

R U L E S   A N D   R E G U L A T I O N S  
F O R  
H O S T E L   R E S I D E N T S



# HOSTEL MANAGEMENT

INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
CHENNAI - 600 036

JULY 2008

# RULES AND REGULATIONS FOR HOSTEL RESIDENTS

## 1. ACCOMMODATION

- a. Indian Institute of Technology, Madras, 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 (Rs. 100/- for a regular semester and Rs. 50/- for summer), Establishment "A" charges, In patient health insurance premium and the prescribed hostel mess deposit. The payment to be made by demand draft and in favour of Chairman, Council of Wardens, IIT Madras, payable at Chennai, or by POS (Point of Sales) machine using SBI, ATM / Debit Card. Mess deposit is refundable only at the end of the course of study.
- b. Statutorily, hostel accommodation is available to Preparatory Course (P.C.)/ B.Tech. / M.Sc. /M.A. / Dual Degree students, only during a working semester. No P C/B.Tech/M.Sc./M.A/Dual Degree student will have a right to occupation of a 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 / Hostel work. As per senate ordinance, such residents are required to pay Rs.50 /- for summer vacation.
- c. Dual degree students will be treated as B.Tech. students for the first three years of their program and as M.Tech. students for the remaining two years.
- d. Hostel accommodation is available to M.Tech. / MBA students for a maximum length of stay of four Semesters / Eight Quarters only. They can retain the rooms during vacation.
- e. Hostel accommodation is available to M.S. and Ph.D. scholars throughout the year, subject to a maximum of 3 years for M.S. Scholars and 5 years for Ph.D. Scholars. 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 Establishment "A" and "B" charges for the entire semester.
- f. Students / Scholars belonging to any category not specifically mentioned above will be given accommodation only if they are full time registered students. The Hostel management is the final authority in such matters.

- g. Hostel accommodation may be provided to Project Staff who are registered for the working towards a research degree at the Institute based on their request for a limited period, which could be extended, if rooms are available. They are required to pay in advance Room rent, Establishment Charges "A" and "B" and any other charges as decided by the Hostel Management. The Project Staff residing in hostels are governed by the same rules applicable to regular students of the Institute. Project staff availing hostel accommodation **are not eligible for HRS / CFA** and should keep the Institute / IC & SR / Coordinator informed about the same. With the approval of competent authorities some hostel accommodation is also given to Project Assistants / Project Associates / Project Officers / Contract employees.

## **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 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 (where applicable) 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, at once.**
- b. The Hostel Management will generally provide minimum furniture and fittings for each room consisting of one cot, table, chair, ceiling fan with regulator and, **if available**, a tube light fitting.
- c. Rooms once allotted to the students for an academic year will not be changed except on special situations.
- d. The Hostel Management, **if, in case of non availability of rooms**, can allot more than one person per 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, if the Hostel Management finds that he / she is not eligible for hostel accommodation.

- f. 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 (such as 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 residence in the hostels, will have to make specific application separately for every semester to the Dean Students, in the prescribed form, available at the Office of the Dean Students. Based on the genuineness of the circumstances cited by the student and the number of students residing in the hostel, a student may be exempted from residing in the hostels by the Dean Students. However, they are required to pay Hostel Establishment "A", in patient health insurance (varies from year to year) to the Institute even if they reside in the quarters allotted to the students / reside outside the campus.
- b. Married students / Research scholars / QIP scholars, who are provided quarters in the campus, are not exempted from hostel stay and rental / establishment charges need be paid to the Institute. However, such students will have to apply for an "exemption to stay in the hostels" to the Dean Students in the prescribed form. In case they are allotted a room in the hostel in the first instance, **the charges are payable for one semester** even if they vacate the hostel in the middle of the semester. **In such cases, hostel accommodation is provided to the student and not to the spouse or children.**
- c. If any student is denied a room in hostels by the Hostel Management due to paucity of rooms, then a complete exemption for payment of charges to Hostel Management may be granted to the student by the Dean Students till such time accommodation is made available. At present, such a situation does not exist.

### 4. CODE OF CONDUCT

- a. All residents are required to maintain standards of behavior expected to students of prestigious institution such as IIT Madras. They are expected to **behave** courteously and fairly with every one, both inside and outside the campus.

- b. **All residents are required to carry their valid Identity Cards / Smart Cards issued to them by the Institute.**
- c. All the students are expected to be back in the hostels before 11.00 pm. If any student wishes to be away from the hostel during weekend, holidays or any other time, he / she has to take prior permission from the Warden.
- d. **Rooms are allotted to each student on his / her personal responsibility.** He/she should see to the upkeep of his / her room. Hostel and its environment. Students 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, the Hostel Management has provided every hostel with Ceiling fans/ Tube lights / starter, capacitor and such accessories to address and simple electrical maintenance required by the hostel.
- e. Students should co - operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
- f. 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.
- g. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage if any. 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 conditions when he / she changes / vacates the room / hostel.
- h. The resident shall not move any furniture 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 Warden, failing which he / she will be charged a penalty as decided by the Warden.
- i. The resident shall not remove any fittings from any other room and get them fitted in his / her room.

