



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुचेरी
थिरुवेत्ताकुडी, करैक्कल- 609609
NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY
Thiruvettakudy, Karaikal – 609609

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

1. HOSTEL MANAGEMENT

1.1 The following officers constitute the hostel management:

- a) The Chief Warden
- b) The Additional Chief Warden
- c) Wardens

1.2 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.

1.3 A mess is associated with each hostel and diners of the mess are from the respective hostels only. All the hostel mess are administered by the hostel management.

1.4 The hostel residents can approach any of the above officers/Associate Wardens/Hostel office for help, guidance and grievance redressal appropriately. Representations to higher officers must be forwarded through proper channel.

1.5 Members of the hostel management have the discretion to inspect any room at any time with the permission of the Chief Warden.

2. MESS REPRESENTATIVES AND HOSTEL REPRESENTATIVES

2.1 Mess Representatives:

Two students per each year of UG, PG and PhD will be elected to act as the mess representatives. The mess representatives committee should meet once in a month in the presence of caterer and Wardens.

Their responsibilities are

- i) To analyse the feedback from the students
- ii) To suggest corrective measures to improve the hostel mess.
- iii) To request for the change of menu, if needed.
- iv) To visit the food serving area and kitchen occasionally as a committee to ensure the cleanliness.

2.2 Hostel Representatives:

Two students per each year of UG, PG and PhD will be elected to act as the hostel representatives. A meeting in the presence of wardens should be conducted among the representatives once in a month. Any hostel related issues can be discussed in the meeting. Their responsibilities are.

- i) To check the good condition of the amenities in the hostel periodically and report the faults, if any.
- ii) To check the cleanliness of common areas, common rooms, rest rooms, etc
- iii) To represent the students suggestions in the meetings and suggest for the corrective measures to ensure a quality living in hostels.

3. ACCOMMODATION

- 3.1 Statutorily, hostel accommodation is available to B.Tech. students, only during a working semester. No B.Tech 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.
- 3.2 Hostel accommodation is available to M. Tech. 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.
- 3.3 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.
- 3.4 Hostel accommodation may be provided to project staff who are 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.
- 3.5 **Project staff / Ph.D. scholars availing hostel accommodation is not eligible for HRA and he/she should keep the institute informed about the same. Ph.D. scholars opt for staying outside will be eligible for HRA only if rooms are not available in the hostels.**

4. CONDITIONS FOR ALLOTMENT

- 4.1 Any student stays in hostels should pay the hostel fees for the entire semester at the time of registration.
- 4.2 At the time of admission of a student into the hostel and at the beginning of every academic year, each resident is required to submit a duly completed Personal Data Form. The mobile number/telephone number of the parent with STD code must be provided. Local Guardian's address and phone number also can be given. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated immediately

to the hostel office in writing. The residents and their Parents/Guardians are required to sign a Hostel Undertaking form at the time of admission.

- 4.3 The Hostel Management will generally provide a minimum required furniture and fittings for each member. Residents of each room have to verify and acknowledge the details of the electrical fittings and furniture in the respective rooms at the beginning of each academic year.
- 4.4 Rooms once allotted to the students for an academic year will not be changed except on genuine grounds.
- 4.5 If there is any disciplinary action taken on any student during the period of stay in the hostel, he/she should vacate the hostel if the hostel management finds that he/she is not eligible for hostel accommodation.
- 4.6 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 removed from the rolls of institute will automatically cease to be a member of the hostel.
- 4.7 Before vacating the rooms, the students should fill up the room vacating slip. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel. The electrical installations including the fan & lights should be handed over intact, in addition to the furniture.

5. EXEMPTION FROM RESIDENCE IN HOSTEL

- 5.1 All the registered students of every full-time academic programme are considered to be the resident of Institute Hostel. However, such students like married students/scholars, residents of Karaikal students, who wish to stay outside the campus for genuine reasons will have to apply for an exemption to the Dean (Students) in the prescribed form. If they wish to come to the hostel during the semester at a later date, then the full semester charges are payable. In such cases, hostel accommodation is provided to the student and not to the spouse or children.

6. CODE OF CONDUCT

- 6.1 All residents are required to maintain the decorum and discipline. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 6.2 All residents are required to carry their valid Identity Cards issued to them by the Institute.
- 6.3 The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.

