



# **HOSTEL RESIDENTS INFORMATION/ RULES AND REGULATIONS GUIDE**

## **PURAN MURTI CAMPUS** **SONEPAT (DELHI-NCR)**



## **HOSTEL NORMS**

### **IMPORTANT CLAUSES**

#### **I. OBJECTIVES OF HOSTEL LIFE ARE:**

1. To ensure that the students are able to devote adequate time to their studies and research
2. To ensure that the students coming from different parts of the country learn to live together and strengthen their relations with mutual co-operation and good will
3. To develop a climate congenial for co-curricular and extra-curricular activities of students.
4. To regulate their self improvement by adhering to various norms and conditions to facilitate overall good presentation in studies, behavior and general approach to the course.
5. To achieve this objective, inmates are required to strictly follow the various rules and regulations to continuously enjoy the facility provided thereof. Any breach of rules will render the inmates to pay the penalty. Keeping in view of various requirements of hostel as well as condition

#### **II. HOTEL MANAGEMENT:**

1. The following officers constitute the hostel management:
  - i. The Chief Warden
  - ii. The Additional Chief Warden
  - iii. Wardens
2. Each hostel is taken care by a Warden and he/she will be assisted by the Associate Warden(s) who is/are residents in the hostel. A hostel office is also established to manage the smooth functioning of the hostels.
3. A mess is associated with each hostel mess are administered by the hostel management.
4. The hostel residents can approach any of the above officers /Associate Warden/ Hostel office for help, guidance and grievance redressal appropriately. Representations to higher officers must be forwarded through proper channel.
5. Members of the hostel management have the discretion to inspect any room at any time with the permission of the Chief Warden.

#### **III. WARDEN(S)–DUTIES& RESPONSIBILITIES**

1. The Warden in a hostel is the principal authority and executive in all matters relating to resident students' welfare, their discipline and messing as well as the administration and security of the hostel.
2. He/She will supervise all matters concerning the functioning of the hostel.
3. He/She shall keep close contact with the residents and shall pay attention to their health, hygiene and general life in the hostel.
4. He/She shall ensure that the residents in his or her charge observe the hostel rules properly and maintain discipline and decorum.
5. He/She can impose fines (up to the limit set in the List of Rates) upon resident students or waive fines.
6. He/She should be available in the hostel office twice a week at specified hours (to be notified in the hostel office) to attend to official business and to residents' problems.
7. He/She will be responsible for the proper upkeep and maintenance of such properties of the concerned hostel as are under his other charge.
8. He/She will be responsible for the maintenance of imprest accounts and for the custody of imprest money.

9. He/She will recommend refund of all kinds of security money.
10. He/She will allot hostel rooms and guestrooms and supervise them. (This function will not be delegated to any staff in the hostel).
11. He/She will check the resident students register and the guest room register.
12. He/She can permit stay of a resident student's guest up to a period of 7 days.
13. He/She will take disciplinary action for keep in any unauthorized guest.
14. He/She will order double locking of rooms of resident students and their re- opening, when required.
15. He/She will take action for the eviction of defaulting resident students in consultation with the Hostel Committee.
16. He/She will periodically verify the furniture and fittings of the hostel with the assistance of the Caretaker, and take action for their repairs/replacement or for obtaining additional furniture.
17. He/She will arrange disposal of old Newspapers and Magazines and ensure that the sale proceeds are deposited in the appropriate head of account.
18. He/She will ensure maintenance of discipline and decorum in the common room.
19. He/She can permit the common room to stay open beyond the prescribed hour i.e. 10:00 p.m., on a special occasion.
20. With the assistance of the Mess Committee, he/she will supervise the functioning of the mess and the working of the Mess Manager, Cooks and Helpers.
21. He/She will keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.
22. He/She will conduct regular inspection of the kitchen room and the dining hall, especially when the residents take their meals.
23. He/She will enforce discipline and decorum in the dining hall.
24. He/She will ensure that stores are kept in good and efficient condition.
25. He/She will stop mess facilities in respect of those who have vacated the hostel or have been evicted.

