# HOSTEL RULES

Indian Institute of Technology Palakkad is a fully residential institute and all registered students are required to reside in the hostels. The Hostels provide an ideal place with a disciplined, healthy and congenial atmosphere for peaceful stay and study. To the residents, it is a home away from home. Hence, they should consider themselves as belonging to one family and treat one another in a friendly and courteous manner.

There are separate hostels for boys and girls with amenities such as common room, indoor games room and a spacious dining area. Common bathrooms are available on each floor in the hostels. The hostels have single/triple/ four-sharing rooms that are furnished with cots, tables, chairs, cupboards, tube lights, ceiling fan and electrical sockets for using laptops and charging cell phones. Stay in the hostel is governed by the set of rules given below:

## A. GENERAL

### 1. Submission of Student Details to Hostel Office

At the time of admission to the hostel every year, the resident should submit a duly filled personal data on an **online google form** to the hostel office. Any change of details provided in this personal data form should be intimated to the hostel office as and when such changes occur.

### 2. Allocation of Hostel Rooms

All B. Tech students will be given hostel rooms on a sharing basis.

Single room priority is as follows based on availability,

1. PhD
2. MS
3. MTech
4. MSc

### 3. ID cards

All students should carry their institute identity cards at all times and should produce ID cards whenever and wherever required.

### 4. Mess

All hostellers are expected to be registered in the institute mess. Exemption from the mess is generally not given. Under exceptional circumstances, requests for mess exemption may be made to the Dean (Students).

**Mess cut rules:**

a) BTech/MTech/MSc: Minimum of 3 days at a time, maximum four times in a semester where total number of days should not be more than 20 days. Late submission of mess cut form will not be considered.

b) MS/PhD: One month and additionally as per rules mentioned in part (a) or the whole time period of Jan to June/July to December.

c) Pay and eat: During the mess cut time for research scholars, pay and eat is allowed based on entry of details in google form circulated by caterers. Payment has to be made in advance.

d) Change of mess: Change of mess option for research scholars is for the whole semester (only once) for all days and meals.

## 5. Room Changes

Rooms once allotted to the students are for an academic year. Requests for a change of room are not entertained normally. Under exceptional circumstances a resident may be reassigned a room, in the best interest of all residents and based on availability.

## 6. Maintenance and upkeep

Maintenance of hostel property is the collective responsibility of the residents of the hostel. If a room is damaged or its furnishings are damaged/lost, the residents are financially responsible. Deliberate destruction of hostel property will attract a penalty ranging from fine to expulsion from hostel, and may also be referred to the Institute Disciplinary Committee.

The hostel rooms should be kept neat and clean by the residents. Surprise inspection of the rooms may be carried out. A penalty may be imposed in case the room is found to be unclean.

Students should use the appropriate trash cans to dispose of any waste material. Waste should be disposed of in the particular dustbins kept for collecting the specific type of waste. Food waste should be in the green dustbin, other biodegradable waste in the yellow dustbin and non-degradable waste in the red dustbin. Any complaints related to plumbing, electrical fittings, etc may be raised on the support portal ( https://support.iitpkd.ac.in/ ).

## 7. Alterations

The residents are not allowed to move any furniture from the room. Decoration of the rooms like curtaining the windows is encouraged. However, painting/scribbling on the walls, doors and window panes are not allowed. When the resident moves out, the room must be returned to the state in which it was allotted to the residents.

## 8. Residents' Property

The residents are responsible for the safekeeping of their personal belongings. They are advised to keep under lock all valuable items such as, jewellery, laptops, mobile phones, etc. They should lock their rooms when not present, even for a short time. Hostel offices cannot assume responsibility for the loss/damage of residents' property.

## 9. Noise Levels

It is to be noted that between 10:00 PM and 6:00 AM, there should not be noise / gathering or any such activities which disturb others. Any complaints shall be addressed strictly by hostel authorities. Playing any outdoor games is not allowed in the hostel area other than any dedicated space for playing.

## 10. Hostel Activities and celebrations

Birthday or any other celebrations should be done outside of the hostel building. The organizer/s shall be responsible for cleaning of the area post celebration. Any violation will attract penalty and disciplinary actions.

## 11. Pet Animals

Hostellers are not permitted to bring / keep pets inside the hostel premises. However, persons with visual impairment may be permitted to keep guide dogs in the hostel, on request.

## 12. Going out of campus

Students should make an entry in the Hostel register whenever they intend to go outside the campus. They should carry their ID card with them.

