

Hostel Rules

1. ACCOMMODATION

1.1 Hostel accommodation shall be available to all registered students of the Institute.

1.2 B. Tech. students shall occupy a seat/room only during the semester. No B. Tech. student will occupy a room during vacation. However, he/she may be permitted by the Hostel Warden, after recommendation of Faculty Advisor to stay on request if he/she is doing any course work/project work/Institute work/Hostel work.

1.3 Hostel accommodation is available to all registered M. Tech./M.Sc./MA students for a maximum period of two years. They can retain their room during the vacation, if needed for curricular academic requirement. At the end of the programme they have to vacate the Hostel.

1.4 Hostel accommodation is available to M.S. and Ph.D. scholars throughout the year till 6 years for PhD students and 3.5 years for MS students or till submission of thesis whichever comes first. Extension may be considered case to case basis by Chief Warden on recommendation of faculty thesis advisor. Part time scholars will be provided accommodation for maximum of 6 months, further extensions may be approved by the Warden after the recommendation of the guide. Scholars shall vacate the Hostel even in the middle of a semester once they are relieved from the Institute. However, they have to pay hostel charges on pro rata basis for period stayed in the hostel. The MS and PhD scholars availing Hostel accommodation are not eligible for HRA.

1.5 Students going on semester exchange may be exempt from paying the hostel fee, provided they vacate the hostel room completely. Students who temporary leave the hostel for workshop/exchange program for less than a semester should pay the hostel Charges

1.6 Hostel accommodation (if available) may be provided for a limited period to a project staff. If accommodated, he/she is required to pay all applicable fees and rents and any other charges as decided by the Hostel Management. The project staff residing in a Hostel is governed by the same rules and regulations as applicable to regular boarder of the Hostel and shall not be eligible for HRA.

1.7 Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel office or in the Academic Section of the Institute. Accommodation would be provided only after the receipt of requisite fees and rents as decided by the Hostel Management from time to time. All charges and rents prescribed in the application form or any other documents are subject to change as per the decision of the Institute authorities without prior notice.

1.8 No student will be allowed to stay in the Hostel without formal admission.

1.9 The Hostel administration has the right to refuse admission to anyone and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.

1.10 Under special circumstances, the Director/Dean Students may permit a student to reside with his Parent/Guardian or within a reasonable distance from the Institute. Such a student shall, however, be attached to a Hostel of Residence and will be required to pay seat rent, hostel establishment and other charges. However, this permission may be withdrawn at the discretion of the Director/Dean Students, at any time considered appropriate without assigning any reason.

2. ROOM ALLOTMENT

2.1 All the hostel resident are required to submit a duly filled prescribed Personal Data Form containing the current address, mobile and/or the telephone number and the e-mail address of the parents/guardian. At the time of admission in the hostel and at the beginning of every year. Any change in this information at any point of time has to be intimated to the Hostel office in writing.

2.2 The Hostel Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each hosteller as well as table, chair, fan and reasonable light fitting.

2.3 Allotment of rooms shall be the sole discretion of the hostel administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives e.g. fostering cross-cultural relationships.

2.4 Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed without the permission of hostel warden. Under no circumstances the hostellers should exchange seats/rooms without the knowledge of the hostel warden.

2.5 Hostellers shall respect the equal rights of their roommates.

2.6 In exigencies the Hostel Management, without assigning any reason, may shift hostellers from one room to another.

2.7 If the status, on the basis of which an hosteller was allowed accommodation in the hostel, changes during the period of stay in the Hostel, he/she is required to inform the hostel warden(s) immediately. Such student may be asked to vacate the Hostel if the Hostel Management finds that he/she is no longer eligible for Hostel accommodation.

2.8 The students are entitled for accommodation in the hostel as long as they are fulltime registered students. Any student, whose name has been removed from the Rolls of the Institute, will automatically cease to be a hosteller of the Hostel. Such students shall immediately leave the Hostel.

2.9 Before vacating the rooms, the students have to fill up Vacate Room form available on OAS. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Hostel Management at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the Hostel Management shall be recovered from the boarder concerned as per Clause 11.11 detailed hereunder.

