

भारतीय प्रौद्योगिकी संस्थान रोपड़

INDIAN INSTITUTE OF TECHNOLOGY
ROPAR



**RULES AND REGULATIONS FOR HOSTEL RESIDENTS
2017-18**

ACCOMMODATION

- (a) Indian Institute of Technology Ropar, is a residential Institute and hence all students are required to reside in the hostels. As such, every student who has been admitted to the Institute is required to pay hostel seat rent, hostel admission fee, establishment charges, in-patient health insurance premium, prescribed hostel mess advance, etc. All the refundable deposits will be dealt with after completion of the course of study/leaving the Institute.
- (b) All students except Ph.D. & M.Tech. students must vacate the hostel accommodation during the semester breaks as per the Academic Calendar.
- (c) Statutorily, hostel accommodation is not available to Preparatory Course (PC)/ B.Tech. / M.Sc. / Dual Degree students during vacation. However, he / she may be permitted to stay in the hostel on request, and approval from the competent authority if he / she is doing any Course work/ project work / Institute work / Hostel work, etc. Such residents are required to pay charges as per the prevailing rates.
- (d) Dual degree students will be treated as B.Tech. students for the first four years of their program and as M.Tech. students for the last year.
- (e) Hostel accommodation, subject to availability and permission from the concerned authority, will be provided to M.S. and Ph.D. scholars throughout the year. M.S. and Ph.D. scholars shall vacate the hostel, even in the middle of the semester, once they are relieved from the Institute. However, they have to pay the Establishment charges for the entire semester.
- (f) Students / Scholars belonging to any category not specifically mentioned above will be given accommodation subject to availability. The Hostel management is the final authority in such matters. Hostel Management will be constituted by the Director, IIT Ropar.
- (g) Hostel accommodation may be provided to Project Staff who are registered for working towards a research degree at the Institute based on their request for a limited period, which could be extended, subjected to availability. They are required to pay in advance the room rent, establishment charges and any other charges as decided by the Hostel Management. Project staff availing hostel accommodation are not eligible for HRA and should keep the Institute / IC & SR / Coordinator informed about the same. With the approval of competent authorities some hostel accommodation may also be given to Project Assistants / Project Associates / Project Officers. All the above mentioned residents/boarders are governed by the same rules as applicable to the regular students of the Institute.

2. CONDITIONS OF ALLOTMENT

- (a) At the time of admission of student and project staff into the hostel and at the beginning of every year, each resident is required to submit a duly completed

personal data-form in the hostel office. A Passport size photograph is to be affixed in the personal data-form and the telephone number of the parent/guardian with STD code, if available, must be provided. Local Guardian's address and phone number, if available, must be provided. E-mail of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing, immediately.

- (b) The Hostel Management will generally provide minimum furniture for each room consisting of one cot, study-table and chair for each student.
- (c) Rooms once allotted to the students for an academic year will not be changed except in extreme circumstances.
- (d) The Hostel Management shall decide the number of students to be kept in each room.
- (e) If the status of any student changes during the period of stay in the hostel, he / she is required to inform the Warden / Hostel office immediately and should vacate the hostel.
- (f) If the Hostel Management finds that the student is not eligible for hostel accommodation, he/she will have to vacate the hostel accommodation immediately.
- (g) The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is not associated with the Institute in some or other capacity (eg. Project Staff) will automatically cease to be a member of the hostel.

3. EXEMPTION FROM RESIDENCE IN HOSTEL

- (a) Students who wish to seek exemption from stay in the hostel, will have to make specific application separately for every semester to the Dean/Associate Dean Students Affairs through Academic Section. Based on the genuineness of the circumstances cited by the student he/she may be exempted from residing in the hostels by the Dean / Associate Dean Students Affairs.
- (b) If any student is denied a room in the hostels by the Hostel Management due to paucity of rooms, then a complete exemption from payment of charges to Hostel Management may be granted to the student by the Dean/Associate Dean Students Affairs till the accommodation is made available.

