

Hostel Rules

Version - 5

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. 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, if deemed necessary in special circumstances. In such cases, in the absence of the resident, the personal belongings of the student will be listed and 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. 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.

- 3.3. 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. Advance amount is decided by hostel admin based on past consumption pattern at the start of the semester and communicated to the students.
- 3.4. 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.
- 3.5. Any resident going out of campus overnight is required to make an entry in the register kept for the purpose in the hostel.
- 3.6. Institute authorities, especially the wardens and the caretakers, reserve the right to make surprise checks in the student rooms at any time. Such checks will be duly authorised by the competent authority. Security may also check bags if required. You are expected to cooperate with them.
- 3.7. 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 outdoor games (cricket, basketball, etc) in rooms/corridors
 - g) Any activity that causes nuisance to the other hostel inmates
- 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. Residents are collectively responsible for property put in common places. In case of any loss or damage, either by negligence or wilfully, the responsible 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 administration may drop/modify the existing rules or form new rules whenever required.

Sd/-

CoW

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