

NITC HOSTEL RULES



CONTACT US

Chief Warden : 0495 2285302(O), 9846764238

Hostel Manager : 0495 2287238, 0495 2286951

1. GENERAL

There are ten hostels and a few flats for men and two hostels for women. The total capacity of all the hostels and flats, currently available, is about 5000. Out of the 10 hostels for men, 7 are 1 or 2 seated, and the remaining are 3 or 4 seated. The hostels for women have 1 or 2 seated rooms, and 3 or 4 seated rooms, with a total capacity for about 1000 students. One international hostel with twenty three rooms (2 or 3 seated) is also available. As far as possible, the students of the same semester are accommodated in the same hostel.

2. ADMINISTRATION

The hostels and the messes shall be under the control of chief warden, who will be reporting to the Director. There shall be warden (s) and resident tutor(s) for each hostel who will assist the chief warden in the management of hostels and messes associated with them. **Chief warden and all wardens are full time regular faculty members of the Institute in various departments.** The hostel & mess committee, comprising student members, wardens, and chief warden, is the overall governing body of the hostels. The warden's council, in which all wardens are members, frames and executes the rules and regulations for the hostels and messes. The warden's council's decision shall be final in the interpretation of the rules in all matters connected with the hostels. The wardens' council shall have all powers to issue standing orders to regulate internal matters and other details not explicitly covered by these rules.

3. ADMISSION

Only those students who have registered for full time courses and those who are currently on the nominal rolls of National Institute of Technology, Calicut (hereinafter referred to as Institute) will normally be allowed to stay in the hostels. Admission is granted on request, subject to availability of accommodation. Any student (hereinafter referred to as Inmate) who takes admission to the hostels should have to strictly obey the rules and regulations of the hostels.

Applications for admission should be addressed to the chief warden and made in the prescribed form which can be obtained from the hostel office. Applications that are not in the prescribed form or are incomplete will not be considered.

The wardens' council shall make the selection of students for admission to the hostels. It shall have the right to refuse admission to any applicant without assigning any reasons. The warden's council has the powers to send away any student from any hostel at any time, if the student's conduct is found unsatisfactory, and to take additional disciplinary actions. The academic progress of the inmates shall be closely monitored and may be used for taking decisions related to the occupancy of inmates.

4. HOSTEL DEPOSIT AND FEES

Hostel fees and the deposits payable at the time of admission shall be prescribed from time to time. Students who seek admission to the hostels have to pay the fees to the hostel office at the time of their admission. Fee will have to be remitted in full. The current fee details are as follows:

PART I

Sl.No	Description	Amount (Rupees)
1	Cost of Application Form	200
2	Miscellaneous Fees (One time)	500
3	Hostel Staff Welfare Fund (One time)	500
4	Students' Welfare Fund (One time)	800
Caution Deposit (Refundable at the end of the programme)		
5	i) For B.Tech./B.Arch. Students	7000*
	ii) For M.Tech./M.Sc./MCA/MBA/Ph.D. Students	8000*
6	Furniture Deposit for B.Tech./B.Arch./ M.Tech./ M.Sc./MCA/MBA/Ph.D, (Refundable at the end of programme)	3000*

*B.Tech/B.Arch students belonging to SC/ST category from Kerala are exempted from the payment of caution deposit. However, they have to pay Rs.1000/- as furniture deposit.

Note:

(1) The deposit and fees are to be paid by Demand Draft in favour of '**Chief Warden, NITC Hostels, NIT Calicut**'.

(2) In order to inculcate a proper 'food- discipline' culture among the inmates, the parent can optionally pay a mess advance of Rs. 15,000/- towards the hostel mess charges instead of monthly payment, at the beginning of each semester itself through Demand Draft in favour of '**Chief Warden, NITC Hostels**' or more conveniently by **Online** facility available in any branch of **Punjab National Bank (PNB) or State Bank of India (SBI)**.

(3) Monthly Hostel & Mess charges whenever announced are to be paid within stipulated time through **Online/ ATM facility of SBI / PNB** in favour of **Chief Warden NITC Hostels, NIT Calicut**.

5. DECLARATION

Each applicant and his/her parent/guardian should sign a declaration in the application form regarding accommodation, payment of dues and the code of conduct to be followed by the inmate. In addition, a special declaration attached with this rule book should be signed and returned to the hostel office at the time of hostel admission.