## **I. HOSTEL LEVEL COMMITTEES –STUDENTS PARTICIPATION**

### **1. Hostel Committee / Representatives**

- a. For the proper integration of the student's life, hostel will have a Hostel Committee consisting of Warden(s) and five members, to be nominated by the Warden(s) and with the approval of the Director.
- b. Any vacancy in the Hostel Committee will be filled in by co-option by the Warden(s) in consultation with the members of the Committee and with the approval of the Director.

### **2. Functions of the Hostel Committee / Representatives**

- a. The Hostel Committee will actively participate in the routine functioning and organizing of all activities of the hostel to ensure smooth running of the hostel activities.
- b. The Committee will normally meet twice a month to discuss and mutually settle hostel affairs. The Warden(s) shall put on the Notice Board the minutes of the meetings.
- c. The Committees hall ensures that peace and order is observed at all times by the residents of the hostel.
- d. The Committee shall ensure that ragging in any form, use of narcotics, consumption of alcoholic, beverages and gambling are prohibited.
- e. The Hostel Committee will hold office as per period prescribed by the Competent Authority.

- f. The Hostel Committee and its members shall be subject to all rules/norms as residents of the hostel and shall be responsible for any violation of hostel rules, etc.

### **3. Mess Committee / Representatives**

To assist the Warden, the hostel will have a Mess Committee consisting of

- a. The Warden(s);
- b. Four members (preferably two vegetarians and two non-vegetarians) nominated by the Warden(s). Non-residents, casual students, Guests, etc. shall be excluded for the purpose of membership. One of these four members will act as the Mess Secretary to the Committee by rotation (with the periodicity of three months for each member) to be decided by the Committee itself;
- c. The nominated members will hold as per period prescribed by the Competent Authority.
- d. SCHEDULE FOR MEAL

Breakfast:	8:00 AM to 9:15 AM (Weekdays)
Lunch:	12:50 PM to 2 PM (AS PER MENU)
Evening Snacks:	4:15PM to 5 PM
Dinner:	8 PM to 9:15 PM

No food will be served after the above stipulated hours. In order to avoid wastage of food, all inmates are required to inform the hostel authorities, in case they are not intending to consume the hostel food for the day.

### **4. Functions of the Mess Committee / Representatives**

The Committee will function in accordance with the rules laid down here in after. In general, the Committee will

- a. Supervise the working of the mess;
- b. Ensure compliance with the mess Rules;
- c. Prepare the food menu to be adopted by the mess for each month in advance;
- d. Supervise individually and jointly the purchase of supplies for consumption in the mess to ensure that supplies are as per approved quality and quantities;
- e. Suggest improvements in the quality of food served in the mess;

### **5. Disciplinary Committee**

- a. Failure to comply with the rules and regulations applicable to the residents may lead to disciplinary actions which may include fine/ penalty, suspension for a period, and expulsion from the hostels. In case of severe indisciplinary activities, hostel management will recommend the institute to take the necessary punishment.

Members of disciplinary committee are as follows:-

1. Warden as the Chairman
  2. Associate Warden(s)
  3. Concerned department HOD/ HOD representative
- b. This committee will conduct an enquiry and submit their report along with recommendation to the Chief Warden.
  - c. Any disciplinary action should be taken with the approval of Chief Warden.
  - d. Any resident lodging an unauthorized person shall be liable to fine and such other disciplinary action as may be decided by the Warden(s) or higher authorities. The relevant provision is reproduced below:

“The hostel resident(s) on account of harboring unauthorized person(s) in his/her room would be fined in the first instance Rs.1000/-. If found guilty second time, the fine will be Rs.2000/- and

if found guilty for the 3<sup>rd</sup> time he/she will be evicted from the hostel”.

