



Residence Manual for Students

V1.0



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**International Institute of Information Technology
Bhubaneswar**

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1. About the Manual

Residences/Hostels for students are run with the primary objective of providing them an atmosphere that provides self-confidence, instils discipline in their minds and provides scope for developing ideals of a harmonious communal living to enable them to share the joys of camaraderie, fellowship and professional fraternity. Self-help and a spirit of accommodation for the common good are some of the virtues expected from the inmates. The guiding principle towards the formulation of the rules and regulations for boarders is to ensure a safe, secure, comfortable and pleasant stay and to create an environment which is conducive to learning. To this end, all the activities are geared towards their development and progress. The residence rules, regulations, and disciplinary measures are designed to achieve the above objectives and must be taken in that spirit. This student manual contains information on the residences, their administration, rules and regulations and the various residence policies.

The Institute has a work culture that requires common understanding of certain principles and procedures that are well recognized and accepted by all. This manual includes a list of them besides including the roles and responsibilities of all residence stakeholders and their expectations. The boarders are required to be very well familiar with those. They need to refer to the manual for all information related to their stay in the Institute residences. Students/ scholars from other institutions who want to be our guests also would find relevant information in the manual. The manual undergoes revision from time to time as per the changing needs and demands.

This booklet contains 12 chapters and an annexure section. They take the readers through the detail of the Residences that include the administrative structures, facilities, important residence policies, disciplinary regulations, penalty detail and grievance redressal policies. While searching for necessary information a reader is advised to check the sub-headings if found any miss in the chapter headings. The annexure section contains application forms/templates for the use of students and the residence office. General rules and regulation governing residence administration are outlined and discussed in this booklet for uniform and transparent handling of the various issues related to the residences. In this sense, this booklet will serve as basic framework for administration of the hostels and their inmates at IIIT-Bhubaneswar. In case of difficulty in interpretation of any rule or regulation, clarity may be sought from the Wardens or the Chief Warden.

The print copy of the manual is available in the residence offices. A soft copy can be found on the Institute's website.

2. Introduction

IIIT is a residential Institute. In such a system, the residence plays a significant role in developing the intellectual, social and cultural aspects of the life of a student. Hence, the objectives of the residences are not only to create good atmosphere but also to provide better facilities that they need to become successful, mature, socially responsible and

environment friendly professionals. The campus discipline, the guidelines and supervision - all of them are directed towards this end. It is up to the boarders to make use of the facilities well and help one another in achieving the objectives of their stay. The IIIT residences are much more than just places to live. They are primarily a COMMUNITY. As a community, members are expected not only to receive the benefits of the community but also to contribute towards the welfare of it. Contributing to the culture and spirit of IIIT can be one of the most formative factors during their stay. For many, if not all, it is a period of golden years. Relationships are formed that last a life time. Adaptations are made that widen their flexibility. Problems inevitably arise that tax their ingenuity and develop maturity. Therefore, A WARM WELCOME...

2.1 Objectives

- To provide a home for students away from home and to help new arrivals to get acclimatised and adjusted to the new environment
- To offer the right atmosphere for study and interchange of thoughts and ideas
- To foster among students representing different communities, creeds, languages and cultures of India the spirit of fellowship, understanding, a sense of service to the Nation and the sense of unity amidst diversity
- To help students understand, appreciate and imbibe what is best in the tradition and culture of every community of India
- To ensure that the students are able to devote adequate time to their studies and research
- To develop a climate congenial for co-curricular and extra-curricular activities of students
- To ensure complete welfare of the students
- To ensure that the valid interests of the students are protected
- To encourage students to develop their abilities, talents and skills

2.2 Vision

The IIIT Bhubaneswar Student Residences envision a university campus that provides the students with the best collegiate experience.