- 6.4 All the girl students are expected to be inside the institute premises by 6.30 pm and inside hostel premises by 8.00 p.m. If any student wishes to be away from the hostel during the weekend, holidays or any other time, she has to take prior permission from the Associate Warden.
- 6.5 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, through the hostel office personnel, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms, for which a separate complaint form is available.
- 6.6 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.
- 6.7 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 the designated authorities.
- 6.8 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 repair the damage, if any or the cost and a fine amount proportional to the damage shall be levied by the hostel management.
- 6.9 In case of damage to or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the hostel management.
- 6.10 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. The resident shall not also remove any fixtures from any other room and get them fitted in his/her room. If there are any additional items other than the above belonging to that room, the occupant of the room shall hand over them to the Associate Warden, failing which he/she will be charged a penal rent as decided by the hostel management.
- 6.11 Playing loud music and videos etc inside rooms is strictly prohibited as it causes disturbance to the inmates. Any such complaint against boarders will be viewed very seriously and seizure of the gadgets may be made along with the imposition of fine.
- 6.12 Ragging of students admitted to the Institute are totally banned. Any violation of this by the students will be dealt very severely.
- 6.13 Ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, "display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:-Teasing, abusing, of playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in

the ordinary course be willing to do”. Excerpts from the Directions of Hon’ble Supreme Court of India in respect of curbing ragging in educational institutions as follows:

- i. The Head of the institution should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suomotto if the circumstances so demand.
 - ii. Freshers should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably.
 - iii. When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.
- 6.14 All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form every year.
- 6.15 Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- 6.16 No gambling of any kind shall be allowed on the hostel premises. Students should not bring any pet animals into hostel premises.
- 6.17 No student shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostel.
- 6.18 Employing housekeeping staff/unauthorized persons for personal work such as washing clothes, etc., is not permitted. Members of the mess staff should not be asked to enter the hostel premises on any account.
- 6.19 Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be able to fine, suspension, rustication or dismissal either from the hostel and/or from the institute or both by the concerned authority.
- 6.20 Any student found hosting / harbouring an offender will also be liable to the punishments mentioned in rule 6.19.
- 6.21 Suggestions and complaints should be either deposited in the “Suggestion Box” or in the “Suggestion Register” kept in the Hostel Premises. Suggestion box is also available in hostel office.

7. DISCIPLINARY COMMITTEE

- 7.1 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:

- i) Warden as the Chairman

- ii) Associate Warden(s)
- iii) Concerned department HOD/HOD representative

7.2 This committee will conduct an enquiry and submit their report along with recommendation to the Chief Warden.

7.3 Any disciplinary action should be taken with the approval of Chief Warden.

8. GUESTS

8.1 A guest of a resident may be permitted, with the prior approval by the Chief Warden, to stay in hostel for not more than a week on payment of the necessary charges, as fixed by the Hostel Management from time to time. The guest can be permitted only if the permission is obtained prior to entertain the guest in the room. For this purpose every person other than resident of the hostel will be considered as a guest for definition.

8.2 Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.

8.3 No overnight guests are permitted in a student's room without permission of the Associate Warden.

9. VISITORS

9.1 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.

9.2 The visit of men students to the women's hostel and vice-versa is restricted.

10. USE OF APPLIANCES

10.1 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.

10.2 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.

10.3 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.

11. COLLECTIVE RESPONSIBILITIES

11.1 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period. Hostel authorities will not be responsible for any loss of money, jewellery or personal belongings of any student. Students are advised not to keep any cash/jewellery/any costly items in the room.

11.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.

11.3 Students should not break open or try to break open the occupied/vacant rooms of the hostels. Any general damage/theft to the hostel assets will be the collective responsibility of the wing/flank involved and they will have to borne responsibility to repair such damage, if the students who

caused the damage could not be identified. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all occupants of the hostel.