“It is also clarified that the Warden(s) will be competent to levy fines on the students for any breach of hostel norms/discipline upto Rs.1000/-. However, the fine for keeping unauthorized guest would be not less than Rs. 2000/-per unauthorized guest. In other words, for example, if a resident student is found keeping two unauthorized guest in his/her room, he/she would be fined at least Rs.4000/-(i.e.Rs.2000/-per guest).”

## **II. FOR ALLOTMENT OF HOSTEL ACCOMMODATION TO THE STUDENTS (DIPLOMA/UG/PG/PhD):**

### **1. Procedure For Hostel Allotment /Admission :**

- a. Allotment of the hostel generally shall be made on the triple sharing basis.
- b. Allotment will be made on the basis of their application for hostel allotment to be submitted in the institute.
- c. The Director may allot a seat/room to a student(s) on medical grounds keeping in view the seriousness of the ailment and merits of the case.
- d. No student is eligible for admission to the hostel room unless he or she deposits the currently applicable hostel dues with the Finance & Accounts Section
- e. Hostel fee has to be paid in advance on or before 30 June of every calendar year. In case of delay, a fine of Rs.50/- per day will be charged. Student will not be permitted to change the room once the allotment process is complete. Hostel ID-Card is compulsory for each student.
- f. Receipts in respect of payment of hostel dues must be preserved and produced by the student when required.
- g. Student should not leave the Hostel in between the Academic year, If hostel will be left in the mid of the academic year the ward has to give complete one year fees.

### **2. Duration of Stay in the Hostel**

- a. Statutorily, hostel accommodation is available to Diploma/ UG students, only during a working semester. No Diploma/ UG student will have a right to occupy the room during vacation. But he/she may be permitted to stay on request, if he/she is doing any course work/ project work/ institute work.
- b. Hostel accommodation is available to PG Students for a maximum length of stay for two years. Their stay during the vacation period will be permitted on submission of request letter forwarded through the concerned department HOD.
- c. Hostel accommodation is available to Ph.D. scholars throughout the year subjected to a maximum of 5 years. 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 establishment charges for the entire semester.
- d. Hostel accommodation may be provided to project staff that is registered for a research degree at the institute based on their request for rooms for a limited period, which could be extended, if rooms are available. The project staff residing in hostels governed by the same rules, applicable to regular students of the institute.

### **3. Norms /Rules & Regulation for Hostel**

- a. Allotment of a hostel room/seat shall not confer on the allottee (student) any right to tenancy or subletting and the Institute shall have every right to have the accommodation vacated/evicted in the event of breach of rules by the allottee.
- b. The use of lungis and dhotis are strictly prohibited in the hostel as a best practice, shorts, track suit, night dress has to be used.
- c. All the Hostellers have to enter proper time, date and reason for going out of the hostel in the Entry Register every time including going to attend the classes. Students are not allowed to

go out on holidays & week days without prior permission and adequate acceptable reason. They have to take prior permission 2 days in advance from concerned Department & Hostel warden by submitting proper application for the same. Any violation in this regard will attract a penalty of Rs.100/- (One Hundred Only) .