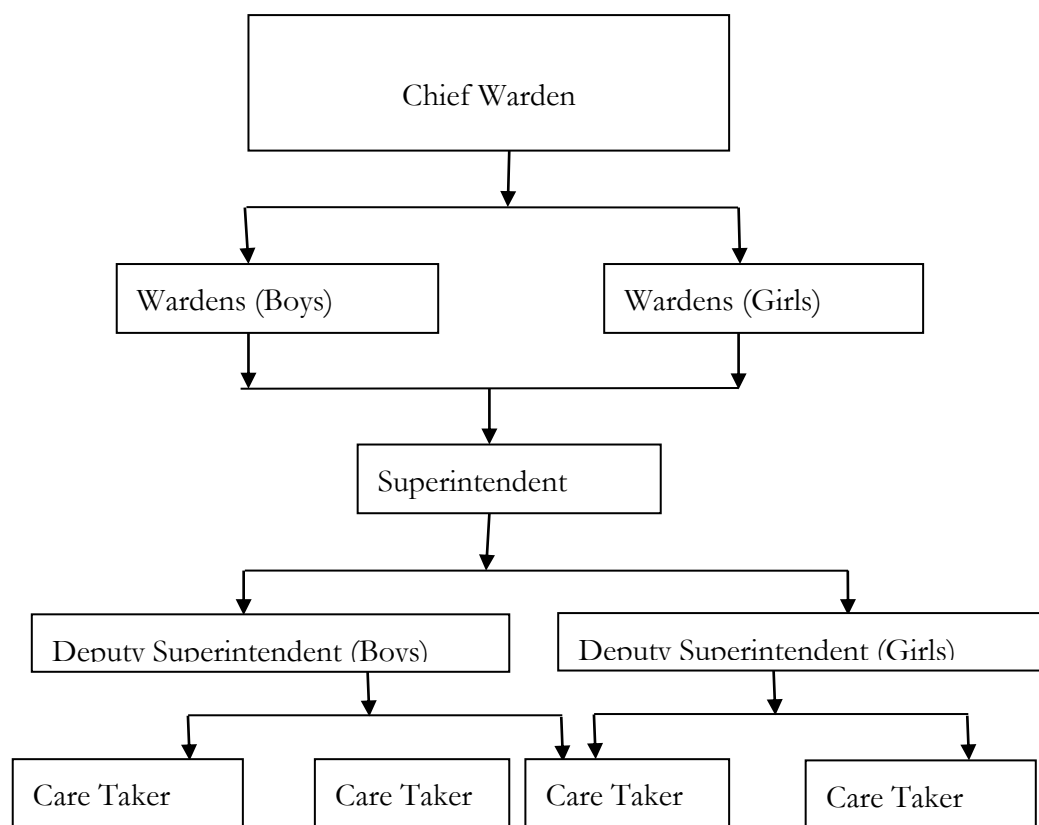
3. About the Residences

There are ten residences altogether; six for boys and four for girls are located in the campus. The residence blocks are D, E, F, G, I, J, K, L, P, and Q. The residences have the facilities of single, double and three seated rooms. Single and double seated room facilities are given on merit and availability basis. Together the residences can house more than 1500 students.

4. Administrative Structure

The residence administration is looked after by a committee that is formed by the head of the Institute. The Residence Committee consists of the Chief Warden (A senior Faculty Member), the Wardens (Faculty Members), the Superintendents, the Deputy Superintendents and the Caretakers. There are two wardens for the boys' residences and two wardens for the girls' residences. The wardens are assisted by the superintendent, deputy superintendent, and caretakers in both the boys' residences and the girls' residences. The Committee is responsible for the smooth running of the residences.

Residence Administrative Structure



4.1. The Chief Warden

The Chief Warden looks after the general administration relating to student welfare, residence maintenance, policy and decisions making etc., and advises the Wardens on matters concerning their functions. The Chief Warden (onwards CW in several places) is assisted by the Residence Committee. Decisions are taken by him/her in association with the committee. She/he is appointed as per provisions of the Statute.

4.1.1. Powers and Functions of the Chief Warden:

The Chief Warden of the residence is the principal authority and executive in all matters relating to the administration, boarders' welfare, security, disciplinary matters and safety in the following way:

- She/he is responsible for the overall administration of all the residences. She/he takes the steps and measures in this direction.
- She/he maintains the coordination of the Wardens of all residences for smooth running of day to day routine work.
- She/he maintains database of students through residence office.
- She/he makes the policy for allotment of residences to students.
- She/he ensures discipline in the residences through disciplinary regulations.
- She/he implements the decisions taken by the Institute authorities.
- She/he communicates with the parents/guardians of the inmates when needed.
- She/he chairs the meetings of the Residence Committee which are held as regularly as may be necessary, but at least once a month.
- She/he formulates policies related to residence in consultation with the Wardens which are approved by the appropriate authority.
- She/he has the sole power to impose fines/penalties upon residents on reports of indiscipline of any kind as per the Institute norms/residence regulations with the recommendation of wardens.
- She/he normally arranges for the guidance of and advice to the resident students of the Institute in matters relating to:
 - counselling and students' guidance facilities
 - health and medical services for the residents
 - residential life of the students
 - She/he coordinates with other division heads
 - She/he addresses the Grievance Redressal

4.2. The Wardens

The Wardens assist the CW in looking after general administration, mess, common room, health, recreational facilities, maintenance and sanitation, boarders' entry and exit, leave and parents interaction. The Wardens are the executives in all matters relating to the welfare, discipline, mess, development works, grievance, security, activities and celebrations etc. The Wardens are assisted by full-time office staff i.e. the Superintendent, the Deputy Superintendents and Caretakers. There are four Wardens, two for the boys' residences and two for the girls' residences.

4.2.1. Powers and Functions of the Wardens

The Wardens functioning under the overall charge/coordination of the Chief Warden are individually and collectively responsible for the smooth administration of the residences.