6. ALLOTMENT OF ROOMS

Rooms will be allotted at the discretion of the wardens' council or the warden/officer designated for the job. **Once allotted, mutual exchange of rooms by the inmates themselves will not be permitted, the violation of which shall lead to disciplinary action and/or expulsion of the student from the hostels.** In exceptional cases, the chief warden/ warden will consider the request for a change of room based on the real merit of the case.

7. WITHDRAWAL

Inmates should not vacate the hostel unless they are permitted to do so by the warden. The clearance certificate/vacation report obtained from the respective hostels where the student has been staying should be produced to the chief warden to get the "No Dues/Non-Liabilities Certificate". Rent, electricity charges etc. will be collected from the inmates till the day of vacating the room prior to the issuing of the "No Dues Certificate".

8. GUIDELINES FOR STUDENTS

1. The inmates should obtain the 'Hostel Occupancy Card' and carry it along with them always and must produce it on demand for identification by the security personnel/authorities/faculty members. They have to surrender the card in the hostel office at the end of the year to get the "No Dues Certificate" and to get a fresh occupancy card as the case may be.
2. **It is compulsory for the inmates staying in the hostels to join and dine from any one of the messes (of their choice).**
However, first year B.Tech./B.Arch. students are permitted to join only in the designated messes applicable to them.
3. The inmates are expected to behave politely with fellow students, institute & hostel officials, and show extreme decency in all their activities. They should strictly follow the instructions given by the hostel authorities and security personnel.
4. Ragging in any form is banned in the Institute and hostels and is a punishable offence (refer Honorable Supreme Court's directives with respect to this). Information about ragging is noted should be immediately reported to the authorities. The matter will subsequently be reported to the

police for further action.

5. First year B.Tech/B.Arch. students are not allowed to go to seniors' hostels. They should strictly follow the hostel timings given to them from time to time by the warden.
6. No inmate shall engage himself/herself in undesirable/punishable activities such as forming groups of any sort, exchanging verbal or physical abuse, and actions that cause disturbance to others. They are expected to maintain conducive atmosphere for academic excellence.
7. The inmates are not permitted to convene meeting/conduct celebrations of any sort anywhere in the hostel or its premises without the permission of warden. They should not collect fund of any sort or enlist other inmates as members of any forums without the approval of the chief warden/wardens' council.
8. Consumption of drugs and alcohol, intoxication by any means and smoking are strictly prohibited in the campus. Disciplinary action along with heavy fine including reporting the matter to the police/ shadow police will be done against persons found indulging in such activities.
9. Acts of shouting, reading aloud, playing music, games etc which are likely to disturb the inmates should not be done in the hostel premises.
10. All inmates will have to take adequate care to prevent the theft of their valuables. The hostel authorities will not be responsible for any loss of such properties.
11. It is essential to keep the rooms locked when no inmate is present inside. It is also advised not to keep valuable items like mobile phones, tablet phones, PCs, cameras (stills and motion) etc. with the inmates. Institute/hostel authorities/wardens are not responsible for any loss/damage/theft of any items kept by the inmates.
12. Disfiguring the hostel buildings, damaging of the hostel properties, removal of furniture and electrical/telephone fittings, damaging common room facility, water filter/cooler etc. shall be deemed as serious offences and shall invite disciplinary actions including heavy "common fine" and/or "personal fines" as decided by the warden's council.
13. Stay of a non- inmate in the hostel without written permission will be considered as a serious offence and fine will be charged to the inmate as decided by the warden's, council.
14. Mobile phones should be used judiciously and without disturbance to

others. Avoid using mobile phones in common areas and mess halls.

