

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING KANCHEEPURAM
CHENNAI 600 127

HOSTEL RULES AND REGULATIONS

HOSTEL RULES AND REGULATIONS

1. General:-

1.1 : The students are entitled for accommodation in the hostel as long as they are full time registered students subject to the availability. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.

1.2 : Hostel accommodation is available to B.Tech and Dual Degree students, only during the working semester and they will NOT have the right to occupy a hostel room during vacation. But he/she may be permitted to stay on request with prior approval of Warden in writing, if he/she is doing any course work / project work / Institute work / Hostel work.

1.3 : Hostel accommodation is available to PG students for a maximum length of stay for Two years. On completion of the viva voce examination, they need to vacate the room immediately.

1.4 : Hostel accommodation is available to Ph.D. scholars throughout the year subject to a maximum of 5 years. Ph.D. scholars shall vacate the hostel even in the middle of a semester once they are relieved from the Institute. However, they have to pay establishment charges and other charges for the entire semester.

1.5 : Hostel accommodation may be provided to project staff who are registered for and working towards a research degree at the Institute based on their request for rooms for a limited period, which could be extended, if rooms are available. They are required to pay room rent, establishment charges and any other charges as decided by the Hostel Management. The project staff residing in hostels is governed by the same rules, applicable to regular students of the Institute. Project staffs availing hostel accommodation are not eligible for HRA and should keep the Institute informed about the same.

1.6 : Hostel accommodation is allotted purely on availability and need basis as per the discretion of the Hostel Administration and on condition that the student agrees to abide by all the rules and regulations of the hostel. Admission to hostel of the Institute is the sole discretion of the Chief Warden / Wardens / Hostel administration/Competent authority.

1.7 : The Hostel administration may refuse hostel facilities for valid reasons or remove a resident from the hostel at any time on disciplinary grounds. Students may be required on disciplinary grounds to vacate their rooms at short notice. Similarly students may be required to shift to alternate accommodation at short notice due to administrative reasons.

1.8 : The Hostel Management reserves the right to break open and clear any room which is not vacated as per orders / rules. No complaints of breakage or loss will be entertained. The Chief Warden / Hostel administration reserves the right to break open rooms in case of any violation of hostel rules, suspected unlawful activities or on the basis of security risk perceived.

1.9 : All students are required to remit the requisite fee/ deposit at the time of registration/admission. All inmates are also required to remit the dining charges in time and any undue delay would be handled by Hostel Admin in the appropriate manner. Every attempt will be made to provide hostel accommodation to all needy students. Hostel Accommodation is inclusive of Mess ADC and hence there shall be no requests entertained for waiver from any of them. Students who have become hostellers at some point of their academic stay cannot become a Day Scholar without valid reasons based on a request jointly signed by the Student and the Parents and approved by Institute / Hostel Authorities. And such requests would be considered only if the situation demands only on a once in a Semester / Year basis. Inmates and Parents should abide by the decision of the institute and hostel authorities in this regard.

1.10 : Students must occupy rooms specifically allotted to them. No request for change of rooms will be entertained unless otherwise merited on genuine grounds decided by institute authorities. Change of accommodation from one hostel to another during a term is not permitted. Allotment made to a student is subject to cancellation if he/she fails to occupy the room in the prescribed time. Students will also forfeit their rooms if they fail to clear all their dues to the hostel by the appointed day. In such cases they will be asked to vacate the hostel.

2. Responsibility of the Hostel Residents :-

2.1 : The student allotted a room in the hostel will be fully responsible for the furniture and electrical fittings/provisions made in the room. Damage/ misuse of facilities provided in the hostel rooms and common areas, mess and dining areas will attract penalty and also disciplinary action against the defaulters. Any damage to hostel / institute property will be made good by the residents who are responsible for such damage. This includes driving in of nails, defacing of walls, damage to fixtures and furniture etc. Fine will also be levied in addition to disciplinary action. The fine will be charged to the occupants of the room/ block.

2.2 : Every student will be provided with the list of inventory, furniture and fixtures provided in their respective room and obtained with an undertaking that they are fully responsible for its safety and return to the hostel administration while vacating. Student/occupant of the room will be fully responsible for the replacement of worn out tube light/ lamp provided in the respective room.

2.3 : The rooms allotted to the students at the time of admission are for a limited period of up to one year or less. Residents are required to shift to other blocks/ rooms as and when informed by hostel authorities. This shifting may be necessitated due to administrative reasons and students are required to cooperate. Residents must occupy rooms specifically allotted to them. Residents shall not change over to any other room except with the written permission of the Warden / Hostel administration.