Residence Wardens have the following powers, functions and responsibilities:

- They hold power to implement decisions/ policies.
- The Wardens suggest/recommend modification or changes in residence rules/regulations/policies and seek approval for the same from the appropriate authority.
- The Wardens keep close contact with the residents. They pay attention to their health, hygiene and general life in the residence.
- Each Warden ensures that the residents in his or her charge observe the residence rules properly and maintain discipline and decorum and promptly take actions in all cases of misbehavior, indiscipline, and sickness of the residents.
- They communicate to the parents or ask the superintendent or deputy superintendent to do so in case of emergencies/ breach of code/ serious misconduct.
- The Wardens publish notices to the residents to communicate important information.
- The Wardens are available in the residence office every day at specified hours (time to time notified in the residence office) to attend to official business and to residents' problems.
- The Wardens are responsible for the proper upkeep and maintenance of such properties of the concerned residence as are under his or her charge.
- They are sole authority in implementing existing residence rules.
- The superintendent and the deputy superintendents report to the Wardens.
- The Wardens are part of the Grievance Redressal System.

4.3. The Superintendent/ Deputy Superintendents

The Superintendent/ Deputy Superintendents are resident staff. They are responsible for the smooth running of the daily activities. The IIIT residences have one Superintendent and two deputy superintendents one for boys' and one for girls' residences. They are not members of faculty and are residential administrative staff. They live in the campus and are available round the clock. They hold office within the residences. They report to the Wardens directly and can report directly to the Chief Warden if need be.

4.4 Powers and Functions of the Superintendent and the Deputy Superintendents

They work directly under the coordination of the Wardens. Their power, functions and responsibilities are:

- To act most promptly to solve the boarders' problem.
- To assist wardens in maintaining hostel discipline and all other works mentioned above.
- To check the hostel installations/floor and wings for proper functioning and ambiance
- To ensure compliance of code-of-conduct and facilitate the hostel services to inmates.
- To maintain the leave record of the students (To keep a watch on the In and Out register)
- To supervise the works of the Caretakers.
- Regular visit to the rooms to solve the day to day problems of the students.
- Forward all the applications of the inmates of the hostel to the administration.
- To look after the maintenance and repair.
- To check all Information Registers and act as quickly as possible.
- To take emergency situations into their control and then inform the Wardens.
- To coordinate with other resident service staff.
- To ensure safety of the residents.
- To report to the wardens and escalate matters.
- To be a part of the Grievance Redressal System.
- To maintain the proper record and recovery of hostel dues and fine fund.

4.5 The Caretakers

The Caretakers are resident staff. They are responsible for the smooth running of the daily activities. The IIIT residences have four caretakers; two for boys' and two for girls' residences. They are not members of faculty and are administrative staff. They live in the inside of the campus and are available round the clock. They hold office within the residences and report to the superintendents and deputy superintendents.

4.6 Powers and Functions of the Caretakers

The Caretakers work directly under the Superintendents/Deputy superintends and report to them. However, they can report in serious matter to the Wardens/CW. Their functions, power and responsibilities are the following:

- Occupancy/vacation of rooms to/by the students (Get the signature of the student on the inventory of the furniture, electrical and other items in the room).
- To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises i.e. coordination with electrical maintenance section, building section and sanitary Rules & Regulations governing Hostel Administration.
- To ensure proper water supply and drinking water arrangement in the hostel.
- To distribute the railway concession forms, postal delivery, courier packets, food packets and other valid parcels.
- To keep a watch so that no unwanted student/person resides in the hostel without the permission of the warden.
- Maintaining the record of the Guest/visitors.
- Maintain the Residence stock register (Furniture/ Equipment/ Electrical and Civil fixtures).
- Daily report to the Superintendent/Deputy Superintendent in the prescribed time about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.
- Supervise the work of helper, gardener, sweeper and security guards.
- Taking regular attendance of all workers working in the residences.
- Making regular rounds of the blocks.
- Ensuring safety of the boarders.
- Contacting the Superintendent/Deputy Superintendent when required.
- Daily reporting to the Superintendent/Deputy Superintendent.
- Taking care of medical emergencies.
- Meeting other emergency requirements.
- Maintaining discipline.
- Stay in regular contact with parents.

5. Facilities

Modern yet basic facilities are available to the students. The resident students can make full use of them and make their stay vibrant, busy and fulfilling. The following is a list of the facilities available:

5.1 Mess/Dining

There is mess to provide meals to the boarders. The rules and regulations are formulated by Professor-in-charge (Mess) in consultation with the mess committee where the members are faculty members of the Institute. The mess provide breakfast, lunch and dinner with a considerable low price. There is a student mess committee. Its members seek students' consultation/cooperation in making the food tasty, hygienic and inexpensive. These two canteens are run by contractors. Besides the three meals the canteens may prepare snacks in the afternoons for the students as per demand and on payment. The mess committee has been empowered to decide menu, special meals, students' service etc. after consulting all boarders. The rules and regulations of the mess shall be published by the mess committee.