15. Use of mobile phones in academic area and reading rooms is prohibited.
16. Inmates should see that lights, fan etc. are switched off when these are not required or when they leave the room. Residents are **not permitted** to use **heaters, electric iron** and similar appliances of any kind consuming electricity in the rooms. Heavy fine will be imposed for using these items inside the hostel. Close water taps after use.
17. Use of loud speakers and high power audio systems is prohibited.
18. Cooking inside the hostel room is strictly prohibited and shall attract heavy penalty.
19. Visit to other hostels, except for dining, should be recorded in the visitor's register available in the hostel.
20. The inmates of senior men's hostels are expected to be back in their respective hostels before 10:00 P.M. First year students are expected in their room by 7:00 P.M. Latecomers should show their identity card and then enter their name, roll number, room number, time of arrival, and the reason for late arrival in the register available with the security personnel or hostel official.
21. The inmates of ladies' hostel are required to be in the hostel before 7:00 P.M. and should not leave hostel before 6:00 AM. Those who are not able to reach before 7:00 PM or want to leave before 6:00 AM should obtain permission from the warden/resident tutor, and should enter their name, roll number, room number, time of arrival/ departure, and the reason for such causes in the register available with the security personnel.
22. The inmates should keep their rooms neat and tidy, and their valuables under lock and key. They should make the room available for periodic inspections by the hostel officials. They must also endeavor to keep the hostel buildings and premises neat and clean.
23. No inmate shall absent himself/herself for any night from the hostel without prior permission of the warden. If a student finds it necessary to leave the hostel urgently, he/she must inform the same to the warden and before his/her departure should submit a written request to the warden through the steward/matron of the respective hostel.
24. Inmates should not possess or keep lethal weapons or hazardous articles. Fire crackers are banned in the hostels.
25. Littering in the hostel surroundings and premises is not permitted. Waste materials should be promptly deposited in the designated location.

26. Misconduct or breach of any of the rules of the hostels will lead to disciplinary actions including *suo motu* expulsion from hostels. Matters of indiscipline shall be reported to the Director for further action. Head of the Department and parent/guardian will also be informed of the same.
27. Inmates are advised not to keep any motorized vehicles in the campus. They are not permitted to use motorized vehicles (two wheelers/four wheelers) inside the campus. Students with physical disability have to obtain special permission from chief warden for using of motorized vehicles by them. Anyone who is found guilty of violating this rule will face disciplinary action and / or expulsion from the hostel.
28. The inmates are free to discuss their problems in the institute/hostel with their wardens and faculty advisors (FA).
29. Keep informed the parents the mobile phone numbers of your friends, wardens, faculty advisers and hostel and mess committee members of your hostel.
30. Parents/guardians are requested to inform their address/telephone numbers and any changes promptly to the office of the hostel where their ward is staying.

9. MESS

- 1) Messes are available within NITC hostel premises to cater to the needs of the inmates and their varying food habits. Students staying in the hostels are required to join any one of the messes of their choice. They are permitted to change the mess, subject to the rules in force, on a monthly basis. **Those who do not join the mess will not, normally, be permitted to stay in the hostels.** Transfer from one mess to another will be permitted only during the beginning of a calendar month. First year B.Tech/ B.Arch students are permitted to join only the designated messes

- 2) If an inmate wishes to have an accommodation and do not want to join any mess, he/she has to pay , compulsorily, the minimum mess charges as decided by the chief warden.
- 3) Inmates have to clear the mess dues and the hostel overhead dues (rent, electricity, water, establishment, etc.) at the beginning of every month. The mess registration card will be issued by the steward/matron of the hostel concerned on production of the proof for having cleared the dues. The inmate has to handover the mess registration card to the respective steward/matron for getting his/her name registered in the diners' register. Only those who have registered in the mess by submitting the mess card will be allowed to dine from the mess of the hostels.
- 4) The inmates of each mess shall, from among them, will elect the required number of representatives. The warden of the respective hostel and the elected representatives will form the hostel & mess committee. The committee of each hostel shall be responsible for the running of the mess and the maintenance/ upkeep of the hostel amenities. Responsibilities in connection with running of the mess can be assigned to any diner of the mess and he/she has to take up such work assigned. If at any time there are no elected representatives, the warden shall have the power to nominate representatives or run/monitor the messes directly by him/her until representatives are duly elected. No inmate (except the representatives) is allowed to enter the kitchen.
- 5) The hours of meals will ordinarily be:

	From	To
Breakfast	7.00AM	9.30 AM
Lunch	11.45 AM	1.45 PM
Tea	4.00 PM	5.30 PM
Dinner	7.15PM	9.15 PM

- 6) No resident shall take meals from the mess to which he/she does not belong to. **A member is not permitted to take food in place of another member in any mess.**
- 7) Meals will be served as per the specified menu. Extra items will be charged separately on individual basis. Meals or extras will not be served in the rooms of the inmates.
- 8) Diners are not allowed to take the cups, saucers, tumblers and any other utensils to their rooms/lawns outside the mess halls under any circumstances.
- 9) Sick diet can be provided to the members under the advice of resident medical officer/ warden, subject to the constraints of the hostel.
- 10) Students are expected to maintain perfect discipline and order in the dining halls during dining hours. If extra food is required, they must ask the person concerned, serving extras. All diners are expected to wear decent dresses in the dining halls.
- 11) There are two categories of messes viz; institute mess and contract mess. Mess charges in the institute mess will be divided among the members based on dining-days. Fixed per day mess rates shall be followed in contract messes. Guest rates will be as decided by the hostel & mess committee and will be reviewed from time to time.
- 12) The charge for extras milk, curd etc. shall be fixed by the wardens' council and duly notified
- 13) Rules for the reduction of mess charges for the days of absence of diners will be framed by the wardens' council from time to time, and will be notified accordingly. Currently, diners can avail reduction for up to 8 days for their **authorized absence** from the mess, with advance notice for such period of absence to the mess supervisor/manager. At least two days notice shall be given in this case.