2.4 :Residents who wish to vacate the hostel must meet the Warden/Hostel administration for necessary formalities/advice. When there is a vacant seat in the room, the duplicate key of the room must be deposited with the Warden of the block to facilitate allotment of the vacant seat to another student.

3. Hostel life/Safety and security :-

3.1 : All residents must maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.

3.2 : All residents are required to carry their valid Identity Cards issued to them by the Institute.

3.3 : The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.

3.4 : Students are requested to avoid singing aloud, shouting or making all types of noises which are likely to distract the attention of those who may be studying in their rooms or hostel libraries.

3.5 : Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.

3.6 : The students are advised not to keep large amount of cash or valuables in the room. The student is responsible for the safety of his/ her belongings inside the room.

3.7 : Cooking inside the hostel rooms is strictly prohibited. If any cooking utensils, heater, warmer, induction stove, raw vegetables, cooking items etc., are found inside the room/common areas, the students/occupants of the entire block/room will be held responsible and fine will be levied. Disciplinary action will also be taken.

3.8 : The electric points provided in each room are to be used only for mobile phone, laptop charging and mosquito repellent. Use of any other electric appliances in the hostels is not permitted.

3.9 : For the use of any authorized electric appliances (viz., Iron box, kettle for preparing hot water) and other devices such as routers etc., permission in writing must be obtained from Warden / Hostel administration. Any private unauthorized electric appliance / other devices found in any of the rooms without permission will be confiscated and disciplinary action initiated.

3.10 : Neither is partying in the rooms, in the corridors or anywhere in the hostel permitted whatever be the occasion. Residents of the hostels are not permitted to convene meetings of any sort in the Hostel premises, dining areas etc., without the prior permission of the Warden/Asst Warden / Hostel administration. Forming of groups in the name of religion, caste, region, language, in any other form is strictly prohibited in our Institute. Disobedience of this rule will be severely dealt with.

3.11 : Playing of loud music and disturbing the quiet atmosphere by any other means is not permitted as it disturbs the fellow hostel mates. You may use earphones while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.

3.12 : Anything which interferes with students' studies must be avoided at all times. Calm and silence must be observed during night times, especially after 10.00 pm on all the days. No noise of any sort will be permitted during late night times. Serious action will be taken on the breach of this rule. Residents must not go to other rooms and disturb the inmates. Complaints from other residents/security guards will be investigated and action taken accordingly.

3.13 : The Warden / Hostel administration or his representative may enter any room for verification at any time of the day or night.

3.14 : The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any valid reason. This will, however, be carried out by the security person in the presence of the hostel Warden, caretaker and one more person at the discretion of the Warden / Hostel administration/ Warden. On such occasions, the items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report will be sent to the higher authorities.

3.15 : No televisions/other AV gadgets are permitted to be kept in the common areas/hostel rooms by the students. Students have to watch TV in the common TV room provided in the hostels. The student secretary will be fully responsible for proper utilization of television provision, the safety of the TV, Set Top box and its data card. Any violation of rules/damage to the TV, Set Top Box, Data Card etc., will attract fine and disciplinary action.

3.16 : The students should not download/ screen/ propagate any pirated /restricted / unauthorized / unlicensed movies & videos in their computers inside their hostel rooms, common areas and the Institute campus. Any violation will be dealt with very severely. Punishment for the same will be decided by authorities.

Infringement of these rules will be severely dealt with.

4. Visitors, Parents & Guardians :-

4.1 : All visitors including parents/ guardians must be entertained only in the visitors lounge and during visiting hours only. A visitor's pass needs to be obtained from the office of the Warden / Hostel administration, well in advance by concerned student. The visitors including parent/guardians will be allowed to stay in guest house/rooms only.

4.2 : Proxy or dummy room-mates are forbidden. Strict action will be taken if accommodation is held as proxy. They are liable to be removed from the hostel. Residents are not permitted to allow their rooms to be used by others. All visitors and non-residents including students from other hostels must leave the hostel/ other students rooms during nights. All residents are advised to extend their fullest cooperation to see that no unauthorized persons enter or stay in the hostel premises. If they happen to find any such person, they should demand the permit/ Identity Card and if it is not forthcoming, the matter should be brought to the notice of the Warden/Hostel administration immediately for further action.