3. ACCOMMODATION OF GUESTS

3.1 Day scholars and other relatives of boarders are not permitted to stay in the Hostel as guests. Entertaining unauthorized guests will lead to severe punishment, which may include a monetary fine of Rs. 2000/- (Rupees two thousand only) and expulsion from the Hostel. In addition, such cases will be referred to the Institute Disciplinary Committee for further necessary action.

4. VISITORS

4.1 The visit of male students to the women's Hostel and vice versa is allowed up to the common Room till 10 pm. Between 10 pm and 6am, opposite genders should return to their own hostel. Violation of this rule will lead to severe penalty and punishment as decided by the Hostel and Institute Authorities.

4.2 Any kind of religious gathering, speeches, calling religious person or any other nonacademic groups are prohibited inside hostel, any notice of such gathering outside of campus can only be posted in MESS notice board

5. USE OF APPLIANCES

5.1 The use of any personal electrical / electro-mechanical equipment, gadgets, appliances, such as electric stove/iron/refrigerator/infrared cooker, is strictly prohibited in or outside the rooms. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract both monetary fine and disciplinary action by the Hostel Management.

5.2 Hostellers may use heaters during the winter months not earlier than November and up to February only. A minimum heating facility will be provided in the study rooms by the Hostel Management.

5.3 The hostellers who wish to use their own heaters/blowers, may use them by paying Rs. 200/- per week per room (students should divide the cost among the roommates) towards electricity charges. However, the heaters/blowers should not be more than 800W. Only one heater/blower is allowed per room.

5.4 The hostellers should pay the same in the bank account and provide the receipt to the caretakers, who in turn will collect and share the details with the Dean (Students) Secretariat and Finance & Accounts office.

5.5 Undertaking: Students are responsible for using heaters on their own & to pay any damages that may occur due any incident of fire caused by the heater being used by them. Any hostellers using this facility will automatically be considered to have agreed to the above undertaking.

5.6 The use of audio systems which may cause inconvenience to the roommates or other hostellers is not allowed. The use of personal TV, VCR, VCD/DVD, etc. is strictly prohibited.

5.7 When the boarders go out of their rooms they should switch off all the electrical/electronic appliances, and lock the doors (at all times). Violation of this rule will attract suitable penalty and punishment as decided by the Hostel Management.

5.8 Following are the basic facilities provided by IIT Mandi to each hostel block.

- Bed, cupboard, table & chair – one per student
 - Curtains - in all rooms.
 - Foot mat – at all block entrances.
 - Dustbin – three on each floor.
 - TV – one per block.
 - Fridge – one per block.
 - Microwave – one per pantry
 - Electric Kettle- one per pantry
 - Induction- one per pantry
 - Newspaper stand – one per block.
 - Washing machine and Dryer - as required by the laundry service.
 - Drinking water cooler - one for every 30 students.
 - Drinking water filter - one per floor.
 - Iron box - two per block
 - One swing per balcony
 - Insect Killers – 2 per floor

6 MESS:

6.1 Mess Committee

Advisor: Chief Warden

Chairperson: Hostel Affairs Secretary

Members: All Mess Coordinators

The committee reports to Chief Warden.

The following will be the responsibility of the committee

- (a) Maintaining the quality of food
- (b) Maintaining the hygiene
- (c) Checking the quality of the raw material used for cooking
- (d) To keep the food waste in control
- (e) All other issues related to working of the mess.

6.2 The weekly menu will be prepared by the Mess Committee and the menu will be displayed on the Notice Board. Changes in the menu, if necessary, can be made by the Mess Committee.

6.3 Discipline should be maintained in the dining Hostel.

6.4 Food will not be served in rooms and the hostellers are not supposed to take food from the dining Hostel to their rooms. If a hosteller is ill, the Hostel Management will make suitable arrangements for his/her food.

6.5 The hostellers (except mess committee members) should not enter the kitchen.

6.6 Mess Off rules

Student can avail mess off on following ground

- During Mid-semester break, if any
- When student goes out on Institute related official work.
- When student goes out on personal leave (maximum 20 days per semester).
- On medical grounds (when the student goes on medical leave).
- Special cases as deemed appropriate by the chief warden.