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10. PAYMENT OF DUES

- 1) The mess dues along with the hostel overhead dues for a particular month will be published on or before 20th of the succeeding month and is to be cleared before the 10th of the subsequent month, failing which a fine, as decided by the wardens' council, will be imposed.
- 2) The inmates have to remit the hostel overhead dues and mess dues through SBI/ PNB, as mentioned before. They may inform the payment details & date to the hostel office after making the payment through bank. **Inmates have the option to remit money as advance towards mess and overhead charges.**
- 3) If the dues are not paid before the end of the month during which it falls due, the defaulting inmates will not be allowed to dine from the messes. If the dues remain unpaid for a long period, the students will be expelled from the hostel and a penalty will be imposed for the delayed period. Inmates leaving the hostel for vacation should clear all their dues before their departure.
- 4) The hostel office will intimate the parent/guardian about the hostel dues if the student fails to pay the same in time. However, it is the responsibility of the student to clear the dues in time.
- 5) The parent/guardian may directly pay the hostel dues/advance towards mess & overhead charges of the ward through SBI/ PNB, as mentioned before.
- 6) "No Dues Certificate" will be issued from the hostel office only to those students who have cleared all the dues in the hostels (at the time registration for semester). The chief warden will report the names of the defaulters of hostel dues to the Director for further action.
- 7) Non- Liabilities Certificate' will be issued to those who clear all the dues and at the time of vacating the hostel.

11. COMMON ROOM/READING ROOM

- 1) Every hostel is provided with a reading room/common room where one TV set, news papers/magazines, and some recreational facilities like carrom board, chess board, TT table etc. are available. The common room will be managed by a common room secretary with the help of a common room boy under the strict instructions from the warden of the hostel.
- 2) Articles in the common room have to be used carefully and any sort of damage to any item will invite heavy individual and/or common fine.
- 3) Inmates are not allowed to take any items from common room to their rooms.
- 4) Issues like selection of a particular TV channel have to be dealt in the best interest of the inmates and warden's decision on such issues will be final and binding to all inmates.
- 5) Common room will function only during the designated timings as decided by the warden.

12. GUESTS

- 1) Parents/guardians are encouraged to visit their ward and campus at least once in a semester. Other than parents/guardians, frequent visits by guests are not encouraged. Guests are not allowed to stay in the rooms allotted to the students. they are allowed to stay only in the guest rooms with the written permission of the warden of the hostel. Guest charges must be paid in advance to

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the hostel office. No guest shall remain in the hostel for more than three consecutive days. Only gents will be permitted to stay in men's hostels and ladies in ladies hostels.

- 2) The warden/chief warden shall have the power to refuse accommodation in the hostel for any particular person as a guest, and to send them out without notice.
- 3) The guests shall abide by the rules and regulations of the hostel.
- 4) The hostel will maintain a register of guests and see that no guest is admitted unless the name and other particulars are entered in the register. The host is responsible for furnishing correct particulars of the guest. Fake and incorrect information will lead to disciplinary actions.

13. BOOKS/STATIONERY

Inmates can procure the required books/ stationery items from the facilities functioning in the hostels/ student's amenity centre.

14. HOLIDAYS / VACATION

- 1) The hostel will normally remain closed for holidays/ vacation as and when declared by the Institute. However, the wardens will consider applications from inmates for staying in the hostels during short holidays, and for the summer vacation for attending summer term courses or other academic duties.
- 2) The inmates proceeding on vacation/holidays may leave behind their personal belongings except costly items in the hostel till they return. All such articles must be packed, properly labeled and entrusted to the hostel steward/matron for safe custody, after obtaining a receipt for the same. The receipts should be surrendered when the articles are claimed on return after vacation.

