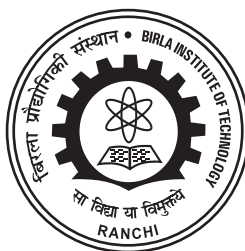


# **BIT STUDENTS' RULES AND REGULATIONS**

**2015**

**General Rules for Observance by BIT Students**



**BIRLA INSTITUTE OF TECHNOLOGY  
(A DEEMED UNIVERSITY)  
MESRA, RANCHI, JHARKHAND  
INDIA**

**RULES AND REGULATIONS FOR BIT STUDENTS**  
**BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI-835215**

**1. CODE OF CONDUCT**

- 1.1 All residents are required to maintain standards of behaviour expected of students of a prestigious Institution. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 1.2 All residents are required to carry their valid Identity Cards issued to them by the Institute.
- 1.3 The rooms, common areas and surroundings should be kept clean and hygienic. Notices/Bills shall not be pasted on walls and walls shall not be scribbled on.
- 1.4 All girl students must be present in their respective hostel rooms from 7.00 PM to 6.00 AM. Girl students should be inside the gate before 7.00 PM. Involvement of girl students in any Departmental/Institute activity after 7.00 PM may be allowed with prior permission from Hostel warden/Asst. warden. Application for this must be duly signed by Professor-in-charge conducting the activity and it should contain list of student participating. If any student wishes to be away from the hostel during the weekend, holidays or any other time, he/she has to take prior permission from the Warden/Assistant Warden. Boy students must be inside the campus before 10.00 PM.
- 1.5 Signature of student in Hostel register within the stipulated time is compulsory. Hostel register is available with Hostel clerk. For girls, it is mandatory to maintain the attendance and home register. Do not sign in place of fellow students i.e. Proxy signature is strictly prohibited. Girls should not be absent from hostel without filling in the home register. Provide correct information in home register, i.e., Home/local guardian/friend's home etc. Take prior permission for leaving hostel premises after 7:00 p.m. and before 6:00 a.m. Maintain the timings allowed for mess, receiving coupons, filling of home register, etc.
- 1.6 Under normal circumstances, girls availing hostel facilities should stay in the hostel regularly. They should not be absent from the hostel for more than 15 days in continuity. Proper information must be communicated to the hostel authorities for the same.
- 1.7 Day scholars are not allowed to avail hostel facilities. To be a day scholar, permission of Dean (SW)/Associate Dean (SW) is mandatory.
- 1.8 Students are advised to avoid any dark place and/or lonely places.
- 1.9 Calling any vendors/ any unauthorized person to room is not permitted. Also, students

are not expected to sell any items (such as chocolates, stationary, drink, etc.) to fellow boarders.

- 1.10 Rooms are allotted to each student on his/ her personal responsibility. He/she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the Care Taker office, through the Hostel Clerk, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.
- 1.11 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Mess Committee 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.
- 1.12 The students should not use pirated / unauthorized / unlicensed movies in their computers and common rooms.
- 1.13 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
- 1.14 The resident shall not move any furniture from its properly allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden/Assistant Warden, failing which he/she will be charged a penal rent as decided by the Warden/Assistant Warden.
- 1.15 The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- 1.16 Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted.
- 1.17 Residents should not participate in any anti-national, antisocial, racist or undesirable activity in or outside the campus.
- 1.18 Behaviour of students outside of hostel and inside of campus at various common places such as streets, shops, canteens, Institute, etc. should be decent and acceptable to all. Students should wear proper dresses which reflect decency.
- 1.19 The student must not be involved directly or indirectly in fighting, gambling, anti-social activities, ragging, strike, picketing, gheraos, fast, arousing of the sentiments of the students body and the public, use of outside agency for redressal of grievance, etc.
- 1.20 Students should not display obscene poster or calendars, wall writing etc. in the room or anywhere in the hostel.