- j. **The residents shall not paste any posters / pictures etc., on the walls, doors, windows and shelves. A fine amount proportional to the damage shall be levied by the Warden for the damage caused.**
- k. **~~Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely. The punishment will be severe / harsh (as per the latest law prevailing in the state), and can lead to expulsion from the hostel and the Institute.~~**
- l. Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Student shall not enter the hostel premises in intoxicated 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. **Hostel zone is smoke - free zone in the Institute. Students should not smoke either inside or outside the hostel premises as well as in the hostel sector.**
- m. **~~Abnormal activities of any nature, causing disturbance to the neighbours 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. **The visit of a girl / woman / lady, other than a student of IITM with a valid ID, to the boys' hostel is restricted to 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 and meet the resident in the common room.**

## 5. GUESTS

- a. A guest of a resident may be permitted to stay in hostel for not more than a week by the Chairman, Council of Warden on the payment of necessary charges, at the office of the Chairman, as fixed by the hostel management from time to time. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room. For this purpose every person other than resident of the hostel will be considered as a guest for definition.

- b. Entertaining unauthorized guests will be dealt with severe punishment including expulsion from the Hostel.
- c. No overnight guest are permitted in a student's room without permission of the Warden / Chairman, Council of Warden. **No person of the opposite sex either guest or otherwise shall be permitted to stay overnight in any part of the hostel.**

#### 6. VISITOR

- a. 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.
- b. Visit of men students to the women's hostel is restricted to the timings **7.00 a.m. to 9.00 p.m.**
- c. The girl students of IIT M alone are permitted to visit the room of boy's student for academic purpose provided they deposit their ID card with the hostel security and sign up in the visitors notebook. No girl / women visitor including sisters are allowed entry into a boy's room in a hostel and vice versa. The visit is restricted to the hostel office / visitors hall / dining hall. Parents / guardians of the students, however may be permitted by the Warden to visit the room of their ward during the visiting hour, namely 7.00 am to 9.00 pm. Visitors, which includes parents, cannot stay overnight without prior permission.

#### 7. BOARDING

- a. **All the residents are necessarily full boarders of the hostel concerned. Accommodation alone is not available in the hostels** except in a few genuine cases, as decided by the Chairman, Council of Wardens.
- b. Mess rebate will be considered only when a resident is away on Academic reasons / Medical grounds for more than ten days continuously and above, with prior approval of the HOD, the Warden and Chairman, Council of Wardens. Without advanced intimation, mess rebate will not be given.
- c. An advance mess fee of Rs.8,000/- per semester is collected and adjusted against monthly dues as displayed in the notice board. It is the responsibility of the student to collect the details of his / her mess dues from the hostel office, if the bill displayed in the individual hostel

are not sufficiently clear. Payment of mess bill has no connection with receipt or otherwise of scholarship. A fine of Rs.250/- is charged for non - availability of sufficient funds in the account. The fine amount is liable to change from time to time. The mess facilities may be stopped to the defaulter.

- 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 on the 15th of every month.

## **8. USE OF APPLIANCE**

- a. The use of electrical appliance such as immersion heaters, electric stove / heaters / Electric Iron 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 attracts 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. Centralised laundry facility is located at Brahmaputra hostel basement. All the resident of the hostels may avail the facility of washing/ironing of the clothes. Dhobies are not encouraged in the hostel.

## **9. COLLECTIVE RESPONSIBILITIES**

- a. General damage of the hostel properties will be the collective responsibilities 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 / Assistant Warden in case they notice of any unwanted incidents or undesirable activity going on in the hostel or on the campus.
- f. Residents are required to park the cycles only in the space provided for them, in an orderly manner. It is the responsibility of the resident to register their bicycle with the security section. All cycles must bear the token issued by the security section. No cycles should be parked at the entrance or in the corridors.
- g. Use of powered vehicle by students has been banned. Residents violating this rule are liable for punishment. **Powered vehicles brought to campus will be handed over to the police.**
- h. 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.
- i. Students should not arrange any picnic outside without specific permission of the Warden / Authorities concerned.
- j. 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 "use and throw plastic" items.
- 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 Lap-top, Mobile Phone etc. **Please lock the room when you are out even for a short period.**

- m. Days scholars using powered vehicle are allowed to park the vehicle in the designated place near the Central workshop. Students residing in Quarters and students of ward of employees are also not allowed to use powered vehicle in the hostel zone.
- n. Students should not take utensils from mess like plate / spoon / cuttories to their room. Fine will be charged for violations.
- o. Students should not bring any pet animal into the rooms / mess halls or encourage such practice.
- p. The rules for using Internet facilities in the hostels have been changed by the Senate. Internet will be shutdown from 1.00 am to 5.00 am every day for all users. First year students are not permitted to use Internet facilities in the hostel during the first semester.
- q. 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.
- r. 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 monkey and is not encouraged.

#### **10. RIGHTS OF HOSTEL MANAGEMENT**

Any breach of these rules will invite an enquiry that should be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case the Management reserves the right to take direct 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 of admission. The student should not leave any particulars blank.*

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Name of the Student : \_\_\_\_\_

Address : \_\_\_\_\_

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