- 11.4 No hostel inmate shall take the law into his/her own hands. Residents are duty bound to report to the Associate Warden/ Warden / Chief Warden in case they notice any unwanted incident or undesirable activity going on in the hostel.
- 11.5 Residents are required to park the cycles only in the space provided for them in an orderly manner. No cycles should be parked at the entrance or in the corridors.
- 11.6 Use of powered vehicles by students inside the institute premises has been banned. Residents violating this rule are liable for punishment.
- 11.7 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities.
- 11.8 Students should not arrange for any picnic or excursion outside the campus on holidays without specific permission of the Chief Warden. However, for any accident/fatality that may occur during picnic/excursion, the responsibility does not lie with the institute or Hostel Authorities.
- 11.9 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not bring/ use non-bio-degradable items, such as plastic carry bags etc.
- 11.10 If any of the hostel inmate find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other inmates, he/she should inform in writing to the Warden /Associate Warden concerned.
- 11.11 Any case of any incidents of theft should be reported promptly to the hostel office personal.
- 11.12 The jurisdiction of NITPy is confined to the campus. If NITPy students create any law and order problems outside the campus, Institute will not liable and the students have to face the legal consequences.

12. HOSTEL FEES FOR UG AND PG STUDENTS

- 12.1 Fee structure fixed from time to time by the hostel management will be available in the hostel office and a notification will be given at the beginning of every semester regarding the same.

13. MESS RULES

- 13.1 Every resident of the hostel is the member of mess by default. No student is allowed to stay in the hostel without being a member of any of the messes. Absence from joining the mess will be permitted only by the Chief Warden on request for valid reasons, for a limited period only as the case may be.
- 13.2 Students who are absent themselves on the date of registration in the Institute after every semester vacation will be deemed to have joined the mess on the day of registration and will not be eligible for any mess reduction unless the absence is for genuine reason with prior permission.

13.3 The mess timings are as follows and the students should strictly adhere to these timings:

Breakfast	:	7.00 a.m.	to	8.30 a.m.
Lunch	:	12.00 noon	to	2.00 p.m.
Snacks	:	4.30 p.m.	to	6.00 p.m.
Dinner	:	7.00 p.m.	to	9.00 p.m.

13.4 The mess rates will be fixed per day based on the work order issued to the respective caterer.

13.5 The system of self service will be followed in all the messes except for few items that will be served by the catering members at the counter.

13.6 The quantity of food will be unlimited except in the case of special items.

13.7 Students can entertain their parents/guests to dine in the mess on prior intimation to the caterer and on payment basis.

13.8 Mess reduction is admissible to the residents of Hostels on the following grounds:

- a) Approved Study Holidays and Semester Vacation declared by the Director.
- b) Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
- c) Periods availed by students for attending interviews and In-plant Training on the recommendation of the Professor of Training and Placement.
- d) Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases with proper intimation to the Hostel Management.

13.9 Application for mess reduction should be made in the form prescribed and it should be submitted three days in advance.

13.10 Any absence of a student from the mess exceeding 24 hours, should be intimated to the hostel caretaker / caterer in the prescribed form so as to regulate the supply of provision.

13.11 In case of sudden illness, information on leaving the mess should be made available to the hostel office immediately and the application for mess reduction should be submitted within the next 3 days along with the endorsement of institute doctor.

13.12 Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the hostel management by post/email before expiry of the approved holidays, the probable date of re-joining the mess along with a medical certificate from a Medical Officer which should be endorsed by the NITPy doctor after joining. No mess reduction will be given, if advance intimation is not provided.

13.13 No student can claim mess reduction unless he/ she had intimated his / her absence in advance by applying for mess reduction in the form prescribed at the time of his/ her leaving the mess.

- 13.14 Students will be entitled for mess reduction only for N-3 days where N is the total number of days absent from the mess.
- 13.15 Contact any one of the mess committee member for any complaints/suggestions. Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- 13.16 Students are not permitted to cook any food on their own accord in the messes or in their rooms.
- 13.17 Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- 13.18 No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Institute Medical Officer to the effect that the students' condition requires the food to be served in their rooms.
- 13.19 Avoid wastage of food items. You may increase the frequency to come to the serving table in case you need it more. Paying mess bill does not entitle a diner to waste food.
- 13.20 Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.
- 13.21 All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 13.22 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- 13.23 If any diner is medically ill and requires a special diet (eg. Oil-less food) he / she can request the Warden/Associate Warden to arrange for the same at the mess.

14. RIGHTS OF HOSTEL MANAGEMENT

- 14.1 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 it 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.
- 14.2 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.

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