5.2 Medical

A visiting doctor is available in the doctor's room from 5 pm to 7 pm. from Monday to Saturday at present. Any changes shall be notified. An experienced paramedical staff is also available from 3 pm to 7 pm. from Monday to Saturday. First Aid Service is also available in the residences. Medicines as per the doctor's advice are available with the residence staff and paramedical staff. Emergency health cases are taken to the SUM hospital. For any emergencies, boarders are advised to contact the nurse available in the campus and resident staff.

5.3 Bank/ATM

For convenience of the residents, Union Bank of India has an ATM in the Institute campus. For all financial transactions there is a branch of the bank. Boarders can make use of this banking facility

5.4 Transport

There are smaller vehicles for medical emergency and other emergency purposes. The resident staffs are to receive the requests from boarders in case of such needs and therefore boarders are required to contact the resident staff for transport in any emergencies.

5.5 Washing and Cleaning

The residences have sufficient number of washing machines which have been installed in the wash areas. They are maintained regularly and the Residence Welfare Committee takes care of their repair and maintenance. The Institute has a laundry too.

5.6 Shopping

There are shops inside the campus and sell most of the student utility items. They open at 10 am and close at 8 pm. Eating joints occupy some of these shops in the shopping complex.

5.7 Gym

Gym facilities are available to the students. Both Boys' and Girls' residences have a gym inside the blocks.

5.8 Common Room

The Common Rooms/ Multipurpose Hall serve as a common place for recreation and entertainment for the residents. Provisions have been made there for indoor games and for watching television. Three common rooms catering to the needs of boys' and girls' are equipped with TT tables, caroms, chess, TV, newspapers and magazines. The common room rules are to be defined in discussion with various student committees and Institute authorities.

5.9 Fire Fighting Points

There are adequate numbers of fire fighters in the residences for combating fire emergencies. To prevent Fire calamities water fire fighting points with water pipe have been installed at 36 points with 4" pipe and 1" pipe covering 36 blocks. In addition to this 36 gas fire prevention cylinders also have been installed in 36 floors as an extra aid and requirements against fire emergencies. In each point position of the each instrument has been written in visible boards and affixed near the specific instruments to clarify the position. Same is the case with Girls residence. In 26 floors similar fire fighting arrangements have been made. Position of each instrument has been clearly mentioned on red boards at visible places.

5.10 Security

Round the clock security guards watch the entry and exit of unauthorized and outside persons.

Entry and exits of students are noted by the security in a register maintained at the residence gate. Students coming late are reported against, warned and in worst cases are penalized.

Repeated instructions and counselling are rendered to the boarders to develop the sense of discipline. A notice of change of the entry and exit time by residence committee is issued time to time.

5.11 Electrical Services

Electrical power supply in the residences is uninterrupted. The electrical services are monitored by an engineer in charge being assisted by resident electricians. Electrical complaints are to be registered in the complaint books available with the residence staff in the office of the Superintendent/Deputy Superintendent. There are high end generators for power back up to all blocks of residences during power failures and load sheds.

5.12 Carpenter Facilities

A campus carpenter is available for the residence calls. Boarders are required to lodge complains in the complaint books available with the residence staff.

5.13 Sanitary Facilities

It is important that sanitary facilities address the needs of occupants and visitors, both in terms of availability and accessibility. Facilities should be sufficient in number to prevent

queuing, other than in exceptional circumstances. The Institute residences are well-equipped with adequate number of toilets and wash rooms. There is a spacious wash area for washing clothes. Girls' residences are equipped with sanitary napkin incinerators and vending machines. Water heaters in every floor meet the hot water requirements. There is a regular cleaning system in place and boarders are expected to maintain cleanliness.

5.15 Internet Services

All residences are equipped with internet facilities. Access points are available in all residences.

5.16 Sports

The Institute campus has spacious playground for Volleyball, Football and Cricket. Lawn Tennis, Basketball, Badminton and the outdoors sporting facilities are available to boarders. Students are urged to make full use of them and keep in good shape for the brave new world that awaits them. The campus and its surroundings offer excellent opportunities for jogging and walking. The Sports Committee organises tournaments both inter-class and with visitors. There are facilities of indoor games like chess, carom, TT etc. both in the boys and girls residences.

6. Rules and Regulations

6.1 Room Allotment

- IIIT is a residential campus for the students. Hence, the hostel shall be compulsory for all the B.Tech. students. Students may take permission to become day scholar only in cases of serious and chronic illness etc subject to approval of the competent authority. They need to produce a certificate from a doctor not below the rank of CDMO.
- For final year students (8th Semester), hostel is not mandatory at present. This may be modified in future as deemed fit.
- Rooms once allotted to the students for a semester/ academic year will not ordinarily be changed. Room change in an academic session is generally not allowed but on serious medical condition boarders are given special provision. One room accommodates three students generally. Two seated and single seated rooms are allotted to students with the required SGPA and based on availability. The SGPA cut off may vary every year.
- Room allotment is carried out on lottery basis. The first year students are allotted rooms during admission on individual lottery basis in three seated/four seated rooms. In the next three years the students are allowed to draw lottery individually or in group of two/three/ four and with roommates of their choice.
- Every year boarders move to a different block designated for them.
- 1st year students except international students are not eligible for single rooms.
- In the month of April and November pre-registration announcement is done by the office. In pre-registration the student is to register himself/herself as a boarder/non-boarder for the next upcoming semester and fee demands for the same are generated

accordingly by the accounts department. If a student does not register, he/she will be given the previous status and fees will be generated accordingly.