- d. Use of electrical appliances without prior permission such as heater, iron, cooler music systems, computers and other gadgets is strictly prohibited in the room and will attract a fine of Rs.200/- for each violation.
- e. Ragging is a criminal offence. All inmates are advised to refrain from ragging their junior inmates. Anybody involved in ragging will attract a fine of Rs.5000/- for each proven violation. Institute will not provide any protection of any kind to those who are involved in ragging and in extreme cases they may be liable for expulsion from the institute and criminal proceeding initiated against them as per the order of Apex Court.
- f. Any grievances of the inmates will be given due consideration provided it is conveyed through proper channel.
- g. Any willful damage of the hostel property has to be compensated by double the price of the damage.
- h. Student should not stay in hostel during college hours, if they found then have to pay fine of Rs. 100.
- i. Student should not left switch ON their Electrical Equipments.
- j. Student should not take Mess Utensils in their rooms.
- k. Student should not keep their Almirahs open, if any lost college will not be responsible for that.
- l. Student should not use their music system with loud volume in hostel.
- m. Student should not stay in hostel during the college hours, if they found then a Fine of Rs. 100.
- n. Student should take permission from hostel incharge, 2days in advance for their night outs (only for local guardian and parent's house).
- o. Hostel is required to be vacated with luggage in every summer vacation.
- p. Students should not shift room furniture to other place otherwise 1000/- fine will be imposed.
- q. Students are neither allowed to use private electrical equipment and if they want to use other equipment, they have to take permission of warden.
- r. Student should take permission of hostel warden and principal to arrange programs in hostel.
- s. Hostel accommodation admission will cancel if college admission is cancelled by student.
- t. Without permission of Principal the resident cannot stay outside. No student shall leave the hostel without prior permission of the hostel warden.
- u. Students are not allowed to use vehicle in hostel premises.
- v. Students should not make misuse Cell Phones, Lap tops and Computers.
- w. Parents/Guardians/Visitors can meet their ward in hostel with the permission of the hostel wardens before 7.00 pm. No Parent/Guardian/Visitor is allowed to stay in their room. In girls hostel Male visitors are not allowed to visit students in their living rooms.
- x. Wardens and officers from institute can visit any room at any time for checking. If any objectionable material found with students strict action will be taken against them.
- y. With permission of the hostel warden students can go outside only once in a day. Girls are permitted to go outside on Thursday and Sunday.
- z. Students having any Chronic/Communicable disease are not allowed to stay in hostel. Students feeling sick or feel symptoms of sickness should report to hostel warden for evacuation to hospital. 24hours Ambulance-Service is available in the campus.
- aa. A student seeking admission to the hostel shall have to submit another affidavit along with her application for hostel accommodation that he/she is aware of the ragging law. Ragging is



Strictly Prohibited. If anyone is found guilty of directly/indirectly involved in ragging he/she will be punished/rusticated/ expelled/suspended from the institute.

bb. All the students are expected to follow the Timings For given Activities :

❖ TV & Indoor Games:- 4:30pm To 6pm & 8pm To 10pm

❖ Food Timings:- Breakfast-8:00am- 9:15am

Lunch-12:50pm- 2:00pm

Snacks-4:15pm- 5:00pm

Dinner-8:00pm – 9:15pm

❖ Attendance Timings:- 8:30pm – 9:00pm

❖ Outside Hostel Timings (within Campus Premises):-

Upto 8:00pm (winter) & 9:00 pm (summer) – For Boy's

Upto 7:00pm (winter) & 8:00 pm (summer) – For Girl's

❖ Main Gate of the hostel will be locked at 8:00 pm(Winter) & 9:00pm(Summer)

**SUMMER: - 1<sup>st</sup> APR. to 30<sup>th</sup> SEP. WINTER: - 1<sup>st</sup> OCT. to 31<sup>st</sup> MARCH**

cc. The residents should not carry any weapons, poisonous things or drugs and they should not violate any law. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered.

dd. Students should not write on walls, doors and windows. If found he/she has to face consequences. All residents must keep hostel neat and clean

ee. Students are not allowed to make union or community based on caste, religion or region.

ff. Students are not allowed to stay in the hostel during the college hours unless the stay is unavoidable due to illness or any other valid reason. . Outside students are not allowed to stay at hostel without prior permission of wardens.

gg. Girls are strictly restricted to enter in boy's hostel and boys are strictly restricted to enter in girl's hostel.

hh. Students should register their names in entry register while going outside.

ii. Smoking, Gambling in any form such as Playing Cards (even without money at stake), consumption of alcohol, use of drugs and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel.

jj. Lights and fans to be switched off when no one is in the room.

kk. If any Student have to stay out of hostel for night must concern to the wardens through their parents.

ll. Students must follow the mess timings strictly. If students have any complaints regarding hostel or mess they should immediately inform to the wardens.