- 1.21 Common Room/TV Room/Reading Room timing will be 6 PM to 11 PM only. These rooms may be opened under the special circumstances for the students only when prior permission has been taken from the hostel authorities.
- 1.22 Meeting, Party is to be organized with prior written permission from the Hostel authorities. Mess-party is to be organized with written permission from the hostel authorities. However such parties should not cause any discomfort to other students and residents of the institute campus.
- 1.23 The use of electrical appliances such as coolers, immersion heaters, electric stove, heaters, electric iron, refrigerators and any such storage device are forbidden in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly forbidden.
- 1.24 The uses of audio systems which may cause inconvenience to other occupants are not allowed. Using audio system at high volume is an offence. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs /other data storage devices from outside.
- 1.25 Walking with earphones on their ears in any common place or/and on the street in the institute campus is strictly prohibited.
- 1.26 When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times) with good quality of lock and key.
- 1.27 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to repair such damage, if the students who caused the damage could not be identified.
- 1.28 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 1.29 Residents will be personally responsible for the safety of their belongings.
- 1.30 Residents are required to obey all traffic rules inside the campus.
- 1.31 Residents are duty bound to report to the Warden/ Assistant Warden / Dean (Student Welfare)/ in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 1.32 Residents are required to park the cycles only in the space provided for them in an orderly manner. No cycles / vehicles should be parked at the entrance or in the corridors.
- 1.33 Use of powered driven vehicles (two wheelers/four wheelers) by students is banned.
- 1.34 Students should not arrange any functions or meeting within the hostel or outside or

within the Institute campus without specific permission of the concerned authorities.

- 1.35 Students should not arrange for any picnic/parties outside without specific permission of the Dean (Student Welfare). Hiring of private vehicles for these purposes is prohibited and if at all necessary they must take prior permission from DSW.
- 1.36 The students when they go out should plan to return to the campus strictly before 7:00 pm for girls' and 10 pm for boys'.
- 1.37 Since good quality of food is served in hostel mess, students must avoid taking food outside institute campus, especially at night. Bringing and/or consuming outside food in the hostel premises is not allowed.
- 1.38 Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute.
- 1.39 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw/litter indiscriminately, and should not use non-bio-degradable items, such as carry bags.
- 1.40 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.
- 1.41 Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises as well as institute premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Institute/Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the class / hostel room / common room /dining hall / toilets / corridors / terrace, etc. Smoking is also prohibited in the class room/Institute premises/canteen.
- 1.42 Ragging of students admitted to the Institute is totally banned.
- 1.43 Any case of accident / theft / loot / abuse / hit/ rag / fight / molestation, etc. should be reported promptly to the Hostel clerk/ Asst. Warden/ Warden/ Security Officer/ Assoc. Dean (SW) / Dean (SW)/ Institute authority, etc.
- 1.44 BIT administration will do its utmost to help you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.
- 1.45 All library related issues will be governed by library rules.
- 1.46 All academic matters will be governed by academic rules (e.g. UG/PG/Ph.D. Rules & Regulations). Students have to remain in touch with respective Departments for proper and timely information.

## **2. GUESTS /VISITORS**

- 2.1 A guest of a resident may be permitted, with the prior approval by the Dean (Students' Welfare), to stay in hostel for not more than a week on payment of the necessary charges, as fixed by the Hostel Mess Committee from time to time. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room. For this purpose, every person other than resident of the hostel will be considered as a guest for definition.
- 2.2 Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.
- 2.3 No overnight guests are permitted in a student's room without permission of the Warden/Assistant Warden. No person of the opposite sex either guest or otherwise shall be permitted to stay overnight in any part of the hostel.
- 2.4 In case of girl resident, blood relations only allowed to stay as guest with prior permission. Permission should be taken at least 2 days earlier from arrival of guest.
- 2.5 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
- 2.6 The visit of male students to the female students' hostel and vice versa is not allowed.

## **3. MESS RULES**

- 3.1 A Student Mess Committee (SMC) is constituted by the students of the hostel and the mess secretary along with the committee members prepare the mess menu.
- 3.2 No student is allowed to stay in the hostel without being a member of the mess.
- 3.3 Once a student joins a mess, he / she shall be deemed to have become a permanent member of that mess throughout the semester. Change of hostel mess is not permissible during the semester.
- 3.4 Absence from joining the mess will be permitted only by the Dean (Student Welfare) on request for valid reasons, for a maximum period of 10 days.
- 3.5 Students should sign daily the Mess Attendance Register kept in the messes before taking the dinner. Any one failing to do so will be treated absent from the hostel without permission.
- 3.6 Student must enter the hostel mess in proper uniform.
- 3.7 Students are not permitted to dine in the mess without signing the Mess Attendance Register.
- 3.8 The mess timings will be notified in the Hostel notice board by the students' mess committee time to time.