4. CODE OF CONDUCT

- (a) All residents are required to maintain standards of behavior expected from the students of prestigious institutions. They are expected to behave courteously and fairly with every one, both inside and outside the campus.
- (b) Ragging is totally banned in the institute. Any violation of this by the students will be dealt with severely. The punishment will be severe / harsh (as per the latest law prevailing in the country), and can lead to expulsion from the hostel and the Institute.
- (c) All residents are required to carry their valid Identity Cards issued to them by the Institute all the time.
- (d) All the students are expected to be back in the hostels before 11.00 pm. Students have to take prior permission (preferably one day before) from the concerned hostel warden, via email (with a copy to SA office) if they are reaching IIT Ropar campus between 11 PM and 6 AM.
- (e) Any student who wishes to be away from the hostel during weekend, holidays or any other time, has to take prior permission from the Warden.
- (f) Residents are responsible for the upkeep of his/her allotted hostel room. They should bring to the notice of the hostel office all routine maintenance works (Civil and Electrical), if any, to be carried out in their rooms. At present, every room in the hostel is provided with Cot, Almirah, Study Table, Study Chair, Ceiling Fans and lights.
- (d) Students should cooperate with Hostel Management in carrying out the maintenance work in their respective rooms and should vacate their rooms if required. On such occasions, the management will try to provide alternate accommodation, if available.
- (e) The students should not screen pirated / unauthorized / unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.
- (f) The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room failing which fine will be imposed by the Authorities. He / she is required to fill in the inventory of the furniture and other items available, at the hostel office and hand over the furniture and other materials in good condition when he / she changes / vacates the room / hostel.
- (g) The resident shall not move any furniture/fittings from its proper allotted place and also not damage it in any way. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand them over to the Hostel Office, failing which he / she will be charged a penalty as decided by the Hostel Authority.

- (h) The residents shall not paste any posters / pictures etc., on the walls, doors, windows and shelves failing which fine will be imposed by the Authorities.
- (l) Smoking, and consuming alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Student shall not enter the hostel premises in intoxicated/inebriate state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostel and rustication from the Institute. The entire campus is smoke-free zone. Students should not smoke either inside or outside the hostel premises.
- (m) Abnormal activities of any nature, causing disturbance to the neighbor should not be carried out in the room.
- (n) Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.
- (o) No female boarder/non boarders is allowed to enter into the boys hostel except the common areas such as dining hall, common room and lounge. Boys / men are not allowed in girls' hostel. However parents / legal guardians can visit a girl's hostel (with the permission of the Authorities) and meet the resident in the common room/visitor room during the visiting hour, namely 7.00 am to 6.00 pm.

5. GUESTS/VISITORS

- (a) A guest (non boarder) of a resident may be allowed to stay in the hostel for not more than two days with prior approval of the Warden on payment of necessary charges at the office of the Students Affairs.
- (b) Entertaining unauthorized guests will be dealt with severe punishment including expulsion from the Hostel.
- (c) No person of the opposite gender shall be permitted to stay overnight in the hostel room.
- (d) All visitors to the hostel including the parents / guardian will have to make necessary entries in the visitors book available at the hostel entrance with the security guard.

6. BOARDING

- (a) Availing of mess facility is mandatory for all the boarders except in a few genuine cases, as decided by the Hostel Management.
- (b) Mess rebate will be considered only when a resident is away on Academic reasons / Medical grounds with prior approval of the HOD, the Warden and Dean/Associate Dean Students Affairs. On personal ground mess rebate of

minimum 3 days and maximum 15 days in a semester will be admissible. In either case, without advance intimation, mess rebate will not be given.

- (c) Hostel mess advance is collected on semester basis and adjusted against monthly dues as circulated to the students through email/notice board. It is the responsibility of the student to collect the details of his / her mess dues from the hostel office, if there is any discrepancy in the bill, he/she will contact the hostel office at the earliest. Payment of mess bill has no connection with receipt/non receipt of scholarship.
- (d) Boarders shall behave properly in the dining halls and shall follow proper dress code. Entry into the dining hall is on production of ID / Smart Card / Mess Card.
- (e) Mess bill will be displayed/ emailed to the concerned students on or before 10th of every month.