#### **4. Issue of Gate Pass-Procedure for taking out articles from Hostel**

a. No articles shall be allowed to be taken outside including personal belongings of students unless a proper gate pass prepared, in duplicate, by the Caretaker and signed by the Warden is produced to the Security Guard on duty at the hostel gate.

b. A copy of the gate pass will be retained by the Security Guard for record and second copy to be handed over to the concerned student.

c. Any lapse will be viewed seriously and disciplinary action will be taken.

#### **5. Use of Appliances**

a. The use of electrical appliances such as immersion heaters, electric stove/ heaters/ electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels/

student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

- b. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR, and VCD/DVD is prohibited.
- c. When the students go out of their room they should switch off all the electrical/ electronic appliances. Violation will attract suitable penalty and punishment as decided by hostel authorities.

## (VI) OBJECTIVES OF HOSTEL MESS

- a. To ensure that students get a balanced diet at a reasonable cost;
- b. To foster a climate where the students with different creeds, languages and food habits sit and eat together harmoniously in a common mess.
- c. To cultivate amongst the students a spirit of co-operation and tolerance.
- d. To develop in the students a capacity to manage the day to day affairs of the mess on a democratic basis.

### 1. Organization of The Mess:

- a. The mess will be managed by the Mess Committee with the assistance of the Hostel Committee.
- b. The Mess Secretary will be responsible for proper administration and maintenance of discipline and account in the hostel mess.
- c. The Mess Committee shall be responsible for observing purchase procedures & maintenance of records as per rules.

### 2. Dining Hall:

- a. The residents shall take their :

Breakfast:	8:00 AM to 9:15 AM (Weekdays)
Lunch:	12:50 PM to 2 PM (AS PER MENU)
Evening Snacks:	4:15PM to 5 PM
Dinner:	8 PM to 9:15 PM
- b. Each resident student, his/her guest, if any, will have to take the meal in the dining hall. Sick students may be allowed to have sick diet in their rooms with permission of the Warden(s), if the student is not able to eat in the dining hall. In no other case, students will be allowed to take the mess food outside the dining hall.
- c. All residents and guests should come to the dining hall properly dressed.
- d. Self-service system will be followed in the mess. Students can collect their share of food from the counter in the dining hall, available with the mess manager. If they need more of certain items, it will be provided at the dining table by the Helpers.
- e. Only one resident may eat from one plate or thali. For more than one person to eat from one plate or thali is prohibited.
- f. The residents are expected to behave with the Mess Manager and the mess staff with proper decorum and must not enter into any altercation with them. If they have any grievance, they may record the matter in the suggestions book, and the Mess Secretary will bring it to the notice of the Mess Committee.
- g. Smoking or taking alcoholic drinks in the dining hall is strictly prohibited.
- h. Student must not take mess utensils out of the dining hall.
- i. Students should not waste food.
- j. Students should observe cleanliness in the dining hall.



- k. Students must not ask mess employees to prepare special dishes for them.
- l. Students and others not on duty must not enter the kitchen.
- m. Dining hours will be as fixed by the Warden(s) in consultation with Mess Committee.
- n. Students including their guests, if any, should adhere to the set timings scrupulously. No complaint will be entertained if a student fails to report within the fixed hours.
- o. To use the dining hall of hostel for purposes unrelated to the mess requires prior permission of the Warden(s).
- p. Any breach of the above rules will render the student liable to find and/or disciplinary action including expulsion from the hostel, removal from the Institute, etc.

### **3. General Instructions For Food Handlers/ Mess Workers:**

Food sanitation is directly dependent upon the state of personal hygiene and habits of the personnel working in the food establishment. All those who participate in food handling, utensils and dish washing should observe the following instructions.

