

भारतीय प्रौद्योगिकी संस्थान गोवा

गोवा अभियांत्रिकी महाविद्यालय परिसर, फरमागुडी, फोण्डा - ४०३४०१, गोवा

Indian Institute of Technology Goa

Goa College of Engineering Campus, Farmagudi, Ponda - 403401, Goa



IITGoa/RegOff/06/00/2018 /1078

20.11.2018

कार्यालय आदेश / OFFICE ORDER

In partial modification of the Office Order No. IITGoa/RegOff/06/00/2018/1065 dated 19.11.2018, the competent authority of the institute has approved the rules and regulations for the management of hostels which have been framed for the smooth functioning of IIT Goa as a residential Institute where registered students reside in the hostels during the course of their study programme. All hostel residents are required to cooperate with the wardens and hostel management staff to maintain efficacy in their implementation. Students must abide by the codes of conduct applicable to campus life and follow all regulations laid down below with respect to hostel timings and general decorum in/around hostel premises.

Any breach of the ensuing rules will invite an inquiry conducted by the competent Hostel/Institute authorities. If a resident is found guilty of violation of any of the rules mentioned below, the Institute may take disciplinary action that it deems fit. The following rules apply to all students of IIT Goa residing on campus.

1. Students should be present in their hostel premises between 11:00 PM to 5.30 AM. Any student reaching the hostel after 11:00 PM will be asked to write his/her name in the Hostel "Late Entry" Register. Student has to show his/her identity card to the Security Guard on duty on late arrival.
2. No student is allowed to stay outside their hostel at night (between 11:00 PM to 5.30 AM) without the permission of Hostel authorities. Attendance can be taken in both Boys' and Girls' Hostel any time after 11:00 PM. Absences will be dealt with seriously by the authorities. If a student wants to leave Hostel after 11:00 PM, prior e-mail approval has to be obtained from the warden(s).
3. Except **during vacations**, students shall be allowed to go home only if there is a written request for the same from parent/guardian citing genuine grounds and approved by concerned authorities of the Institute (e.g. Departmental Co-ordinator /Dean). Out-station travel is not permitted during the semester in the absence of adequate reason and/or emergency.
4. Ragging is an offense for which the police can arrest the offender without a warrant. IIT Goa has a **Zero Tolerance Policy towards ragging**. If found guilty of ragging, action will be taken as per the prevailing law and the punishment may include expulsion from the Hostel and/or the Institute.
5. Students are required to carry IITGoa ID card at all times on campus. Students must also carry their ID card whenever they intend to go out of the campus within permitted timings and make an entry in the Hostel "Out of Campus" Register and/or fill an online form.
6. Boys are not allowed in the Girls' Wing/Rooms and vice versa. However, all students will have equal access to common spaces in each hostel.

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7. Students are not allowed to change or interchange their allotted rooms without written permission of the Warden and the Hostel Management.
8. Smoking and consumption of alcohol, drugs and/or other intoxicating substances in individual rooms/ public areas/ common spaces/ hostel premises are strictly prohibited. Strict disciplinary actions will be initiated against the defaulters.
9. Students are not allowed to remove and/or tamper the hostel property. They must not damage furniture/fixtures of their own rooms, washrooms and other areas of common use. Loss or damage of any hostel property will attract penalty.
10. Improper behavior with staff and faculty as well as harassment of fellow students will be treated as acts of indiscipline and invite immediate inquiry by the Institute authorities.
11. For any activities, events, etc. organized within the hostel and/or campus premises, students are required to take prior permission from appropriate Institute authorities.
12. Students are not allowed to keep their friends/guests/relatives in their rooms for any period of time without obtaining written permission from the Hostel authorities.
13. Students must keep their rooms clean. They cannot throw papers, plastics, etc. outside in common places. They must use garbage bins only. They should not keep any belongings outside their rooms. Loss/damage of such items would be the resident's responsibility.
14. Students must not climb on to parapets, terrace or hostel roof. Heavy penalty will be levied in case of infringement of this rule.
15. Playing football, cricket, etc. in the hostel washrooms, corridors and spaces between the wings is not allowed. Engaging in activities that may damage hostel property or cause disturbance to other residents of the hostel is also strictly prohibited.
16. Engaging personal attendants and **keeping pets within hostel premises is not permitted** under any circumstances.
17. Heavy fines will be levied if a student is caught misusing hostel property like a washing machine, TV, refrigerator, water cooler, etc. All residents must use these items judiciously.
- 18.** Indiscriminate fixing of pictures/posters or writing graffiti on hostel walls is not allowed. If caught, the student will be held responsible for the damage caused. All announcements **need to be posted on notice boards with prior permission of hostel authorities.**
19. When students leave their rooms, they must switch off all the electrical/electronic appliances and lock the door behind them at all times.
20. Students are responsible for their own personal belongings at all times. They are advised to keep all their valuable items locked. The Institute is not responsible for any lost/stolen items.

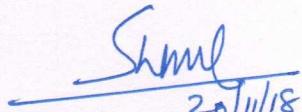
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21. A silent time is suggested to be followed in the Hostel area between 11:00 PM – 7:00 AM. Please refrain from playing loud music during this time. A lights-out time is suggested to be followed in the hostel after 1:00 AM.
22. Hostel rooms are subject to inspection by the authorities anytime to make sure they are kept neat and no unauthorized items are in place.
23. At the end of each semester, a student shall vacate his/her room and hand over the charge of the room including all items on the inventory to the hostel management. Any student wanting to retain her/his room during the vacation must seek prior permission of the Warden.
24. Hostel residents with chronic/ severe medical problems as certified by Senior Medical Officer associated with the institute will be asked to vacate the hostel room as personal care by parent/guardian will be necessary then.
25. Water is an essential but scarce commodity. Hostel residents are requested to use water judiciously and preserve it.
26. Partying in rooms/ corridors anywhere in the hostel is not permitted whatsoever be the occasion. Students found responsible for making the hostel environment noisy or untidy due to such events will be fined accordingly.
27. All the items in any part of the institute including hostel and other areas, like Wi-Fi modems, lab instruments, liquid vaporizers etc. are solely the property of the institute and students must not carry these with themselves while leaving the campus or damage them. Any defaulters in this respect will be penalized with heavy fines.

IMPORTANT: Depending on the case, the Institute reserves the right to take direct disciplinary action and/or inform the parents/guardian of the concerned student. Hostel authorities have the right to visit and inspect any hostel room at any time without prior intimation. The Institute reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards and/or the hostel website.

All matters related to Hostel Affairs may be routed to the Office of Warden(s)/ Dean (SA) through Hall Office (halloffice_blocka@iitgoa.ac.in) only.

The earlier office order in this regard may please be ignored.


20/11/18
محمد شاکیل / Mohammad Shakeel
कुलसचिव (प्रभारी) / Registrar (In-charge)

1. Directorate Office
2. Dean (AP & SA) Office
3. Warden, Boys Hostel
4. Warden, Girls Hostel
5. Coordinator, Student Facilitation & Hall Office
6. Manager, Hall office including mess management
7. In-Charge Common Office (Faculty)
8. All Faculty, Staff Members and Students through email
9. Guard File/ File Copy