- 3.9 The mess bill will be calculated on the basis of dividing the monthly expenditure by total number of students in the hostel.
- 3.10 The system of self service will be followed in all the messes.
- (i) The quantity of food will be unlimited except in the case of special items.
  - (ii) Special vegetarian foods/Non-vegetarian foods will be served as an extra items on specified days of the week.
  - (iii) Students can entertain their guests. However, as a special case, they can entertain their parents as guests in their respective messes on prior intimation and on production of guest tokens.
  - (iv) Guests charge for breakfast, Lunch, Snacks and Dinner may vary among hostels. Exact rate will be available with hostel clerk.
- 3.11 Mess bill rebate is admissible to the residents of Hostels on the following grounds:
- i) Approved Study Holidays and Semester Vacation declared by the Hostel Warden/Assoc. Dean (SW)/ Dean (SW).
  - ii) Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
  - iii) Periods availed by students for attending interviews and in-plant training on the recommendation of the Professor in charge of Training and Placement.
  - iv) Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
  - v) Application for mess bill reduction should be made in the form prescribed and it should be submitted three days in advance. The application should be forwarded by the Warden. An acknowledgement may be obtained from the Hostel Clerk for having applied for mess reduction.
  - vi) In addition, students applying for mess bill reduction should also sign the Mess Leaving Register kept in the messes at the time of their leaving the mess.
  - vii) Any absence of a student from the mess exceeding 24 hours, should be intimated to the Hostel Clerk in the prescribed form so as to regulate the supply of provisions even though the student is not eligible for mess bill reduction.
  - viii) Students proceeding on medical Leave from the campus should produce the Medical Certificate issued by the Institute Medical Officer at the time of their leaving.
  - ix) In case of sudden illness, information on leaving the mess should be made

available to the hostel office immediately and the application for mess bill reduction should be submitted within the next 3 days.

- x) Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the Warden by email before expiry of the approved holidays, the probable date of rejoining the mess along with a medical certificate from a Medical Officer not lower in rank than that of a Civil Asst. Surgeon. No mess reduction will be given, if advance intimation is not provided.
  - xi) No student can claim mess reduction (rebate) unless he/ she had intimated his / her absence in advance by applying for mess reduction in the form prescribed and signed the Mess Leaving Register at the time of his/ her leaving the mess.
  - xii) Reduction/Rebate in Mess bill is applicable only when the student is out of the hostel with genuine reason or/ and prior permission of hostel authorities for a period of TEN days in continuation. The percentage of reduction/ rebate will be decided by the mess committee/ hostel authority.
  - xii) At the time of joining the mess after availing mess reduction, the students should sign the Joining Register kept in the messes.
- 3.12 Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- 3.13 Students are not permitted to cook any food on their own accord in the messes or in their rooms.
- 3.14 Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- 3.15 No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Institute Medical Officer to the effect that the students' condition requires the food to be served in their rooms.
- 3.16 No diner shall waste food. Paying mess bill does not entitle a diner to waste food. Money may belong to you but resources belong to society.
- 3.17 Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.
- 3.18 All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 3.19 After eating food, diners shall put the cup, plate, waste food etc. in the designated bins.
- 3.20 If any diner is medically ill and requires a special diet (eg. Oil-less food) he / she can request the Warden to arrange for the same at the mess.



- 3.21 Students should not bring any pet animals into the mess halls or encourage such practice in the hostel premises.

#### **4. INCIDENCE OF INDISCIPLINE AND CONSEQUENCES**

- 4.1 Behaviour of students outside of hostel and inside the campus at various common places such as streets, shops, canteens, Institute, etc. should be decent and acceptable to all. Students should wear proper dresses which reflect decency. Indecency in behaviour may lead to strict action by authorities.
- 4.2 Students should not display obscene poster or calendars, wall writing etc. in the room or anywhere in the hostel. It is an offence and guilty students are liable to be punished.
- 4.3 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to pay for the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel. Any damage to room/hostel/Institute property by the student will attract suitable punishment.
- 4.4 In case of damage or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the particular lobby/hostel through mess bill or as decided by the Warden/Assistant Warden.
- 4.5 The resident shall not move any furniture from its properly allotted place and also not damage them in anyway. If there are any additional items other than the prescribed belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden/Assistant Warden, failing which he/she will be charged a penal rent as decided by the Warden/Assistant Warden. Any unauthorized possession/presence of any item by student in his/her room is likely to be seized and may be punishable.
- 4.6 The resident shall not remove any fittings from any other room and get them fitted in his/her room. It is an offence and guilty students are liable to be punished.
- 4.7 Common Room/TV Room/Reading Room timing will be 6 PM to 11 PM only. These rooms may be opened under the special circumstances for the students only when prior permission has been taken from the hostel authorities. Violation of rule may attract punishment.
- 4.8 Meeting, Party is to be organized with prior written permission from the Hostel authorities. Mess-party is to be organized with written permission from the hostel authorities. However such parties should not cause any discomfort to other students and residents of the institute campus. Violation of rule may attract punishment.
- 4.9 All girl students must be present in their respective rooms from 7.00 PM to 6.00 AM.