7. USE OF APPLIANCE

- (a) The use of electrical appliance such as immersion heaters, electric stove / heaters are forbidden in any of the rooms allotted for residence. Private cooking in the hostel / student's room is strictly forbidden. Such appliances, if found, will be confiscated and a fine will also be imposed.
- (b) The use of audio system which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited.
- (c) Use of personal computer by a resident for academic purpose is permitted. The PC should not be used for objectionable purposes including watching movies / playing games.
- (d) 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 the authorities.
- (e) Students should not meddle with the PCs kept at the common room, Network switches, which are installed in the hostel
- (f) Laundry facility is available in hostels. All the residents of the hostels may avail the facility of washing/ironing of the clothes on payment of usual charges.

8. COLLECTIVE RESPONSIBILITIES

- (a) General damage of the hostel properties will be the collective responsibility of all residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- (b) Resident should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- (c) Residents shall be personally responsible for the safety of their belongings.
- (d) Residents are required to obey all traffic rules inside the campus.
- (e) Residents are duty bound to report to the Warden / Hostel staff on duty in case they notice of any unwanted incidents or undesirable activity going on in the hostel or on the campus.
- (f) Use of powered vehicle by students has been banned. Hostel Residents violating this rule are liable for punishment along with confiscation of vehicle.
- (g) Students should not arrange any function or meeting within the hostel or outside or within the Institute campus without specific permission of the Warden / Concerned Authorities.
- (h) Students should not arrange any picnic outside without specific permission of the Warden / Authorities concerned.
- (i) 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 and throw plastic" items.
- (j) Residents are required to park the cycles only in the space provided for them in an orderly manner. No cycles should be parked at the entrance or the corridors.
- (k) Students should take prior permission from the Warden, before taking any belongings out of the hostel.
- (l) The resident of the hostel are responsible for the safe - keeping of their personal belongings. They are advised to keep under lock all valuable items such as Laptop, Mobile Phone etc. Please lock the room when you are out even for a short period.
- (l) Students should not take utensils from mess like plate / spoon / cutlery to their room. Fine will be charged for such violations.
- (m) Students should not bring any pet animal into the rooms / mess halls or encourage such practice.

- (n) Any complaints / suggestion regarding food and water should be brought to the immediate attention of the Warden / Asst. Warden / General Secretary / Mess Secretary for corrective action.
- (o) The consumption of fast food / packed food delivered to the hostel room by outside / unapproved agencies is not encouraged. In any case, irresponsible disposal of food items outside the hostel room will attract the stray animals and is not encouraged.

9. RIGHTS OF HOSTEL MANAGEMENT

Any breach of these rules will invite an enquiry which will be conducted by the Hostel Management. If the hostel resident is found guilty, then the Hostel Management will take disciplinary action that it may deems fit. Depending on the case the Management reserves the right to take disciplinary action, amounting to expulsion, at short notice, from the hostel.

The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards

OUR CAMPUS IS BEAUTIFUL WITH DIVERSE FLORA AND FAUNA.

HELP US TO KEEP IT CLEAN AND GREEN.

I/We have read the Rules and Regulation for Hostel Residents and understood them. I/We hereby agree to abide by these rules.

Parent's Name: _____

Name of the Student: _____

Address : _____

Pin Code: _____

Date : _____

Signature of the Student

Signature of the Parent / Guardian

(required for fresh students being admitted to the UG program)

Note : The above particulars are to be filled up and submitted in the hostel office at the time admission. The student should not leave any particulars blank.

I/We have read the Rules and Regulation for Hostel Residents and understood them. I/We hereby agree to abide by these rules.

Parent's Name: _____

Name of the Student : _____

Address: _____

Pin Code: _____

Date : _____

Signature of the Student

Signature of the Parent / Guardian

(required for fresh students being admitted to the UG program)

Note : The above particulars are to be filled up and submitted in the hostel office at the time of admission. The student should not leave any particulars blank.