- a. The food handlers must scrub and wash their hands with soap and water immediately after visiting a lavatory and so often as necessary at other times before handling food.
- b. Fingernails should be trimmed periodically and should be kept free of nail dirt.
- c. They should cover their heads so that loose hair does not get entry into foodstuffs.
- d. They must not cough or sneeze in the vicinity of food. They should cover their face to prevent droplets falling on food.
- e. They should not smoke in food premises.
- f. Licking fingers to taste food must be avoided.
- g. Known cases suffering from pulmonary tuberculosis, diarrhea, dysentery, typhoid fever, viral hepatitis and persons with wounds, discharging ears, boils and other skin infections should not handle food or utensils.
- h. All mess workers shall report for medical examinations as and when required by the hostel administration.
- i. The mess staff will, at all times, extend and maintain courteous and respectful behaviour towards the residents as well as guests of the residents under any circumstances.
- j. Grievances, if any, may be conveyed by the Mess Manager to the Mess Secretary & further, if the need be, to the Warden.
- k. The Mess Worker/Mess Manager will ensure that above instructions are followed by the mess workers.

### **4. Menu Of The Mess:**

- a. The hostel Mess Committee will decide the food menu of the mess every month in advance after taking into account the availability of seasonal vegetables and fruit, eating habits of the residents who have come from different parts of the country and the paying capacity of the members. Care should be taken to prescribe a balanced diet at a reasonable price.
- b. The menu so decided should be displayed in the dining hall and one copy given to the Mess manager (who will ensure its strict observance).
- c. If due to non-supply of the required vegetables, etc. the menu decided by the Committee needs a change, the Mess manager will immediately bring it to the notice of the Mess Secretary.
- d. A student who has fallen sick may give a written requisition to the Warden(s) for supply of special diet subject to the convenience of the mess and availability of foodstuff, the Warden(s) may authorize the supply of a special diet to the student.
- e. Subject to the availability in the mess, a student who asks for any extra item at breakfast may be supplied with it at such extra charges as may be fixed from time to time. The Mess Manager

will keep an account of such extra messing in the diet register, which should be signed by the student concerned.

#### **5. Telephone Facility For Students**

The hostel residents shall be provided with telephone facility at the hostel gate as decided by the Institute from time to time.

#### **6. Recreational Facilities/ Common Room Facilities**

- a. The hostel will have a common room for the use of residents and bonafide guest. The common room provides facilities for few indoor games and is supplied with magazines/newspapers.
- b. In the hostel, the common room will be run by the Caretaker(s) appointed with the approval of the Competent Authority.
- c. The hostel is permitted to purchase magazines/newspapers, for an amount within the specified limit.
- d. The magazines or the newspapers to be purchased will be decided by the Hostel Committee in consultation with the Warden(s).

### **UP KEEP AND MAINTENANCE OF HOSTELS, SANITATION & CLEANLINESS OF HOSTELS**

- a. The Warden(s) with the assistance of the Sanitary Guide and the Caretaker, will keep a proper watch over the sanitation and cleanliness of the hostel. Each Safaiwala will be allotted a certain number of rooms and other areas to be cleaned daily. The concerned Safaiwala will obtain the signature of the residents every day for having cleaned the rooms.
- b. The Caretaker has to inspect his hostel at least once week thoroughly and record any defects etc. in the Caretaker's register.
- c. Once a week the Caretaker has to come to work at 8:00a.m. to locate leakages in water pipes, blockage of drainage, etc.
- d. **Reporting of Electrical Complaints:** A resident reports urgent complaints, like "no current" or "fan not working" directly to Electrical Enquiry in its complaint register. For other complaints, the Caretaker will report to Electrical Enquiry in its complaint register.
- e. **Reporting of Civil Complaints:** Caretaker will report civil complaint to the Enquiry. Caretaker will keep a check on whether the items reported have been attended to or not.
- f. If a complaint is not attended to within a reasonable time, the Warden(s) may bring it to the attention of the appropriate Junior Engineer.

### **III. GRIEVANCE REDRESSAL MECHANISM IN HOSTEL**

- a. Hostel in the Institute exist to provide conditions of congenial living to the students, within the constraints of resources and personnel. Routine matters pertaining to the provision of facilities for the day-to-day running of the hostel, therefore, should be attended to by the existing hostel authorities. Redressal of grievances through the proposed special mechanism should be viewed as a last resort.
- b. Any grievance from a resident student or students in the first instance be referred to the concerned warden(s) who will, depending upon the nature of the grievance ensure that it is processed by him/her as speedily as possible and in no case later than a fortnight from the date of receipt.
- c. In case the resident student or students is/are not satisfied with action taken by the Warden(s), the students, as the case may be, are free to bring the grievance in writing to the notice of the Grievance Redressal Committee of the Hostel nominated by Director.

