



INSTITUTE OF TECHNOLOGY & MANAGEMENT  
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श्रेष्ठ इंडस्ट्री इंटरफेस के लिए  
CMAI, AICTE & RGPV  
द्वारा पुरस्कृत

# INSTITUTE OF TECHNOLOGY AND MANAGEMENT, GWALIOR

**ITM Gwalior  
Residential Life Code**



# 1. INTRODUCTION

## 1.1 Purpose

The primary purpose of this hostel policy is to establish a framework that ensures a safe, comfortable, and conducive living environment for all students residing in the hostels of ITM Gwalior. This policy aims to foster a sense of community, promote academic excellence, and support the overall well-being of our student residents.

## 1.2 Scope

This policy applies to all students who have been granted accommodation in any of the hostels operated by ITM Gwalior. It covers all aspects of hostel life, including admission, fees, rules and regulations, facilities, and disciplinary procedures. All resident students are expected to familiarize themselves with this policy and adhere to its provisions throughout their stay in the hostel.

# 2. ELIGIBILITY

## 2.1 General Eligibility

All students who have been admitted to any full-time course at ITM Gwalior are eligible to apply for hostel accommodation. This includes undergraduate, postgraduate, and research scholars enrolled in the institute.

## 2.2 Priority Allocation

While efforts will be made to accommodate all applicants, priority will be given in the following order: a) First-year students from outside Gwalior b) Students with disabilities or special needs c) Senior students based on their academic performance and previous hostel conduct d) Local students, subject to availability

## 2.3 Continuation of Hostel Stay

Existing hostel residents must reapply for hostel accommodation each academic year. Continuation of hostel stay is subject to:

- Satisfactory academic performance



- Good disciplinary record
- Timely payment of all dues
- Availability of rooms

## 3. HOSTEL FEES

### 3.1 Fee Structure

The hostel fee structure will be reviewed and set annually by the institute administration. The fee covers the following:

- Room rent
- Mess charges
- Utilities (electricity, water, internet)
- Maintenance and housekeeping services

### 3.2 Payment Schedule

- Fees are to be paid on an annual basis
- The due dates for fee payment will be communicated at the beginning of each academic year
- A late fee will be charged for payments made after the due date

### 3.3 Payment Methods

Fees can be paid through any of the following methods:

- Online transfer to the designated institute account
- Demand Draft in favor of "ITM Gwalior Hostel Fund"
- Cash payment at the institute accounts office (discouraged for large amounts)

### 3.4 Refund Policy

- Full refund of hostel fees will be given if a student withdraws before the commencement of the semester
- Pro-rata refund will be given for withdrawals during the semester, subject to a minimum stay of one month
- No refund will be given for students asked to vacate the hostel due to disciplinary reasons



## 4. ROOM ALLOCATION

### 4.1 Room Types

The hostel offers the following types of rooms:

- Single occupancy rooms
- Double occupancy rooms
- Triple occupancy rooms etc.

### 4.2 Allocation Process

- Room allocation will be done by the Hostel warden
- Factors considered for allocation include seniority, academic performance, and special needs
- Students can indicate their room type preference, but the final decision rests with the committee

### 4.3 Room Change Requests

- Room change requests can be submitted to the Hostel Warden after the first month of each semester
- Changes will be accommodated based on availability and at the discretion of the Hostel Warden
- Unauthorized room changes are strictly prohibited and will invite disciplinary action

### 4.4 Vacating Rooms

- Students must vacate their rooms within 48 hours of their last examination at the end of each academic year
- A room inspection will be conducted before the student is allowed to vacate
- Any damage to hostel property will be charged to the student's account

## 5. HOSTEL RULES AND REGULATIONS

### 5.1 General Conduct

- Students must maintain decorum and discipline within the hostel premises
- Respect for fellow residents, hostel staff, and institute authorities is mandatory



- Any form of discrimination, harassment, or bullying is strictly prohibited

## 5.2 Timings and Movement

- Silence hours: 10 PM to 6 AM
- Institute gates will be closed at 8 PM
- Late entry is allowed only with prior permission from the Hostel Warden
- Overnight stays outside the hostel require written permission

## 5.3 Visitors and Guests

- Visiting hours: 6 AM to 8 PM
- Visitors are allowed only in designated areas (common rooms, visitor's lounge)
- Overnight guests are not permitted without prior written approval from the Hostel Warden

## 5.4 Prohibited Items and Activities

The following are strictly prohibited within the hostel premises:

- Smoking, alcohol consumption, and use of narcotics
- Possession of weapons or explosives
- Gambling, betting, or any other illegal activities
- Use of electrical appliances like heaters, cookers, or irons in rooms
- Keeping pets

## 5.5 Room Maintenance

- Students are responsible for keeping their rooms clean and tidy
- No alterations to room structure or fittings are allowed
- Posters, stickers, or nails on walls are prohibited
- Regular room inspections will be conducted by hostel authorities

## 5.6 Common Areas

- Students must maintain cleanliness in common areas like corridors, washrooms, and recreation rooms
- Misuse or damage to common area facilities will result in penalties