4.3 : Visitors including parents and guardians must obtain visitors pass from the Security Officer/Warden / Hostel administration of the Institute, even to enter the visitors lounge in the hostels. Male relatives above the age of 12 years are not permitted to visit ladies Hostel rooms under any circumstances. Similarly female relatives above the age of 12 are not permitted to visit gents Hostel rooms.

4.4 : The security officer/security in-charge/ guards will refuse entry of any guardian/parents without passes/written permission. In the absence of visitor pass, residents have to meet their visitor only outside the Institute main gates. Except the residents no one else including Parents are permitted to enter/stay in the student room. Visitors will be permitted by the Security Guards only upto the visitor's area provided at the corridor of the hostels.

5. Possession & Using of banned items inside the campus/hostels :-

5.1 : Substance abuse, consumption of alcohol, smoking or chewing of tobacco, narcotic drugs etc., and its related products is strictly banned in the hostels and in the Institute Campus. Even possession of any such banned items will be strictly dealt with. If necessary, the Institute/hostel administration will hand over such confiscated banned item and the defaulter to the Police authorities.

5.2 :Littering of garbage inside the hostel rooms and in common/open areas will attract levy of fine and disciplinary action. The students should dispose of their garbage properly in the provisions provided for the purpose.

6. Fire Hazards and Safety:-

6.1 : Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the Hostel premises throughout the year. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire.

6.2 : Residents while leaving the room locked from outside should invariably switch off the main switch provided on the entrance of every room. Failing to adhering to this condition

will attract levy of fine and disciplinary action. Every effort must be made to economize the use of electricity and water.

6.3 : The residents are forbidden to keep any heavy cash/ valuables in the room. The resident is responsible for the safety of his/her items inside the rooms. The management will not take any responsibility for any loss of such costly articles/money.

6.4 : The residents must lock the rooms and their lockers with their own locks. (Branded Lock should be used. Number locks are not be used). It is the responsibility of the Hostel residents to safe guard their valuables and if required get their laptops and valuables, insured by themselves.

6.5 : All residents must take care of their Debit/Credit cards. They must not disclose their PIN/OTP/CVV etc., to anybody- even to their best friends.

In case of Fire: Residents must raise an alarm and call the security officer/warden/hostel administration. They should also alert the Security guards on duty immediately.

7. Zero tolerance on ragging and un-lawful activities :-

7.1 : RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND OR WITHDRAWAL FROM THE HOSTEL/ INSTITUTE IS ONE OF THE ACTIONS TAKEN PROMPTLY. PUNISHMENT FOR RAGGING UNDER THE RELEVANT LAWS CAN BE UPTO IMPRISONMENT. SUPREME COURT HAS ALSO DEFINED RAGGING AS A CRIMINAL OFFENCE.

7.2 : All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/ neighbour(s) coming to their notice to the Warden/ Hostel administration through hostel student secretary or directly.

7.3 : In case their room-mate or other inmates are is absent from the room or sick / admitted in the hospital or in any kind of physical/mental trouble or indulging in any bad practices the same must be immediately brought to the notice of the student secretary and to the Warden / Hostel administration.

7.4 : Consumption/possession of alcohol and smoking or chewing of tobacco, narcotic drugs etc., and its related products is strictly banned in the hostels and in the Institute Campus. Even possession of any such banned items will be strictly dealt with. If necessary, the Institute/hostel administration will hand over such confiscated banned items and the defaulter to the Police authorities.

8. Curfew and Out of Bound Areas, timings :-

8.1 : All the students during the period of their course while leaving the campus during holidays, at evening times etc., should invariably possess the Identity Card issued by the Institute. The hostel timings will be strictly adhered to. All residents will return to the hostel rooms by 10.30 pm. The students should not visit/loiter in any such notified out of bound/remote areas where there is no human traffic and construction works are going on.

8.2 : At 10.00 p.m. the institute main gate will be closed for students for entry/exit. The late comers must surrender the ID card at the security gate and meet the wardens in person on the next working date between 3.00 to 4.30 pm and explain in writing, failing which the parents will be intimated to meet the hostel warden.

8.3 : Any student found loitering in the campus after 10.30 pm is liable to be questioned by Security staff. They are liable to surrender their Identity Card to security staff on duty. Such students should report to the hostel administration/warden the next working day, explain the reason in writing and will have to accept and pay the fine ordered if any and/or to face any disciplinary action as deemed necessary by the competent authority.

Periodical surprise checks/roll call after 10.30 pm will be conducted by the warden/hostel administration / Institute security officer. Students are advised to be present in their hostel rooms.