- d. The Grievance Redressal Committee shall ensure that the grievances referred to it are processed as speedily as possible and in no case later than 14 days from the date the complaint is lodged in writing.
- e. The decision of the Grievance Committee shall be final.
- f. The Committee shall formulate its own procedure.
- g. The term of the Committee shall be two years.
- h. Questions relating to structure of the hostel administration, including Rules and Regulation governing the hostel, will be outside the purview of the Grievance Redressal Committee.

#### **IV. RULES OF DISCIPLINE AND PROPER CONDUCT OF STUDENTS OF THE INSTITUTE**

- a. These Rules shall apply to all students of the Institute whether admitted prior to the commencement of these Rules or after the commencement of these Rules.
- b. Any breach of discipline and conduct committed by a student inside or outside the NIPGR campus shall fall under the purview of these Rules.

##### **1. Categories Of Misconduct And Indiscipline**

###### **Category –I**

- a. All acts of violence and all forms of coercion such as gheraos, sit-in or any variation of the same, which disrupt the normal academic and administrative functioning of the Institute and or any act, which in cites or leads to violence.
- b. Gheraos, laying siege or staging demonstrations around the residence of any member of the Institute community or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
- c. Sexual harassment of any kind, which shall also include.

Unwelcome sexual propositions/ advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent offensive or unwelcome sexual jokes and or comments.

###### **Category–II**

- a. Committing forgery, tampering with the identity card of Institute records, impersonation, misusing Institute property (movable or immovable), documents an records tearing of pages of, defacing, burning or in anyway destroying the books, journal, magazines and any material of library or unauthorized photocopying of possession of library books, journal, magazines or any other material.
- b. Hunger strikes, dharnas, group bargaining or any other form of protest by blocking entrance or exit of any of the academic and/or administrative complexes or disrupting the movements of any member of the Institute community.
- c. Furnishing false certificates, or false information in any manner to the Institute.
- d. Any act of moral turpitude.
- e. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor.
- f. Arousing communal, caste or regional feelings or creating disharmony among students.
- g. Use of abusive, defamatory, derogatory or anti midatory language against any member of the Institute community.
- h. Causing or colluding in the unauthorized entry of any person into the campus or unauthorized occupation of any portion of the Institute premises, including halls of residences, by any person.

- i. Unauthorized occupation of the hostel rooms, unauthorized acquisition and use of Institute furniture in one's hostel room or elsewhere.
- j. Indulging in acts of gambling in the Institute premises.
- k. Consuming or possessing dangerous drugs or other intoxicants in the Institute premises.
- l. Damaging or defacing, in any form, any property of the Institute, property of any member or the Institute community.
- m. Not disclosing one's identity when asked to do so by a faculty member or, employee of the Institute who is authorized to ask for such identity.
- n. Improper behavior while on tour or excursion.
- o. Blockade or forceful prevention of any normal movement of traffic, violation of security, safety rules notified by the Institute.
- p. Any other offence under the law of land.
- q. Ragging in any form.
  1. (the act of abuse by spoken words, email, post, public insults, which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student; any act of physical abuse including all its variants: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person; any act by student that prevents, disrupts or disturbs the regular academic activity of any other student and exploiting students for completing academic task assigned to an individual or a group and their financial extortion. **The list is only indicative and not exhaustive.**)
- r. Accommodating unauthorized guests or other persons in the halls of residence.
- s. Engaging in any attempt at wrongful confinement of any member of the faculty; staff, student or anyone camping the campus.
- t. Any intimidation of or insulting behavior towards a student, staff, or faculty or any other person.
- u. Any other act, which may be considered by the Director or any other competent authority to be an act of violation of discipline and conduct.