## 5.7 Ragging



- Ragging in any form is strictly prohibited as per the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009
- Any incident of ragging should be immediately reported to the Anti-Ragging Committee

## 6. FOOD AND DINING

### 6.1 Mess Facilities

- The hostel provides a common mess facility for all residents
- Vegetarian and non-vegetarian options are available
- Special dietary requirements (e.g., for medical reasons) can be accommodated upon request

### 6.2 Meal Timings

- Breakfast: 7:30 AM to 9:00 AM
- Lunch: 12:40 PM to 3:30 PM
- Evening Snacks: 5:00 PM to 6:00 PM
- Dinner: 7:30 PM to 9:30 PM

### 6.3 Mess Rules

- Students must carry their ID cards to the mess
- Food must be consumed within the mess premises
- Wasting food is discouraged
- Utensils and cutlery must not be taken out of the mess

### 6.4 Mess Committee

- A student-led Mess Committee will be formed to oversee mess operations
- The committee will work with the Mess in-charge to plan menus and address student feedback

## 7. FACILITIES AND AMENITIES

### 7.1 Internet and Wi-Fi

- High-speed internet access is provided in common areas of campus like library and other wi-fi zones



- Students must adhere to the institute's IT usage policy

## 7.2 Laundry

- Paid washing machines and dryers are available
- A designated area for drying clothes is provided

## 7.3 Recreation

- Common rooms equipped with TV and indoor games
- Reading room with newspapers and magazines
- Outdoor sports facilities (basketball court, volleyball court)

## 7.4 Gym

- A well-equipped gym is available for resident students
- Gym timings: 6 AM to 9 AM and 5 PM to 9 PM

## 7.5 Medical Facilities

- A first-aid kit is available with the Hostel Warden
- A medical room with basic facilities is available 24/7
- For emergencies, ITM Hospital is available 24/7 near 200 meters from the hostels

## 7.6 Security

- 24/7 security personnel at hostel entrances
- CCTV cameras in common areas for safety

# 8. DISCIPLINE AND CONDUCT

## 8.1 Disciplinary Committee

- A Disciplinary Committee will oversee matters related to student conduct in the hostel
- The committee will comprise faculty members, hostel wardens, and student representatives

## 8.2 Disciplinary Procedures





- Minor infractions will result in verbal warnings
- Repeated or serious violations will lead to written warnings, fines, or disciplinary probation
- Severe breaches of conduct may result in suspension or expulsion from the hostel

### 8.3 Appeal Process

- Students have the right to appeal against any disciplinary action
- Appeals must be submitted in writing to the Hostel Appeals Committee within 7 days of the disciplinary action

## 9. HOSTEL ADMINISTRATION

### 9.1 Hostel Wardens

- Wardens are responsible for day-to-day administration and student welfare

### 9.2 Student Representatives

- Students from each year are the members of hostel committee
- Representatives will liaise between students and hostel administration

### 9.3 Hostel Committee

- A Hostel Committee comprising wardens, faculty members, and student representatives will oversee hostel operations
- The committee will meet monthly to address hostel-related issues

## 10. GRIEVANCE REDRESSAL

### 10.1 Grievance Procedure

- Students can submit grievances in writing to the Hostel Warden
- Anonymous complaints will not be entertained
- Grievances will be addressed within 7 working days

### 10.2 Escalation





- If unsatisfied with the resolution, students can escalate the matter to the Hostel Committee
- Further escalation can be made to the Dean of Student Affairs

## 11. HEALTH AND SAFETY

### 11.1 Fire Safety

- Fire extinguishers are installed on each floor
- Regular fire drills will be conducted
- Tampering with fire safety equipment is a serious offense

### 11.2 Emergency Procedures

- Emergency contact numbers will be displayed prominently
- Students must familiarize themselves with emergency exits and assembly points

### 11.3 Hygiene and Sanitation

- Regular cleaning of rooms and common areas will be done by housekeeping staff
- Students are expected to maintain personal hygiene and cleanliness

## 12. ENVIRONMENTAL SUSTAINABILITY

### 12.1 Energy Conservation

- Students are encouraged to use electricity judiciously
- LED bulbs and energy-efficient appliances are used in the hostel

### 12.2 Waste Management

- Separate bins for dry and wet waste are provided
- Recycling initiatives are encouraged



## 13. AMENDMENTS TO POLICY

### 13.1 Policy Review

- This policy will be reviewed annually by the Hostel Committee
- Suggestions for amendments can be submitted by students, faculty, or staff

### 13.2 Implementation of Changes

- Any changes to the policy will be communicated to all residents
- A notice period of at least 30 days will be given before implementing major changes

## 14. CONCLUSION

This comprehensive hostel policy is designed to ensure a comfortable and enriching residential experience for all students at ITM Gwalior. By adhering to these guidelines, we aim to create a harmonious living environment that supports academic excellence and personal growth. All residents are expected to read, understand, and comply with this policy throughout their stay in the hostel.

For any clarifications or questions regarding this policy, please contact the Hostel Administration Office.