8.4 : Students who wish to go to any place such as Railway station etc. for the late night/early hours flight/trains must take prior permission at least one day in advance from the Warden/Hostel administration. They should produce the written permission at the gate while leaving at late night/early morning hours.

8.5 : Final year B.Tech students and Final year M.Des students who want to use the academic bay for project works after 10.00 pm must make a request in writing to warden, forwarded through project advisors. Such a request is valid for one week and must be renewed on a weekly basis. There is no time restriction for research scholars to carry out research activities at academic bay. Other students who wish to do some academic / institute approved work must take prior permission with the concurrence of the concerned faculty in charge.

Any student found in outside campus areas at late night times, out of bound areas, curfew times etc., are liable to be questioned/checked by the civil & police authorities and the Institute/hostel authorities will not be responsible for any such action taken against such students for violation of any law and order.

9. Vehicle and Parking :-

9.1 : Residents are NOT permitted to keep any type of vehicle in the campus as it is not necessary. There are no shelters provided for parking these vehicles. If any hostel student is using any motor vehicle outside the campus it is in his/her own risk and cost and the Institute/hostel authorities will not be responsible for any such accident/incidents happen due to using of vehicles by the hostel students. Management does not take responsibility of

any vehicles parked outside the campus. Parking of any type of vehicle by the students in the hostel corridors and under porticos, institute campus area is strictly prohibited and such vehicles will be ceased without any notice.

9.2 :Ph.D Day scholars are permitted to use power vehicles and their vehicles must be parked near Gate A. Under any circumstances they should not lend their vehicles to other students.

10. Maintenance of Rooms :-

10.1 :The rooms have been painted as per schedule and will be maintained regularly by the management. Residents are not permitted to re-paint or do any alteration of any nature without the written permission of Warden / Hostel administration.

10.2 : Residents must bring to the notice of the hostel administration/wardens for any failures/breakdown in the electric and water supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The service of an electrician and a plumber is available round the clock for attending to any defect in the electric, plumbing systems or fittings. Contact numbers of duty electrician, plumber are displayed in the respective hostel notice boards.

10.3 : Water and electricity are essential but scarce commodities. All residents are requested to use them judiciously and preserve them. Leakage of water in the bath/rest rooms, tanks and washing machines, misuse of electricity should be immediately reported to the hostel administration.

11. Complaints and Representations :-

"Suggestion Book" is maintained with hostel office. Students/Parents/Visitors can enter their valuable suggestions regarding improving the quality of services and facilities provided in the hostels and guest rooms. This "suggestion book" will be perused periodically by Warden / Hostel administration for remedial action.

Valued suggestions of residents are given due consideration and the outcome/action taken intimated to the concerned student/parent/visitor. No cognizance of anonymous suggestions/ complaints will be taken.

For other complaints if any, applications shall be made in writing addressed to the Warden/Hostel administration (mail ID : hosteloffice@iiitdm.ac.in).Complaints will be resolved expeditiously by the Wardens / Hostel administration/ Mess Managers themselves. The mess managers/owner will take the advice and assistance of the Warden / Hostel administration. For investigation of any of the complaints the Warden may call the concerned resident or mess manager/employees to his/her office.

12. Sickness :-

12.1 : Wardens / Hostel administration /Security Officer are available round-the-clock on telephone, and may be contacted in case of any emergency. Their telephone numbers are available with the Security Guards of all the hostels, medical care unit and in the main gate.

12.2 : If a resident falls sick, he/ she or room-mate/friend/student secretary must immediately inform the medical care unit nurse/person on duty who will make arrangements to attend/shift/ evacuate the student to the hospital and look after him/ her. Either the room mate/friend or the medical care unit attendant/nurse/ambulance driver will in all cases of sickness report to the concerned Warden/Hostel administration in case of evacuation of the student to the hospital for Out-Patient/Emergency/Trauma treatments.

12.3 : Information regarding any resident falling sick or getting admitted in the hospital must be relayed to the Warden/Registrar/Director/Academic section of the Institute on priority.

13. Absence from Hostel :-

13.1 :No student should stay away from his/her room during the night except with prior written permission of the warden.

13.2 :Any student, who wishes to leave the campus temporarily or otherwise, should obtain the permission of warden in writing. Those applying for permission must state the date and time of his/her intended departure and return as well as the destination and enter all these details in the in-out register maintained in every hostel.

