

# *MEN'S HOSTEL & GUEST HOUSE*

## *RULES & REGULATIONS*

*(Effective from Academic Year 2016-17 for formal Program)*



*NIELIT AURANGABAD*  
*Dr.B.A.M. University Campus*

**National Institute of Electronics and Information Technology**

*Department of Electronics and Information Technology*  
*Ministry of Communications & Information Technology,*  
*Government of India*

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### **PREAMBLE**

- 1.1 Accommodation in the hostel cannot be claimed as a matter of right and therefore, accommodation cannot be taken for granted. The institute Administration may refuse accommodation to any student who violates the Hostel Rules or whose presence is likely to disturb academic environment in the hostel. Hostel accommodation is provided with the understanding that the resident student will strictly abide by the Hostel Rule & Regulations in force or as may be in force from time to time.
- 1.2 **Warden:-** Dean (Formal Program) of the Institute (hereinafter referred to as Dean) shall appoint one of the faculty members of the Institute as *Warden* of the Hostel, who shall be managing and conducting the affairs of the Hostel.
- 1.3 **Assistant Warden(s):-** Dean shall appoint one or more members of the staff, as he deems fit, as *Assistant Warden(s)* of a Hostel, to assist the Warden in managing and conducting the affairs of the Hostel
- 1.4 **Hostel Management:-**The Warden and Assistant Warden(s) together shall be responsible for proper functioning of the affairs of the Hostel & Mess including keeping records and office in order. Dean (Formal Program) of the Institute is the highest authority of Hostel.

### **ACCOMMODATION**

- 2.1 Hostel accommodation shall be available to M.Tech, B.Tech and DEPM students of the Institute based on availability.
- 2.2 Application for admission to the Hostel must be made in the prescribed form, which is available in the Academic Section of the Institute.
- 2.3 At the time of admission of a student into the Hostel and at the beginning of every year, each resident is required to submit a duly filled in prescribed Personal Data Form, containing the current address, mobile and/or the telephone number and the e-mail address of the parents/guardian. Any change in this information at any point of time has to be intimated to the warden in writing.
- 2.4 Accommodation would be provided only after paying the requisite Hostel

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fees and Mess fees of the semester as decided by the Management from time to time at the time of admission for new admissions and on a prescribed date decided by management for already enrolled students of the institute.

- 2.5** Hostel fees and Mess fees prescribed in the application form or any other documents are subject to change as per the decision of the Management without prior notice.
- 2.6** No student will be allowed to stay in the Hostel without formal admission.
- 2.7** The Hostel management has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he has submitted incorrect information.
- 2.8** At the time of admission every student has to submit a written undertaking in the prescribed form, countersigned by his parent/guardian, to the extent that he would abide by the rules and regulations of the Hostel.
- 2.9** DEPM, B.Tech and M.Tech students shall occupy room only during the semesters. No student will occupy a room during vacation. However, he may be permitted by the Dean to stay on request by paying additional Hostel Fee if he is doing any course work/project work/ curricular academic requirement/ Institute work. If he is staying only for Institute work additional Hostel Fee shall be relaxed to the extent of duration of Institute work by Dean.
- 2.10** If available, Hostel accommodation may be provided for a limited period to a project staff. If accommodated, he is required to pay all applicable fees and any other charges as decided by the Hostel Management. The project staff residing in a Hostel is governed by the same rules and regulations as applicable to regular boarder of the Hostel.

### **ROOM ALLOTMENT**

- 3.1** Allotment of rooms shall be the sole discretion of the Hostel administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives.