Girl student should be inside the gate by 7.00 PM. Violation will attract suitable penalty and punishment as decided by authorities. All boy students must be present inside campus premises by 10.00 PM. Involvement of girl students in any Departmental/Institute activity after 7.00 PM may be allowed with prior permission from Hostel warden/Asst. warden. Application for this must be duly signed by Professor-in-charge conducting the activity and it should contain list of student participating. Violation to this will be treated as offence and it is punishable.

- 4.10 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags. Violation will attract suitable penalty and punishment as decided by authorities.
- 4.11 Since good quality of food is served in hostel mess, students must avoid taking food outside institute campus, especially at night. Bringing and/or consuming outside food in the hostel premises is not allowed. Violation will attract suitable penalty.
- 4.12 The use of electrical appliances such as coolers, immersion heaters, electric stove, heaters, electric iron, refrigerators and any such storage device are forbidden in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly prohibited. Such appliances, if found will be confiscated and a fine will also be imposed.
- 4.13 The uses of audio systems which may cause inconvenience to other occupants are not allowed. Using audio system at high volume is an offence. The use of personal TV/ DVD is prohibited. The students should not hire objectionable CDs from outside. Walking with earphones on their ears in any common place or / and on the street in the institute campus is strictly prohibited. Suitable punishment may be awarded.
- 4.14 When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.
- 4.15 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to repair such damage, if the students who caused the damage could not be identified.
- 4.16 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 4.17 Residents are required to park the cycles only in the space provided for them in an orderly manner. No cycles / vehicles should be parked at the entrance or in the corridors. These may be seized.
- 4.18 Use of powered driven vehicles (two wheelers/four wheelers) by students is banned. Residents violating this rule are liable for punishment. Powered driven vehicles

- brought to the campus by the students will be seized and may attract suitable penalty.
- 4.19 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities. Violation will attract suitable penalty and punishment as decided by authorities.
- 4.20 Students should not arrange for any picnic outside without specific permission of the Dean (Student Welfare). Hiring of private vehicles for these purposes is prohibited and if at all necessary they must take prior permission from DSW. Violation will attract suitable penalty and punishment as decided by authorities.
- 4.21 Do not go outside in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of Institute. In case of violation, suitable punishment may be awarded as decided by the authorities.
- 4.22 The student must not be involved directly or indirectly in fighting, gambling, anti-social activities, ragging, strike, picketing, gheraos, fast, arousing of the sentiments of the students body and the public, use of outside agency for redressal of grievance, etc. These will be viewed as serious offence and guilty students are liable to be punished.
- 4.23 Any student who is found to be indulging in undesirable activities, such as physical assault, damage to Institute property, etc., will be liable to the following punishments:
- a) He / she will be expelled from the hostel.
  - b) A record of his / her misconduct will be made in the personal file.
  - c) The cost of damage will be fully recovered from him / her together with penalty.
  - d) He / she will also be fined commensurate with the offence committed.
  - e) The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.
  - f) No recommendations will be given to him / her for studies abroad.
  - g) Suitable black dots may be awarded.
  - h) Semester(s) back may be awarded.
- 4.24 Any student found hosting / harbouring an offender will be also liable to the punishments mentioned in rule 4.23.
- 4.25 Residents should not participate in any anti-national, antisocial, racist or undesirable activity in or outside the campus. If found, liable to be punished.
- 4.26 Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt severely.

- 4.27 For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, " display of noisy, disorderly conducts, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:-Teasing, abusing, of playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do".