13.3 :When a resident of the hostel wishes to leave the hostel/station on vacation/ holidays or otherwise the student will submit to the Warden / Hostel administration a signed application on the laid down format duly countersigned and stamped by his/ her teacher guardian/guide/faculty coordinator. Once permission is accorded by the Warden / Hostel administration the student resident make necessary entry in the IN-OUT Register available in every hostel and also in the main gate.

13.4 :It is mandatory in all such absences to record departure/return date and time and place to which they are going along with the name of the guardian/parent, complete postal address and telephone/mobile number. The details of absentees for longer period will be sent by the Warden to the academic section of the Institute for their necessary action.

14. MESS RULES

14.1 :No student is allowed to stay in the hostel without being a member of any of the messes.

14.2 :Once a student joins a mess, he / she shall be deemed to have become a permanent member of that mess throughout the semester.

14.3 :Students who absent themselves on the date of reopening of the Institute after any semester vacation will be deemed to have joined the mess and will be charged accordingly.

14.4 :Absence from joining the mess will be permitted only by the Director / his nominee on request for valid reasons, for a maximum period of 10 days only from the date of reopening of the college. Afterwards they will be charged as stated above. Such permission should be obtained and the Hostel staff intimated well in advance of the absence.

14.5 :The mess timings are as follows and the students should strictly adhere to these timings:

Breakfast	: 7.00 a.m. to 9.00 a.m.
Lunch	: 12.00 noon to 2.00 p.m.
Evening Tea	: 4.45 p.m. to 6.00 p.m.
Dinner	: 7.00 p.m. to 9.00 p.m.

The system of self service will be followed.

14.6 : 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 Hostel Staff by post 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.

14.7 : Mess reduction is admissible to the residents of Hostels on the following grounds: a)Approved Semester Vacation declared by the Institute.
b) Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases for a period of more than five days with prior approval.
c) Application for mess 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.

14.8 :Any absence of a student from the mess exceeding 24 hours, should be intimated to the Hostel Staff / Caterer in the prescribed form so as to regulate the supply of provisions even though the student is not eligible for mess reduction.

14.9 : In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess reduction should be submitted within the next 3 days.

14.10 :No student can claim mess reduction unless he/ she had intimated his / her absence in advance by applying for mess reduction in the form prescribed Students will be entitled for mess reduction only for **N-5 days** where N is the total number of days absent from the mess.

14.11 :Students are not permitted to enter the kitchen or store room of the mess on any account.

14.12 :Students are not permitted to cook any food on their own accord in the mess or in their rooms.

14.13 : 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. In case of room mates / friends who are sick and need to be provided food ; permission must be sought from Wardens.

14.14 :No diner shall waste food. Paying mess bill does not entitle a diner to waste food.

14.15 :Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards (with the approval of Warden and Assistant warden) should not be removed by the diners. Fine will be levied to those who have pasted.

14.16 :All diners shall interact with the mess staff in the dining hall in a courteous manner.

14.17 :After eating food, diners shall leave the cup, plate, spoons ,food wastes etc. in the designated bins.

14.18 :All diners shall produce ID card / Mess card to dine every time in the mess.

14.19 :Students should not bring any pet animals into the mess halls or encourage such practice.

14.20 :A “Suggestion Book” is available with the Mess Manager. Students/visitors may enter their suggestion regarding quality, quantity and variety of food, cleanliness in the mess and dining area. This “suggestion book” will be perused periodically by Warden / Hostel administration for remedial action. Valued suggestions of students are given due consideration and the outcome/action taken intimated to the concerned student. No cognizance of anonymous suggestions/ complaints will be taken.

DO'S&DON'TS

Do:

Lock your room with a good branded lock.

Lock your room always, even when going out for short durations or restroom.

Keep your valuables and cash under lock.

Take special care of your mobiles and give your number to only to your near and dear ones.

Always maintain discipline inside and Outside the campus.

Ensure to keep your Institute Identity card always when you leave the campus.

Do not:

Cook in your rooms, use/keep banned items.

Keep or feed pets in your room or campus.

Play loud music anywhere (in your room or campus).

Play or create disturbance in the corridors.

Conduct or attend parties (in your room or in common places, dining areas etc.

Don't involve/get involved in any unlawful activity, violate any rules and regulations of the institute leading to unbecoming of a student.

All instructions/ notices sent to students through email and displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board every day to acquaint themselves with latest information/orders. Also, look at the website at the end of every semester to access latest Hostel Rules. The declaration form signed by the parent and the student must be submitted at the time of semester enrollment.