- Chief Warden/Warden is the authority in room allotment. Allotments in written documents with valid signatures of the wardens / Chief Warden will be considered official. Students not allotted a seat are not permitted to stay in the hostel. If found, they will be penalized.

6.2 Maintenance

The Institute provides minimum furniture and fittings for each room consisting of one cot, table, chair, ceiling fan with regulator and a tube light. Residents are to get mattresses, pillows, bucket and mugs, flashlights, small trash cans and all other utility items with them.

Except in single rooms where a boarder can safely lock his room, safety of valuables in shared rooms is the sole responsibility of the boarder. Each resident is provided with a personal storage. He/she may lock their storage with their own lock. The boarders must not keep any valuables like laptops, phones, tabs, jewellery and cash etc. in their room and the residence administration does not take responsibility for the loss of any item.

Inmates must avoid littering and help the maintenance staff to keep the residence clean, beautiful and environment friendly. Use of polythene and plastic is banned inside the campus. Residence blocks, like the other parts of the campus, are litter free zones. Boarders must maintain it.

The resident of a room is responsible for any damage to the property in the room during his / her occupancy and will be required to make good the damage if any. The resident shall not move any furniture from its allotted place and also not damage it in any way.

If there are any additional items other than the above belonging to the residence in a room, the occupant of the room shall hand them over to the superintendent. The resident shall not remove any fittings from any other room or common area and get them fitted in his / her room. The residents shall not paste any posters / pictures etc., on the walls, doors, windows and shelves. A fine amount proportional to the damage shall be levied by the Residence Committee for the damage caused.

Students should not meddle with the TVs kept at the common room; network switches/access points and fire-fighting equipments.

The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron is forbidden in any of the rooms. Private cooking in the residence / student's room is strictly forbidden. Such appliances, if found, will be confiscated and a fine will also be imposed on all the roommates to whom the room has been officially allotted.

The uses of audio system which may cause inconvenience to other occupants are not allowed. The use of personal TV is not allowed.

Students should co - operate in carrying out maintenance work and vacate their rooms completely when the residence management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any

maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.

When the students go out of their room, they should switch off all the electrical / electronic gadgets, lights & fans, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by the authorities.

All complaints related to maintenance, repair and corrections must be written in the complaint registers available in the residence offices.

Cigarettes/butts, used bottles, cans, tetra packs except water and medicines are not to be kept in the rooms.

Rooms found dirty during inspection will attract fine.

6.3 Leave

- Boarders while going out for a short time must fill in the “Temporary Absence Pass” and get it signed by the superintendents / wardens and produce it at the main gate to the security. They must sign in the residence entry and exit registers in the residence security guards indicating where they would go and the duration of their absence from the residence. There are temporary leave registers with the security in the main gate. The boarders record their entry and exit in the security registers at the main gate also.
- If boarders plan to stay out for the night for any reason, they have to obtain written permission from the Wardens in a prescribed application form. If it is found that a boarder is out of the residence for the night without due permission, he/she may be asked to vacate the residence within 24 hours. If one wishes to be away from the residence during weekend, holidays or any other time, he / she has to take prior permission from the superintendents / wardens in the same application form.
- All the residents, both boys and girls are to be back in their rooms in the residences at the time notified time to time by residence authorities. It is important to note that, without valid permission from hostel authorities, entry to the residences after 10 pm is considered “absent” and hence appropriate disciplinary charges will follow. Those who are visiting coaching institutions must sign in the registers provided at the resident staff. Boarders joining coaching institutions must inform the hostel office with document detail from the coaching centres (like a letter) before the coaching commences. Students joining coaching institutions must take prior permission from the Wardens.
- Boarders using the bus services (if any) to go to the city must sign on the prescribed register.
- Boarders must refrain from the unethical practice of writing incorrect information in the information registers in the residences while coming and going.
- Attendance is taken in both residences between 9:30 p.m. and 10:30 p.m. Boarders must be present during the attendance. Boarders absent in the room will be considered absent from the residence.

