other three messes serve only vegetarian food.

Mess Rules:

1. All bona fide student residents of the hostel are eligible for student mess services and they are required to join one of the hostel messes.
2. Students need to pay the prescribed mess fee advance at the time of semester registration. The advance amount is decided by Mess Warden(s) based on cost of food.
3. Mess Registration is to be done by the residents through an online Mess Portal as per the guide lines given by the Mess Portal administrators. Mess portal is managed by the student administrators.
4. Students may register in any of the 4 messes and may change their preferences using the Student Mess Portal.
5. It is expected that students will take all their meals in the IIIT-H student mess. At times, students may have to go out of town to visit parents/relatives/friends or for some other important work. To facilitate this, students are permitted a maximum of 5 days per month off from the student messes. During semester breaks, this exemption limit is increased to 15 days per month. It is the responsibility of the students to cancel their meals in the Mess Portals before they leave the campus. If not cancelled, students will be billed for the meal even if they do not use it. One day off/cancellation is defined as cancelling one or more meals in a day.
6. Mess exemption is permitted to a student on the following grounds:
 - a. Medical reasons, if student messes are not able to serve the food advised by the doctors. Such requests should be supported with medical reports, duly authorized by the Institute's Doctors and Mess Warden(s).
 - b. In case a student is away from the campus to undertake an Internship or for any other academic and unavoidable personal reason. This absence should be duly approved by the concerned faculty advisor or the Dean (Academics).
7. In case a student does not register for the student mess and has not taken prior exemption from Mess Warden(s), student is not allowed to register for the Semester.
8. Taking food/utensils/crockery items etc. outside the dining hall is not permitted.

9. In special circumstances like sickness/physical disability, food may be served in the rooms on prior intimation. There is a provision for sick diet.
10. Students are advised to be courteous with the mess staff. In case of any disagreement or complaint, they may write in the complaint register and inform *Student Mess committee*.
11. Students should show their Identity card if asked by the mess staff.
12. A student entertaining guest(s) must accompany them to the dining hall and pay cash directly at the mess counter.
13. In addition to the guidelines prescribed here, students are required to follow all instructions given by Mess Wardens from time to time.

Mess Timings:

Mess Timings in the Hostels are as follows:

Breakfast	:	7:30 – 9:30 AM
Lunch	:	12:30 – 14:30 PM
Snacks	:	5:00 - 6:00 PM
Dinner	:	7:30 – 09:30 PM

Messcom:

There is a student Mess Committee (Messcom). They are expected to assist Mess Wardens and Mess Administration in decision making and for smooth functioning of the mess.

Any resident student may apply to become a Messcom member. Mess Wardens nominate the Messcom every year based on the applications received, in consultation with the student body. It works under overall guidance of Mess Wardens.

The following sets of students are not eligible to become Messcom members:

1. Who have pending dues against them
2. Are repeating the semester or are under academic probation
3. Are under some disciplinary action against them

Student Messcom members who are not contributing as per expectations may be removed from the Messcom by Mess Wardens.

Mess Account:

Student's Mess a/c is maintained by the Mess Accountant. Books of a/c are subject to internal/ external audit every financial year. The mess advance collected at the time of semester registration is utilized depending on monthly billing of the student and balance, if any, is adjusted in the following semester. In case of passing out students who complete the program, mess credit balance, if any, will be refunded after submission of No Due Certificate.