



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी

नेहरू नगर, कारैक्काल- 609 605

NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY

Nehru Nagar, Karaikal – 609 605

HOSTEL RULES AND REGULATION

Although it is expected that all the residents will maintain the decorum and respect towards the public property being the student of institute of national importance, the institute administration wishes the special attention of the residents regarding the below mentioned points:

1. All the students are required to get registered first for the hostel after paying the required hostel fee then only their request for admission in the hostel will be entertained.
2. If any student wants to leave the hostel, he / she have to formally submit a request letter addressed to the chief warden, duely signed and authorized by parents/guardian and forwarded by the warden. He/she would be relieved only after submission of no dues certificate from the hostel administration. No student will be allowed to leave the hostel during semester.
3. All residents / students are required to carry their valid Identity Cards with them at all time.
4. No alteration / repair should be done by students at their own.
5. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for maintenance. 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. Before leaving the hostel / city prior and proper permission is required along with handover of the key.
7. The resident of a room is responsible for any damage to the property in the room during his/her occupancy and will be required to pay for the damages. 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.

8. 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.
9. The resident shall not remove any fittings from any other room and get them fitted in his / her room.
10. Ragging of students admitted to the Institute is totally banned. Any violation of this will invite severe disciplinary action against defaulters, including expulsion from the institute along with other disciplinary action as per Indian Panel code.
11. Smoking or consumption of alcoholic drinks or narcotic drugs in the hostel premises is strictly prohibited. Student(s) shall not enter the hostel premises in intoxicated state and should not involve themselves in such activities. A strict action will be taken against defaulters including expulsion from hostel/institute.
12. Abnormal activities of any nature, causing disturbance to the neighbours should not be carried out in the room.
13. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.
14. Use of powered vehicle by students has been banned. Residents violating this rule are liable for punishment. Residents should use only the institute transport facility / bicycle, while coming and going to the institute. Bicycle may be allowed under the knowledge of the residential warden.
15. All girl students are expected to be back in the hostel by 6.30 PM. If any student wishes to be away, should take prior and proper permission from the hostel Warden in writing with valid reason.
16. All boy students are expected to be back in the hostel by 8.30 PM. If any student wishes to be away, should take prior and proper permission from the hostel Warden in writing with valid reason.
17. Boys are not allowed in girls' hostel. However parents / legal guardians can visit a girl's hostel and meet the resident in the common room only.
18. Girls are not allowed to enter the boy's hostel.
19. A guest of a resident may be permitted to stay in hostel for shorter period with prior and proper permission of hostel authority on payment basis.
20. Entertaining unauthorized guests will be dealt with severe punishment including expulsion from the Hostel.

21. All visitors to the hostel including the parents / guardian will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
22. No girl / women visitor including sisters are allowed to enter into a boy's room in a hostel and vice versa.
23. All the residents have to take their hospitality inside the hostels only. Without hospitality, no provision to allow any accommodation in the hostel.
24. Boarders shall behave properly in the dining halls and shall follow proper dress code. Entry into the dining hall is allowed only with ID.
25. 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 may be imposed.
26. 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. While the students may use laptop and mobile at their own safety and risk.
27. Students have to use water and electricity judiciously. Any misuse will be viewed seriously.
28. General damage of the hostel properties will be the collective responsibilities of all residents and recovery will be made with twice of the damage charge as per the estimate submitted by the estate maintenance wing of the institute and distributed to all the residents.
29. Resident should not indulge in practices / activities, which may endanger their own personal safety as well as others.
30. Residents are bound to report to the Warden / Associate Warden in case it is desired by them especially when unwarranted incidents or undesirable activity going on in the hostel or in the premises.
31. No student shall use the service of a hostel housekeeping person for personal work.
32. Every case of illness and accident must be reported immediately to the Warden / Associate Warden / institute nurse.
33. Students should not arrange any function or meeting within the hostel or outside or within the Institute campus without prior and proper permission of the Warden / Associate Warden / Concerned Authorities.
34. Students should not arrange any picnic outside without prior and proper permission of the Warden / Associate Warden / Authorities concerned.

35. Students suffering from contagious disease are instructed to inform the hostel administration. The decision of the Warden / Associate Warden in this regard will be final and binding.
36. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the hostel management.
37. Hostel accommodation (room) can be changed by the management if they found it necessary at any stage.
38. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not litter indiscriminately and should not use "use and throw plastic" items as they have already taken the oath under Swachh Bharth Abhiyan.
39. Garbage and wastage should only be put at garbage box / dust bin available around hostel premises
40. Students should not take any hostel belongings without prior permission from the Warden.
41. Students should not take utensils from mess like plate / spoon / cutleries to their room. Fine will be charged for violations.
42. Students should not bring any pet animal into the room / mess halls or encourage such practice.
43. Any complaints/suggestion regarding food and water should be brought to the attention of the Warden /Associate Warden for corrective action but complaint / suggestion must be judicious keeping the feeling of majority of the residents.
44. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable for severe disciplinary action including expulsion from the hostel.
45. If the student wishes to go to the hostel on any grounds during institute working hours, he / she should get proper permission from the HOD concerned under intimation to the warden / associate warden.
46. The fans and lights would be provided in working condition during the start of the semester, any repair or replacement of lights should be borne by the resident student.
47. Residents should maintain cleanliness and orderliness in the hostels.

Any breach of the above – mentioned rules will invite an enquiry conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that is deemed fit. Depending on the case the Management reserves

the right to take direct disciplinary action, amounting to expulsion, at short notice, from the hostel / institute. The Hostel Management reserves its right to change/improve these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.

The following committee may recommend the amount of punishment in case of disobedience or indiscipline caused by the resident in the hostel

- i. Warden
- ii. Associate warden
- iii. Nominee of Chief warden

The above committee will submit their recommendation through the Chief Warden to the institute administration for further necessary action. While the above committee is authorized to give warning / impose fine up to Rs.500/- in case of indiscipline student / resident / group of residents. Warden / associate warden may issue such type of notice under intimation to Chief Warden.



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DECLARATION

I/We have read the Rules and Regulation for Hostel Residents and hereby agree to abide by these rules.

I also understand that I SHOULD NOT

- i) Write anything on the walls of the hostel.
- ii) Visit the construction site without proper permission.
- iii) Allow any visitors to enter into my room without approval.

Institute will not be responsible for the consequences of any violation of rules by me.

Parent's Name : _____

Name of the Student: _____

Address : _____

Pin Code : _____

Date:

Signature of the Student



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Undertaking by Parent / Guardian

I _____ father / mother / guardian of
Mr./Ms _____ of Roll No.
_____ with All India Rank _____, hereby undertake that I
have gone through the Rules and Regulations of hostel displayed on institute website by
NIT Puducherry administration and I assure that my ward will not be involved in any of the
indiscipline during his / her tenure of study in the institute. I also understand that
disciplinary action can be taken against him in case of any violation and Institute will not be
responsible for the consequences of any violation of rules by my ward.

Signature of the Parent / Guardian

(Required for fresh students being admitted to the UG program)

Name of the Parent:

Name of the student:

Complete address:

Mobile and email ID:

Note: All the above particulars are to be filled up compulsorily and submitted in the hostel
office at the time of admission.