**Excerpts from the Directives of Hon'ble Supreme Court of India in respect of curbing ragging in Educational Institutions:**

- "The Head of the institution (Vice-Chancellor/ Director/Principal, etc.) should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo motto if the circumstances so demand.
  - Freshers should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably.
  - When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging."
- 4.28 All senior students, boarders and day scholars, are required to sign an Anti-Ragging Undertaking form.
- 4.29 Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises as well as institute premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken, if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel / room / common room /dining hall / toilets / corridors / terrace etc. Smoking is also prohibited in the class room/Institute premises/canteen and institute campus. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

4.30 For students found in an indiscipline act, there is a provision of awarding black dots\*.

### **Meaning of Black Dots**

- a) One Black Dot - Strict warning
- b) Two Black Dots - Strict warning and not allowed to participate in any students' activities
- c) Three Black Dots - Strict warning and will not be allowed to appear for campus placement
- d) Four Black Dots - Strict warning and Semester back for 1-2 years
- e) Five Black Dots - Condemnation and Permanent expulsion from Institute

Note1 All black dots are cumulative

Note2 Indiscipline act by the students must be communicated to the parents and if necessary they may be personally called to the office of the Dean (SW)

4.31 The jurisdiction of BIT Mesra is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police/district administration. Do not overstep your limits. Help us to help you.

## **5. GUIDELINES TO THE NEWLY ADMITTED STUDENTS**

### **5.1. STEPS FOR GETTING ADMISSION:**

- 1. For taking admission in the Institute, a student should first report to the office of Dean (Admission and Academic Coordination).
- 2. Every student has to pay the Institute fee in the form of a demand draft of required amount in the Accounts Office.
- 3. After the payment of fee, Roll Number will be allotted by the office of Dean (Admission and Academic Coordination).

### **5.2. HOSTEL ACCOMMODATION:**

- 1. The girls' hostels are situated within one km from the Institute Building. The boys' hostels for the newly admitted students are located at 1 to 1.5 km from the Institute Building. The students can use bicycle.
- 2. Students should not drive or possess any power driven vehicles (scooters/ motorcycles/ cars etc.) either inside or outside the campus.
- 3. After completing the admission process, the student should deposit the hostel caution money and the mess advance in the Students Mess Accounts Office (near UCO Bank).

4. For hostel allotment, the student should report to the office of Dean (Student Welfare).
5. All newly admitted students will be provided accommodation on sharing basis in a single room.
6. All students (including the foreign students and the students admitted under NRI quota) will have to arrange the bedding (mattress, bed sheet, pillow, mosquito net etc.) on their own.
7. All students are required to stay in one of the hostels. Under exceptional circumstances, the Dean (Student Welfare) may permit a student to stay outside the Institute campus on temporary basis.
8. If there is any case of ragging, the concerned student should report the same to Hostel Warden/ Associate Deans/ Dean (Student Welfare)/ any faculty members of the institute immediately. The names and telephone numbers of the Warden and other officials of the Institute are displayed on the hostel notice boards.
9. Every hostel has its own mess attached to its building. The mess is run by the Students Mess Committee. There is no fixed charge for the mess. The monthly mess bill is calculated on the basis of actual expenditure. It varies from one hostel to another hostel, depending upon the number of students in a hostel and the menu being followed in that hostel.
10. The hostel caution money is onetime payment and will be refunded to the student after his/ her completion of the course. The mess advance is credited to the student's mess account, which is maintained centrally for every student.

### 5.3. SEMESTER REGISTRATION:

1. For semester registration, the student should report to the office of Coordinator (Semester Program) or the designated place as notified.
2. The classes for the newly admitted B.E. and B.Arch. students shall commence as per CCB schedule.
3. The Vice-Chancellor will address the newly admitted students during the Induction Program.

### 5.4. MANDATORY AT TIME OF REGISTRATION AND BEFORE EXAMINATION:

1. At the time of registration in every semester, the students are required to pay mess advance as notified time to time in addition to the Institute Fee. The monthly mess bill is displayed on the hostel notice board, which also indicates the mess dues or credit balance. All students are required to clear their mess dues, if any, by the 15th of every month.

2. Before the end semester examination, the students are required to take no dues from the Institute Accounts Office and the Students Mess Accounts Office.

#### 5.5. STUDENT CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

There are various clubs and societies in the Institute. The details about these societies will be informed to the newly admitted students in a meeting in the Institute Auditorium.