**A bus will leave town at 9:30 pm from the Stadium bus stand and will reach campus by 10:00 pm. Students have to mark attendance/enter in register at the gate before entering and will not be considered late. This bus service will be suspended during final exams.**

The in time for campus is till 10 PM. Any student who is planning or foreseeing to return late must inform the Asst. Warden by 5 PM of the same day, with proper justified reason. Hostel Admin shall decide on penalizing or waiving off the fine on informed or uninformed late entries. Late return to campus without permission will result in fines as per "List of Violations and Late Entry" on the last page of this document.

**Overnight stay or longer outside campus**

- Students who wish to go out of Palakkad town / campus for overnight or longer need to fill the respective Google form links mentioned below at **least one day prior to your leave.**
  - **Students who have opted for Kedaram Mess have to fill this form.**
  - **Students who have opted for Nila Mess have to fill this form**
- This particular form will be used for calculating the mess cut too.
- The research scholars who are dining at mess also need to fill this form out when they are going out of campus and when planning to take a mess cut.
- In case of any emergency resident can ask their friends to fill the form.

## 13. Guests and Visitors

In hostels, by definition, everyone except the residents are considered as guests. Guests may be permitted only if prior permission is obtained from the hostel authorities.

– All visitors including the parents/guardian will have to make necessary entries in the visitors book available with the hostel office. The visit is restricted to the hostel office/lounge area.

– Subject to availability, guests may approach the administration for guest house accommodation on payment of required charges.(ghm@iitpkd.ac.in)

– Senior students are restricted from entering the first year BTech hostels during the first month of their stay on campus.

– Overnight stay of the residents in a room not allotted to them is not permitted. Guests and visitors are not allowed to stay overnight and should leave by 10.00 PM.

- Boys cannot enter the girls wing and girls cannot enter the boys wing of hostels.

### 14.Stay during semester break

Course students (BTech / MSc) are supposed to vacate the rooms on the first day of the summer / winter vacation, and hand over the keys to the hostel administration. Failure to do so will attract a penalty. The institute may allocate a common space for storing belongings at the students' own risk.

Students who need to stay back for genuine (academic/extra curricular activities) reasons will be permitted only on recommendation of the faculty advisors and final approval by Dean Students.

### 15.Collection of dues

In each semester, the dues to the hostel (including fines) should be cleared before handing over the keys of the hostel room.

## B. OFFENSES

### 16.Ragging

Ragging is a cognizable offense (offense for which the police can arrest the offender without warrant). Our motto is: Zero Tolerance to Ragging! A firm NO to ragging in any form!! If found guilty of ragging, action will be taken as per the law of the land and the punishment may include expulsion from the institute.

During the first month of the freshers stay on campus, senior students shall not enter the Freshers' Hostels/Wings. No meetings or interactions should be conducted with the freshers during this period.

All hostellers should be familiar with the **Institute's Anti-ragging rules**.

### 17.Antisocial Activities

Residents 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. Residents should not indulge in anti-social, anti-national or any other undesirable activities within or outside the hostel zone. Such activities will attract severe penalties.

### 18.Use of intoxicants

Smoking, consumption of alcohol and use of narcotics or any other intoxicant is strictly prohibited. Entering the institute campus in an intoxicated / inebriated state as well as possession of liquor and narcotics is also disallowed. Any violation of these conditions will attract a severe penalty including expulsion from the Hostel. In case of possession of narcotics, the matter will also be referred to the local police. The institute security is authorized to use a breath analyser when needed. Refusal to cooperate with the security will invite disciplinary actions.

### 19.Use of Appliances

The power handling capacities of the electrical systems in hostels are limited.

Therefore overloading may result in tripping of the main power supply or lead to fire accidents. Usage of iron press, heaters with exposed heating coils, immersion heating rods, induction stoves and similar appliances are prohibited inside the hostel room.

Use of hot-water kettles for heating water/use of iron press is permitted only at specific plug-points identified for the same, in the common area near the water filters. The users need to ensure that the facility is kept clean after use.

Use of desk lamps, computers and small audio systems are permitted, provided the combined power requirement does not exceed the electrical socket specification.

Noncompliance with this rule will attract seizure of the disallowed equipment and a hefty fine. Two air coolers with rating 200 W and 5 Amp each are allowed in a hostel room.

## 20.Tampering

Any tampering with the water cooler, network devices and other electronic devices installed in the hostel premises, or any disruption in the campus internet due to interference with the network settings, would be considered very seriously and would invite disciplinary action.