6.7 In all cases, the student have to send the request through OAS at least one day in advance.

7 HOSTEL MAINTENANCE AND CLEANINESS

7.1 It is the responsibility of the Hostel Management to look after and take care of the general maintenance and cleanliness of the Hostel premises including the building, courtyards and the toilets. All hostellers shall whole-heartedly cooperate in these endeavors.

7.2 The hostellers should take care of the cleanliness of their rooms.

7.3 Hostel Maintenance Committee

To plan, supervise and carry out the responsibilities mentioned at 7.1, a *Hostel Maintenance Committee* consisting of the following members shall be constituted:

- i) Warden: Chairperson



- ii) Assistant Warden(s)
- iii) Three regular boarders: Elected by the Hostellers
- iv) Resident Warden
- v) Hostel Caretaker: member secretary

8 PREVENTION OF RAGGING

8.1 Ragging in any form is banned. Severe punishment, including expulsion from the Hostel and the Institute, shall be imposed on any resident if he/she is found to have indulged in ragging.

8.2 Ragging is a cognizable offence. The offender shall also be dealt as per laws of the state.

8.3 Any fresher, or any resident, if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Non-reporting of the incident by a victim shall also be considered as an offence.

8.4 Any resident, for that matter any person / student, if are witnesses to an incident of ragging, must report the same immediately to the Hostel Authorities and/or Institute Authorities. Failure to do so shall be considered as a serious offence and shall be dealt with at par with the perpetrators of ragging.

8.5 When the students/hostellers committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the hostellers may be resorted to as a deterrent measure.

8.6 All boarders and day-scholars attached to the Hostel are required to sign an Anti-Ragging undertaking as per stipulated guidelines and submit these to the Hostel office.

9 MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTEL

9.1 You should be within campus by 10:30 pm (campus is defined between security barrier checkpoint, opposite govt school and security barrier checkpoint, near medical plant garden for South campus; between security barrier checkpoint near the bridge and security barrier checkpoint on Arnehar road behind A18 for North campus).

9.2 If you enter the campus after 10:30 pm, then make an entry at the security post after producing your Institute ID card, and show the approval (if any) for the same. Strict action may be taken against those who enter after 10:30 pm without prior approval.

9.3 B.Tech., M.Sc., MA, M.Tech., I.Ph.D. and M.S. students need to make an entry with signatures in the hostel register or with their finger print on the biometric system between 10 pm and 2 am every day (no proxies).

9.4 PhD scholars are exempted from compulsory hostel attendance, provided an undertaking regarding the same is provided by the PhD scholars.



9.5 If any hostellers wants to go out of campus and not beyond Mandi town between 6.00 AM and 9.30 PM, They should enter their names in the register kept in the Hostel office for this purpose indicating the time of leaving the Hostel and expected time of return with dates, PhD and MS students are exempt.

9.6 It is mandatory for all students (including PhD students) to submit the hostel leaving/intimation form in case they are proceeding to hometown/personal/official visits outside the institute campus.

9.7 Resident below age of 18 should seek written permission from the warden to go out of campus and beyond Mandi town during any time of the day and night.

10 CODE OF CONDUCT

10.1 All hostellers are required to maintain standards of behavior expected of students of an Institute of National Importance. They are expected to behave courteously and fairly with everyone inside and outside the Hostel and campuses.

10.2 You need to keep noise-level low after 10 pm on campus (thus, you are not allowed to make loud noises by shouting, clapping etc. between 10pm & 6am).

10.3 The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.

10.4 Any acts of vandalism shall be dealt with severely and shall attract penalty.

10.5 All hostellers are required to produce, whenever asked, their valid identity cards issued to them by the Institute.

10.6 Defacing the walls, doors, windows, and shelves of the hostel rooms is prohibited and shall be met with penalty.

10.7 A room is allotted to a student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.

10.8 Hostellers must also take care of the Hostel and its environment.

10.9 If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, boarders should bring it to the notice of the Hostel Authorities.

10.10 Boarders must cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Administration requires the rooms for this purpose. On such occasions, the Management shall provide alternative accommodation.

10.11 The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the Hostel Management shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item and a fine.

10.12 In case of any damage or loss of Hostel property, the cost of repairing/replacing the same will be recovered from the boarders responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the wing/Hostel, as decided by the Hostel Management.