6.4 Disciplinary Rules

- All students are required to carry their Identity Cards issued to them by the Institute at all times.
- All residents are required to maintain standards of behaviour expected from them. They are expected to behave courteously and fairly with every one, both inside and outside the campus.
- Ragging has been titled as a criminal offence by the Supreme Court of India. Any student found indulging in ragging in any form, directly or indirectly, within or outside the campus would face strict disciplinary actions as per the Supreme Court judgment dated 16.05.2007, UGC Regulations on curbing the menace of ragging, 2009, and as per the latest law prevailing in the state. He/she may be rusticated from the Institute and criminal proceedings may be held against the guilty.
- Senior students will, under no circumstances, visit the 1st year student's room. In any kind of emergency or urgency a senior student will take the residence staff along with him/her and interact with a 1st year student. The violation of this will be considered ragging.
- The residence superintendents will report to the Wardens on any irregularities found, any violation of rules and necessary disciplinary actions will follow. To prevent an extreme indiscipline situation the superintendent has the discretion to take any action immediately that is deemed fit.
- Smoking and consumption of alcoholic drinks and / or narcotic drugs in the residence premises is strictly prohibited. Student shall not enter the residence premises in intoxicated state and should not possess such materials. Severe disciplinary actions will be taken if any resident is found to violate this that may include expulsion from residence and rustication from the Institute. Residence zone is smoke-free zone as all other places in the Institute. Students should not smoke inside or outside the residence premises. Alcoholic drinks and smoking found in any room will lead to disciplinary actions against all the roommates whom the room has been officially allotted. Rs 5000/ fine will be charged on the offenders immediately before initiation of appropriate proceedings against him/her begins or other disciplinary actions follow.
- Boarders shall behave properly in the dining halls and shall follow proper dress code. They may wear semiformal dresses and must avoid vulgar attire and revealing clothes.
- The Institute respects individual space and privacy of the students. The students must not infringe into privacy of fellow students and other members of the Institute.
- Public display of affection in intimate manner between individuals in the campus is strictly prohibited. Security guards have been instructed to immediately report it to the concerned authority and disciplinary actions follow.
- Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus. Residents should not indulge in practices / activities which may endanger their own personal safety as well as the same of others. Gathering,

canvassing, holding meetings in the residence are illegal without the permission of the authority.

- The Institute has a strict policy of not giving permission to students for picnic considering the incidences of students drowning in the water bodies in the past. The Institute is not responsible for any harm caused to students outside the campus. We expect parents to counsel their wards to refrain from such moves.
- Boys / men are not allowed in girls' residence. Without permission of the occupants of the rooms and the residence authority in the girls residence no man staff, student or faculty can enter into the rooms. However, parents / legal guardians can visit a girl's residence and meet the resident in the common room. Entertaining unauthorized guests will be dealt with severe punishment including expulsion from the Residence. All visitors to the residence including the parents / guardian will have to make necessary entries in the visitors' book available at the residence entrance with the security guard.
- Parties of any kind including birthdays are prohibited.
- In the event of any breakage, damage and loss of the furniture, fixtures and fittings inside the residence as well as the common place in the campus, the person(s) responsible for such damage will be charged as per office orders issued from time to time.
- Use of personal computer by a resident for academic purpose is permitted. The PC should not be used for objectionable purposes including watching porn movies. Use of headphones instead of speakers is mandatory.
- The institute is not liable for any personal accidents and other mishaps while driving or on city visits and tours. The boarder should drive a vehicle or ride a two wheeler only if he/she has a valid driving license and the vehicle is insured. Similarly, the Institute will not be responsible for any conflict, fight, assault or any untoward incident happening to the boarders outside the campus.
- No boarder or group of boarders can invite any person to address or entertain the students of the Institute, or interact with media on behalf of, or about the Institute without prior permission. Police and Media cannot be called to the campus without the permission of the Institute authority.
- Recording of any electronic images in the form of photographs, audio or video recording of any person without the person's knowledge is prohibited in any part of the Institute and residence premises when such recording is likely to cause injury, distress, or damage the reputation of any person. The storing, sharing or distributing of such unauthorized records by any means is also prohibited, failing which the student will be liable for disciplinary action.
- Every boarder should read the notices displayed on the Institute notice boards, LCD screens, and Institute website from time to time. Each should strictly follow the deadlines with respect to form-filling, application-submission, class attendance,

examination schedules, class assignments etc., failing which the Institute will not be responsible for any loss incurred by the student thereby.

6.5 Rules Vacating Residence

6.5.1 Vacating Permanently

Ordinarily a boarder is discouraged to leave the residence. While graduating from the Institute a boarder is permitted to leave the residence.

Students can vacate residence anytime with the permission of the authority on medical and other emergency ground.

Boarders have to vacate the residence rooms when they are asked to on disciplinary grounds.

If a boarder has graduated, but continues in a University program elsewhere (Internships), has to vacate the residence.

While vacating the boarder has to do the following:

- Remove all personal property from the room, bathrooms, closets, drawers, and cabinets.
- Return all Institute property (furniture) to its appropriate location.
- Clean their portion of the room thoroughly.
- Clean all writing, marks, and residue from walls, ceilings, and doors.
- If they have any items in the storage area, they must remove them or they will be considered abandoned property.
- Empty trash and recycling bins to the designated dumpsters.
- Change their mailing address.
- Notify their vendors, banks, credit card issuers, family, and friends of their change of address.
- Cancel or change the delivery of any subscriptions.