While every effort will be made to see that the articles are kept safely, the hostel authorities shall not be responsible for any loss or damage caused. Students are therefore advised not to leave behind any costly items in the hostels when they go away on vacation/ holidays.

- 3) It is compulsory that every student vacates his/her room before proceeding on long vacation and surrenders the room to the steward. If any room is found retained by the inmate without a written permission, the hostel authorities shall have the right **to open the room** and take possession of the room. The cost of the resultant damages, if any, shall be charged to the respective student along with an additional fine.

15. UNCLAIMED ITEMS

Articles which are found unclaimed in the hostels will be disposed of appropriately.

16.UNAUTHORIZED HAWKERS/TRADESMAN/VENDORS

No strangers will be allowed in the hostel premises for carrying out any business without license from the hostel authorities. Licenses/Permits will be issued by the Hostel Office/Institute to the dhobis, cobblers and others who are allowed to render services to the inmates. Students are advised not to deal with strangers/unauthorized vendors. Door delivery of any items including cooked food is strictly prohibited.

17. APPELLATE AUTHORITY

A Wardens' Council consisting of Chief Warden and all the Wardens shall be the disciplinary authority for the hostels and its decision shall be final. The Director of the National Institute of Technology Calicut will be the Appellate Authority for all disciplinary matters with respect to the inmates.

CHIEF WARDEN

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DECLARATION

I,.....Regn.No.....
son/daughter of.....

..... hereby declare that, I have read and fully understood the hostel rules and guidelines. I also declare that I will strictly obey the rules and the guidelines that are in force at NITC Hostels. I promise to obey strictly the following important instructions.

1. Behave properly and show utmost decency in all aspects.
2. Use of mobile phones in academic area and common room is not acceptable.
3. Ragging in any form is completely banned and don't indulge in any such activities.
4. Using motorized vehicles within the institute/hostel premises is not allowed.
5. Consumption of alcohol or any intoxicating material will attract heavy penalty and/or expulsion.
6. Smoking in the campus and storing materials such as tobacco and cigarettes is prohibited.
7. All valuable items shall be kept under the safe custody of the owner at his/her own risk.
8. Use of high power audio equipment is forbidden.
9. Without prior permission, exchange of rooms is a punishable offence.
10. Any group activity other than for academic purposes (and other permitted activities) is banned.

Place: NIT Calicut

Signature:

Date:

Name:

Declaration by the Parent/Guardian

I,

whole heartedly guarantee that my son/daughter

..... will obey the rules and guidelines that
are mentioned in the NITC Hostels rule book.

Signature:

Date:

Name:

- Note:
1. This form should be submitted at the time of getting admission into the NITC Hostels.
 2. If parent/guardian is absent at the time of admission, the student shall submit the duly signed form within 4 weeks' time (prior to that, a copy should be submitted).

DOs

- 9 *Carry “Hostel Occupancy Card” always with you.*
- 9 *Present in your own allotted room by 10.00 PM (First Years; by 7.00 P M) .*
- 9 *Late entry to the hostels without permission is a violation of hostel rules. Permission from warden and the entry of details related to late coming, in the register with security personnel, are mandatory in such cases.*
- 9 *Use mobile phones sensibly without disturbing others.*
- 9 *Keep the room neat and tidy. Always keep valuables under lock and key.*
- 9 *Inform parents the mobile numbers of your friends, wardens and faculty advisor.*
- 9 *Follow instructions of the authorities and security personnel with utmost decency.*
- 9 *Observe study time strictly in the night during 8.30 to 10.30 PM.*

DON'Ts

- × *Smoke, consume alcohol, use drugs or intoxicate by any means or tempt others for the same.*
- × *Keep lethal weapons or hazardous articles in your possession/room.*
- × *Engage in undesirable/punishable activities (verbal or physical abuse).*
- × *Convene meeting/conduct celebrations in the hostel without prior permission.*
- × *Enlist other inmates as members of any forums without prior approval.*
- × *Disturb others by shouting, reading loudly, playing music and games.*
- × *Disfigure the hostel premises and damage any hostel property.*
- × *Allow a non-inmate for staying in the hostel room without prior permission.*
- × *Stay away from your allotted room after 10.00 PM without any valid reason.*
- × *Cook or use electric iron, heaters, etc. inside the rooms.*
- × *Wastage of electric power and potable water*
- × *Use of motorized vehicles in the campus*

Special Note: There are many water bodies in the vicinity of NIT Calicut. These water bodies are dangerous and students are strictly advised to keep away from them.