10.13 The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the Hostel, the occupant of the room shall hand it over to the Hostel staff, failing which he/she will be charged a penal rent as decided by the Hostel Management.

10.14 The resident shall not remove any fitting or fixture from any room or common area.

10.15 Hostellers should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.

10.16 The boarders will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Hostel Management shall in no way be considered responsible.

10.17 Ragging is strictly prohibited. Any violations shall be dealt with very severely (as per law in force) and could lead to expulsion from both hostel and the Institute.

10.18 Any undesirable activity designed to disturb others or cause bodily harm or danger to others shall attract penalties/fines.

10.19 The entry of opposite genders in a hostel (boys in girls' hostels and girls in boys' hostels) is restricted to the study room/common room till 10 pm. Between 10 pm and 6am, opposite genders should return to their own hostel.

10.20 You shall not possess any weapons that can be used to cause harm to others.

10.21 All visitors to the hostel including parents / guardians shall have to make necessary entries in the visitors' book available with the Caretaker/ Security guard.

10.22 No crockery/utensils shall be taken from the mess to the hostel room except for sick/convalescing hostellers. Violation of the same shall attract fine.

10.23 Any complaints or suggestions regarding the quality of food and water in the hostel should be brought to the immediate attention of the Warden/Asst. Warden/General Sec. /Mess Sec. for corrective action.

10.24 Kindly refrain from ordering fast/packed food to the hostel rooms from any outside agencies.

10.25 The use of electrical appliances such as immersion heaters, electric stoves, electric iron is strictly forbidden in the hostel and so is cooking inside the rooms. Such appliances, if found, shall be confiscated and fines imposed

10.26 Hostellers must observe decorum in the hostel, especially in the common rooms and dining areas. Please be dressed properly.

10.27 Parties, functions, or any meetings within the hostel premises are not allowed without specific permission of the Warden or Asst. Warden. Students can use Mess/canteen for the same

10.28 Engaging personal attendants is prohibited.

10.29 In the Hostel premises the following acts are strictly **prohibited**:

- Smoking
- Consumption of alcoholic drinks
- Consumption of drugs
- Gambling
- Intimidation or violence
- Wilful damage to property
- Entering the Hostel premises in an intoxicated state
- Using abusive languages
- Employing unauthorized persons for personal work such as washing clothes, • Repair of Hostel property, etc.
- Cooking in the room or on the Hostel premises
- Using two-wheelers and/or motor vehicles of any kind.

10.30 Hostel management reserves the right to make surprise inspections in order to ensure that this code of conduct is followed both in letter and in spirit. Hostel management includes but not limited to Chief Warden, Warden, Resident Warden, Caretaker, Security Officer and Security Supervisors and Security Guard

11 DISCIPLINARY MEASURES

11.1 Any hostellers, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other hostellers, noncompliance of any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections, shall be subjected to disciplinary action by the

Hostel Management as stipulated under the relevant clause after a proper enquiry. Moreover, depending upon the gravity of the offence if the Hostel Management so considers, the case may be forwarded to the Students Welfare and Disciplinary Committee for further necessary action.

11.2 Each hostel will have a disciplinary committee to make sure the discipline is maintain in the hostel

11.3 Hostel Disciplinary Committee:

Chairperson – Warden

Members:

Assistance Warden

Resident warden

Maintenance Coordinator

Cultural Coordinator

12 GRIEVANCE REDRESSAL

If any boarder feels aggrieved on any matter concerning running of the Hostel or its Mess, he/she may approach the Hostel Management in writing for help, guidance and/or redressal of the grievance. Depending on the nature of the grievance, the Hostel Management may refer the case to the Institute Students Welfare and Disciplinary Committee for further action.

13 RIGHTS OF HOSTEL MANAGEMENT

The Hostel Management reserves the right to initiate amendment of the rules and regulations stated hereinbefore from time to time as felt necessary. The hostellers shall be informed of any amendment becoming effective through circulars displayed on the Hostel notice boards.

15 APPELLATE AUTHORITIES

In case of any dispute or any grievance not being satisfactorily taken care of, a hostellers may make an appeal to the Dean (Students) and Director of the Institute through the Warden for redressal.

The decision of the Director on the matter shall be considered as final and binding.