If there are any damages in the allotted room of a boarder the damage cost will be recovered from the boarder in fees or from the caution money.

6.5.2. Vacating Temporarily

- During the Puja and Christmas holidays, the boarders will retain their rooms.
- During summer holidays the residences remain closed and no student will be allowed to stay. Before the residences close for summer the boarders vacate their rooms and keep their luggage in the assigned place or take home. The keys will be handed over to the residence staff.

- The boarders, appearing for special examinations of the Institute, are permitted to stay in the residence with permission of the authority. They also are required to vacate their rooms and stay in the temporary arrangements made for them in the residence.
- Interns from other Institutes are allowed to use the residence facilities with payment. The payment rules are revised time to time by the Finance office.
- A boarder has to leave the hostel if there is a Disciplinary charge against him. However until the DC decision has not been communicated to the boarder in writing he/she can continue to stay in the hostel.

6.6 **Guests**

- While guests are welcome to the Students Residence, boarders are not allowed to keep them in their room. They may bring family members to the lobby area.
- Those who want to avail the guest house must seek permission in written from the guest house authority.
- Ladies Residence is out of bounds for gentlemen. In the Men's Residence, ladies are not allowed. If a guest is found in any room without permission, he/she may be asked to vacate the residence immediately and appropriate action against the host will follow.
- The guests themselves may be held responsible for any theft, breakage, damage or loss which might have occurred during the period of their visit. Please discourage local guests during the term. If any guest(s) does turn up s/he should register with the security.
- The guests should be encouraged to stay in the guest house on availability. The detail of the guest house rules is available in the Institute website.

6.7 **Mess**

- Meal times must be followed strictly for efficient service. Boarders cannot force the mess staff to provide them food as and when they want to eat.
- Boarders must not make undue request for meals during night. No meals will be served outside the service hours.
- Room service is strictly prohibited. Please do not request/force the mess contractors or any of their workers, staff members for room service. However, special consideration on medical grounds such services may be available with prior permission from residence staff.
- One should not take any of the assets like water glass, cup, cutleries etc. out of the dining hall.
- Boarders must wear formal to semi-formal dresses while dining in the mess.
- Two diners will not share food from the same plate. Serious disciplinary consequences will follow if reported.

7. Boarders' Responsibilities

- Boarders are expected to be sensitive to other's needs and expectations. There must be mutual respect. They are expected to build a culture of peaceful coexistence.
- Residence property will be the collective responsibility of all the residents.
- Residents should not indulge in practices / activities, which may endanger their own personal safety as well as that of others. A good level of civic sense is expected of them.
- Residents are duty bound to report to the Caretaker/ Superintendent/ Wardens / Chief warden / Institute authorities in case they notice any unwanted incident or undesirable activity going on in the residence or in the campus.
- Residents are required to park the vehicles only in the space provided for them in an orderly manner. No vehicles should be parked near the entrance or in the corridors. Residents are advised to use bicycles and avoid using motorcycles/ scooters/ four wheelers in the campus.
- Students should not arrange any functions or meeting within the residence without specific permission of the Wardens. Meetings for routine residence affairs (management of mess, organizing sports, co-curricular and extra-curricular activities etc.) have to be in the notice of the Chief Warden/Warden and with their consent.
- Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable.
- Any case of theft/loss should be reported promptly to the Superintendent.
- If students create law and order problems outside the campus, they are answerable to the police. In such cases, they will also be answerable to IIT administration as per the Institute disciplinary norms.
- The Institute authorities will do its utmost to protect its boarders as long as they are on the right side of the law.

8. Grievance Redressal

IIT Bhubaneswar Residence has a well-established grievance redressal mechanism. Boarders have the right to register their grievances to the Superintendents/Wardens/ Chief Warden. Regular residence meetings are held with the Wardens and the Chief Warden to discuss and find solutions/ take actions. However, the grievance needs to be appropriately channelized.

There is Student Residence Welfare Committee which interfaces the students and the residence staff to find solution to problems. It has been empowered to suggest changes/ modifications in policies and rules relating to the boarders' welfare. Boarders can send their feedback through emails or through written letters to the Wardens and the Chief Warden.

The Director of the Institute is the highest appellate authority. Boarders can register their grievance to the Dean (Student Affairs) or to the Director by taking a prior appointment.