### 6. ABOUT THE BIT CAMPUS

- 6.1 The Institute is having three shopping arenas, where shops of BIT Consumers Co-operative Stores (BITCC) and few private shops exist. The main shopping arena is near the Golden Jubilee Auditorium (formerly known as OAT). One shopping arena is behind the Institute Building. Another shopping arena is situated behind Hostel No. - 6. In addition to these, there are BITCCS sale counters in the girls' hostels.
- 6.2 The Institute campus is having Mesra Branch of UCO Bank and SBI. ATMs of UCO, SBI and ICICI banks are also present in the Institute campus.
- 6.3 Post Office and Railway reservation counter is available in shopping arena which is behind the Institute Building.
- 6.4 Sports complex is situated in front of Hostel No. - 7.
- 6.5 Institute buses ply regularly from BIT campus to Ranchi city and back. The time table for the bus service is displayed on the hostel notice boards and in the Transport Office.
- 6.6 The climate at Ranchi is moderate. During summer, the maximum temperature may go up to 42° C and during winter, the minimum temperature dip to 2° C. During the rainy season, the students are advised to carry umbrella/ raincoat.
- 6.7 For any health problem BIT Dispensary is there to take care of students.

### 7. WHOM TO CONTACT

- 7.1 **Academic Matter-** Respective HOD, Semester Coordinator, Dean (Academic Program)

#### 7.2. Academic Facilities

1. Central Library

Library Timings	:	Monday To Friday	8 AM To 8 PM
		Saturday/Sunday	9 AM To 4 PM
Issue/Return Timings	:	Monday To Friday	8.30 AM TO 6 PM

2. CAD Lab

The CAD Laboratory is a central facility of the institute where all undergraduate and postgraduate students, research scholars and faculty members- can work

with the sophisticated 2-D & 3-D design and analysis software. It is located in Mechanical Engineering Department.

3. **Central Computing Facility (CCF)**

The CCF comprises of seven laboratories (of the Department of CSE) housing approximately 400 computers having the very latest configuration.

4. **Central Instrumentation Facility (CIF)**

The Central Instrumentation Facility, equipped with high value sophisticated instruments (mainly for analytical purpose), has been created in order to cater to the needs of different departments and for maximum utilisation of instruments.

5. **Sports Complex**

The Department of Physical Education and Sports regularly organises training camps and courses for various sports and games and is well equipped with appropriate facilities.

7.3. **Students Non-Academic Matter**

1. Allotment of Room in Hostel: Dean (SW) office
2. Hostel/Room/Mess in Hostel/etc. : Hostel Warden/Asst. Warden
3. Games & Sports : Physical Education and Sports Department
4. Mess bill related issues: Hostel Clerk/Mess Account
5. Visit to Town: BIT Transport office regarding information of timing of Bus service
6. Medical Help: BIT Dispensary

7.4 **Other Facilities**

1. Banking: UCO Bank and SBI are available in Campus near R&D Building
2. Post Office: Mesra PO is located in Shopping Complex behind main building
3. Railway Reservation Counter available in Mesra PO.
4. Security Services office available near R&D building



## 7.5 Important Phone Contacts

<b>Person</b>	<b>Number *</b>
Hostel Warden/Asst. Warden/Hostel Clerk	See Hostel Notice Board
Dean (SW) Office	4418(O)
Dean (SW)	4419(O), 4624(R)
Dean (Acad Program )	4544(O)
Asso.Dean (SW)	4418(O), 4501 (R)
Asso.Dean (SW)	4537(O), 4637(R)
Asso.Dean (SW)	4567(O), 4557(R)
Incharge (Sports activities )	4512(O), 4513(R)
Sports Officer	4590(O), 4658(R)
Incharge (Social & Cultural Activities)	44 29(O), 46 13(R)
Incharge (Technical Events)	4418(O), 4501 (R)
Incharge (NSS)	4512(O), 4513(R)
Incharge (NCC)	4675(O), 4639(R)
BIT Hospital	4441, 4434
MO (BIT Hospital)	4433(O), 4432(R)
Prof InCharge (BIT Security)	4540(O), 4601(R)
Security Officer	4498(O), 4598(R)
UCO Bank	4481(O)
SBI	4512(O)
Mesra PO	2275827 (PNT)
Registrar	4413(O)
Vice Chancellor	4402(O)
<p><b>* Extension Lines should be used for direct call on BIT telephones. To call from other telephone/mobile EPABX lines should be contacted which will connect with extension lines. EPABX lines are 2275352/2275444/2275896/2276267/ 2276249/ 2276432</b></p>	