## 21.Change of locks

The students are not permitted to change the locks (of the rooms), provided to them by the Hostel management at the time of their occupation of the rooms. In case a change of lock becomes necessary due to some reasons, a request must be made to the Hostel management.

## 22.Use of vehicles

Use of powered vehicles (two wheelers and cars) inside the campus is prohibited and powered vehicles brought to the hostels will be confiscated. Course students i.e., BTech, MSc and MTech students cannot park their vehicles on campus. An exemption to this rule may be made for students with disabilities. Residents are encouraged to use bicycles and/or the institute buses. Bicycles should be parked only in the space provided for cycle parking in an orderly fashion, both at the academic buildings and hostel premises.

## 23.Accessing the Fire exit doors

Fire exit/emergency doors are meant for use during an emergency like fire accidents. Usage of such doors at times other than emergency is prohibited. Violation of this will invite fine and/or disciplinary action.

## 24.Behaviour with Hostel Staff

Students are supposed to behave properly with the hostel staff and treat them with respect. Whenever any instruction is given by the Hostel Staff/Institute authorities the same should be followed and not challenged. Strict action will be taken against the misbehaving students, including suspension/termination from the hostel.

## C. TIMINGS

1. All students should mark their **attendance** in the biometric device as per the time slots mentioned below, failing which a penalty will be levied.

- B. Tech, M. Tech and M.Sc- 04.00 PM to 11.55 PM
- MS & PhD- 7:00 AM to 11:55 PM

Repeated defaults in a semester may lead to temporary suspension from the hostel.

2. Academic block premises including Computer Labs and the Innovation lab may be closed for BTech students from 00:00 midnight to 6 AM. Security personnel may be instructed to evict UG students during this time. However, on special occasions (e. g., the day before a Quiz and exams) the labs will remain open for 24 hours.
3. If a team of students are working on some project for which they need to use the Innovation Lab / Computer Lab outside the stipulated time, they should obtain a written permission from the faculty-in-charge of the lab/the faculty who is supervising the work.
4. Any hosteller reaching the Hostel after midnight should enter his/her name and ID number in the register kept near the entrance.

## D. Rights of Hostel Administration

Any breach of the rules mentioned above will invite an enquiry that will be conducted by the Hostel administration. If a resident is found to have violated hostel rules, then the Hostel administration will take disciplinary action that it deems fit. Depending on the case, the hostel administration reserves the right to take direct disciplinary action, including expulsion from the hostel at short notice. Hostel authorities have the right to visit and inspect any hostel room at any time without prior intimation. The Hostel Administration reserves its right to modify these rules from time to time keeping the students informed through general circulars by email or displayed on the hostel notice boards.

The Hostel Administration includes the following

- Dean Students
- Associate Dean Students
- Wardens/ Deputy Wardens / Assistant Wardens
- Joint Registrar / Deputy Registrar / Assistant Registrar ( Students' Section )
- Advisor (Student Matters)
- Superintendent / Junior Superintendent/Junior Assistant ( Students' Section)
- Hostel Manager/ Hostel Supervisor

**List of Violations * and Penalties**

*The list of violations and penalties mentioned here are not exhaustive and the hostel administration is empowered to add more into the list if necessary.

**The students with pending penalty for previous semesters will not be allocated with a room in the upcoming semester.**

**Please note that warning will not be there and the penalty will be imposed from the very first instance itself.**

| S. No | Violation | Penalty Amount (INR) | Remarks |
|---|---|---|---|
| 1 | Late Entry to Campus | Rs.150 each time | Reporting to IDC after five violations |
| 2 | Leaving campus without proper entry in Google form and designated registers | Rs.150 each time | Reporting to IDC after five violations |
| 3 | For not properly cleaning the rooms | Rs.100 to Rs.300 per person Rs.1000 in exceptional cases | |
| 4 | Students eat at a mess to which they are not attached | Rs.500 | |
| 5 | Consumptions of alcohol, smoking, or for use of any substance / narcotics | Rs.500 | Reporting to parents and IDC. Eviction from hostel. |
| 6 | Usage of motorised vehicle by students inside campus | Rs.500 | |
| 7 | Making noise and disturbance to others along with playing outdoor games in the hostel area. Making noise between 10 pm and 6 am | Rs.500 | |
| 8 | Using emergency exits in hostels | Rs.500 | |

Research students are exempted from the entry and exit time limitations.