## **2. Punishment**

The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned in Category-I or Category-II as the case maybe,

### **Category-I**

- a. Cancellation of admission or withdrawal of degree or denial of registration for a specified period
- b. Rustication for one year and/or declaring any part of the Institute campus out of bounds
- c. Expulsion

### **Category-II**

- a. Admonition/ Reprimand.
- b. Fine up to Rs.10,000/-
- c. Recovery of any kind, such as scholarship/ fellowship, any dues, cost of damages etc.
- d. Withdrawal of any or all facilities available to a student as per Institute rules (such as hostel accommodation, bus-pass concession, etc.).

- e. Stoppage of any or all-academic processes.
- f. Declaring any Halls of Residences, premises, building or the entire Institute campus out of bounds to any student.
- g. Rustication up to six months.

### **3. GENERAL**

- a. No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged or any other inquiry after following the normal procedure and providing due opportunity to the student charged for the offence to defend himself/herself.
- b. In case the Director or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he may order suspension of the student including withdrawal of any or all facilities available to a bona-fide student pending any other inquiry.
- c. Not with standing any punishment mentioned above, the Director may keeping in view the gravity/ nature of misconduct/ act of indiscipline, the manner and the circumstances in which the misconduct/indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned there on for reasons to be recorded.

### **4. INTERPRETATION**

In case any dispute arises with regard to the interpretation of any of these Rules, the matter shall be referred to the Director, whose decision there on shall be final.

## **VII. RIGHTS OF HOSTEL MANAGEMENT:**

- a. Any breach of these rules will invite an enquiry that will be conducted by the hostel management. If the student is found guilty, then the hostel management will take disciplinary action that if deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- b. 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/ institute website.

## **V. General instructions/information**

### **Medical Emergencies**

Urgent medical attention may be required in the following circumstances:

- ❖ fever  $38.8^{\circ}\text{C}$  ( $102^{\circ}\text{F}$ ) or above;
- ❖ high fever with chills, vomiting, severe headache, irrelevant and in coherent speech with loss of consciousness;
- ❖ acute breathlessness;
- ❖ acute pain in the chest;
- ❖ sudden loss of consciousness;
- ❖ too frequent vomiting or looses tools, or both leading to dehydration;
- ❖ colic pains;
- ❖ epileptic seizures;
- ❖ Fractures etc.

### **First aid firsts**

#### **Minor Cuts and Abrasions**

Wash well with soap and running water. Cover the area with a sterile gauze and cotton. Bandage the part.

**Burns**

Immerse the burnt area in cold water or give cold compresses immediately. Contact nearest hospital immediately.

**Fever**

Use 500mg. Paracetamol every 6hours. Tepid sponging when needed.

**Sprains and Bruises**

Apply ice or cold water compresses to the injured areas. Do not heat.

**Dog-bite**

Wash the wound with soap and running water for a few minutes. If soap is not available, flush the wound with plenty of water. Apply antiseptic lotion. Dettol/Savolon/Spiritin the dilutions recommended. Do not cover the wound. Suturing is not advised. Seek immediate medical help.

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*Hostel is home away from home.  
Keep it lively and clean.*

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**DISCLAIMER**

The above information/ guidelines & instructions are only illustrative/ indicative and not exhaustive. No representations, warranties or guarantees what so ever are made as to the accuracy, adequacy, correctness, completeness, reliability, suitability or applicability of the information to a particular situation or a person. All the information is provided in "as-is "and "as available" basis and all the warranties, expressed or implied, are disclaimed. The information is provided with the understanding that the Institute shall not be liable or responsible to any person or entity for any loss or damage caused, or alleged to have been caused, directly or indirectly, by or from the information or ideas contained, suggested or referenced above.

**NOTE:- FOR ANYKIND OF FURTHER ASSISTANCE OR ENQUIRY, PLEASE CONTACT  
OUR 24X7 HELPLINE NUMBER + 91-7438900900**