9. Rights of Residence Committee

1. Residence wardens have right to ask the boarder to vacate the room, if s/he firmly is convinced that the boarder's behaviour/conduct is against the residence interests /rules or against the moral tone of the residence or if there is a violation of any of the rules of discipline mentioned above.
2. Any breach of these rules will invite an enquiry that will be conducted by the residence management. If the boarder is found guilty, then it will take disciplinary action that deem fit. Depending upon the case, the Management reserves the right to take disciplinary action, amounting to even expulsion at short notice from the Residence.
3. The Residence Committee reserves the right to change rules from time to time keeping the students informed through circulars displayed on the notice boards.
4. The boarders are required to treat the residence employees, security and housekeeping staff, staff of the office and mess staff with due consideration and courtesy and render assistance to them in the discharge of their duties. They can lodge a written complaint to the Wardens about any of their grievance with reference to any of the employees.

10. Disciplinary Measures

1. Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the rules, or violation of any other rule defined in this manual will be liable to one or more than one of the following punishments:
 - Expulsion from the residence.
 - A record of his / her misconduct will be made in his personal file.
 - The cost of damage will be fully recovered from him/her together with 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.
 - Rustication from the Institute.
2. Any student found hosting/harbours an offender will also be liable to the punishments mentioned in rule 10.1

3. Availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by residence administration, if repeated.

11. Fine Funds

Residence fine funds are to be utilized for the repair of damages and for the welfare and development work of the residences and student welfare activities as would be decided by the residence administration, Dean (Student Affairs) and the Institution authorities.

12. Penalty Detail

Penalty of different kinds are charged on the offenders of the residence rules and regulations. All monetary penalty/ warnings/parents reporting are under the jurisdiction of the Chief Warden/ Wardens. Offences those can lead to temporary suspension from the residence can be taken by residence committee. Permanent rustication from the residence and the Institute are forwarded to the Institute's Disciplinary Committee, which recommends to the Director for the disciplinary actions. The Director is the final authority to take the decision in the matter. The followings are the detail of suggested penalty:

- Natural wear and tear of property allotted to the boarder: No recovery
- Unnatural damage of property allotted to the boarders for common use in the room such as the fan, tube light etc.: Recovery of the actual cost from the one/two/three/ four official allottee(s) of the room
- For the following type of damages, if the culprit(s) is identified, the actual cost of repair shall be recovered from the culprit(s). However, when culprit cannot be identified, the fine will be ten times the actual cost of repair or replacement. The fine so collected will be used for residence development.
 - Damage of Property allotted to the boarders for common use such as the washing machines, geysers, bathroom fittings etc.: Recovery of ten times of the actual cost from to all official allottees of the floor.
 - Damage of Common property of a block like the elevator, fire fighting etc.: Recovery of ten times of the actual cost from to all official allottees of the block
 - Damage of Common property used by all boys/girls residences sports equipments, gym equipments, common room properties such as a TV: Recovery of ten times of the actual cost from to all official allottees of the residences
- The types of offences and the corresponding penalties are listed below for ready reference. For other offences which are not listed below, the residence committee are entitled to take appropriate decision.

Type of offence	Penalty
Overnight/ weekend/ long absent from the hostel without permission	Parents will be informed with warning and fine of Rs 500 per night.
Forceful entry to the hostel after the entry time	Parents will be informed with warning and fine of Rs.1000/
Misconduct with staff	Parents will be informed with warning. If repeated Rs.1000/ fine.
Unauthorized stay in other boarder's room	Fine of Rs.1000/
Keeping outsiders in one's own room	Fine of Rs.2000/
Electrical appliances found	Fine of Rs.1000/ to be levied on the official occupants of the room. The appliances will be confiscated and will not be returned.
Public Display of Affection or intimacy anywhere in the campus	Two warnings and on the third time fine of Rs. 3000/
Alcohol/Smoking found, traced, smell / abused	Parents will be informed with warning and fine of Rs.5000/
Alcohol/drugs etc. found	Parents will be informed with warning and a fine of Rs. 5000/ to be levied on the official occupants of the room. The material will be confiscated and will not be returned. Repeated offence may lead to permanent rustication from the residence and the matter will be reported to disciplinary committee for further action.
Harassment of any kind to roommates /floor mates/other residents	Fine, temporary suspension from the residence (as per the decision of the Residence committee).
Violence of any kind inside the campus including ragging	Rustication of the guilty from the residence with immediate effect. Disciplinary investigation will follow later.
Cyber offence in any form	Immediate rustication of the culprit from the residence. Disciplinary investigation will follow

	later.
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13. Important Dates and time (May change as per notification)

13.1 Dates

- 4th week of July: Residences Reopen for the new academic session
- 3rd Week of November: Any modification in the allotment
- 4th Week of April: Fresh Allotment to existing students
- 15th May: Residences are vacated for summer break
- Besides these dates Residences close for Durga Puja Holidays

13.2 Time

- 6:00 AM: all residence gates open
- 7.30 AM to 9.30 AM: Breakfast
- 12.30 PM to 2 PM: Lunch
- 7:00 PM to 9:00 PM: Dinner
- 5:00 PM to 7 PM: Doctor's visit
- 9:30 PM: Entry to hostels both for girls and boys
- 9:30 PM to 10:00 PM: Attendance of boarders
- 10:00 PM: Silence Hour begins