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- 3.2** Hostel Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table, chair, ceiling fan with regulator and reasonable light fitting.
- 3.3** Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations.
- 3.4** Under no circumstances the inmates should exchange seats/rooms without the knowledge of the Management.
- 3.5** Inmates shall respect the equal rights of their roommates.
- 3.6** In exigencies the Management, without assigning any reason, may shift inmates from one room to another.
- 3.7** If the status, on the basis of which an inmate was allowed accommodation in the Hostel, changes during the period of stay in the Hostel, he is required to inform the Hostel Warden(s) immediately. Such student may be asked to vacate the Hostel if the Hostel Management finds that he is no longer eligible for Hostel accommodation.
- 3.8** 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, whose name has been removed from the Rolls of the Institute, will automatically cease to be an inmate of the Hostel. Such students shall immediately leave the Hostel.
- 3.9** Before vacating the rooms, the students have to fill up the prescribed 'Room Vacating Slip' in duplicate and submit these to the Warden/Assistant Warden.
- 3.10** The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Hostel Management at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the Hostel Management shall be recovered from the boarder concerned.

**GUEST HOUSE ACCOMADATION**

- 4.1 As only limited Guest Rooms are available the preference of accommodation will be in the following order.
- i. Official Guest of the Institute
  - ii. Faculty/Faculty's Guest
  - iii. Student/Student's Guest
- 4.2 Guest room request to be submitted to the Warden /Asst.Warden preferably 2 working days before the expected date of occupancy. On allotment, Guest Room charges for the entire stay should be paid in advance in Accounts Section on working days.
- 4.3 Official guest will be given priority over others for staying in the guest house. In case of accommodation is full, to accommodate official guest, other guest will have to vacate the guest house, after 24 hrs of stay. In such case, balance if any in Guest Room charges paid, will be refunded by Accounts Section on receipt of refund request through warden on next working day.
- 4.4 Guest should inform the warden and security at the time of check out.
- 4.5 Smoking and drinking inside the Guest room is strictly prohibited. If found, action will be taken immediately to vacate the guest from room.
- 4.6 Room should be maintained neat and clean and any damages to the fittings and installations will be recovered from the guest.
- 4.7 Student, whose guests (father/mother/guardian only) would be accommodated in the Guest Room of the Hostel, has to pay the guest room charges as per the rates fixed by the Hostel Management.
- 4.8 If any damage is caused to the Hostel property by the student's guests, compensation as assessed by the Hostel Management shall be recovered from the host boarder concerned.
- 4.9 Hostel rules and regulations will equally apply to the student's guests also. No guest is permitted to stay in a boarder's room overnight. If it is established that a guest has stayed overnight in a boarder's room, severe

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punishment will be imposed on the boarder which may include expulsion from the Hostel.

### **VISITORS**

- 5.1** Visitors are not allowed to enter inside the Hostel. All visitors including the parents/guardians will have to make necessary entries in the Visitors' Book available at the entrance with the security guards.
- 5.2** All visitors to the Hostel including the parents/guardians without prior permission of Dean is permitted inside the campus only during the office hours of the institute.
- 5.3** Day scholars/relatives of boarders/ visitors are not permitted to stay in the Hostel room as guests.
- 5.4** Entertaining anybody other than borders in hostel room will lead to severe punishment, which may include a monetary fine of Rs. 2000/- (Rupees two thousand only) and expulsion from the Hostel. In addition, such cases will be referred to the Institute Disciplinary Committee for further necessary action.

### **USE OF APPLIANCES**

- 6.1** The use of electrical / electro-mechanical equipments, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, etc is strictly prohibited by the boarders in or outside the rooms. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract both monetary fine and disciplinary action by the Management.
- 6.2** The use of audio systems which may cause inconvenience to the roommates or other inmates is not allowed. The use of personal TV, VCR, VCD/DVD, etc. is strictly prohibited.
- 6.3** PC's will be used for educational purpose only. Students are not allowed to gather to watch movies and listen to the songs in hostel rooms.
- 6.4** When the boarders go out of their rooms they should switch off all the electrical/electronic appliances such as fans, lights and lock the doors (at all times).

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### **MESS**

- 7.1 The Hostels are meant for both boarding and lodging. No one is permitted to use the Hostel for boarding or lodging only.
- 7.2 Once a student is admitted to a Hostel he is deemed to have become a member of the Mess until he officially vacates the Hostel.
- 7.3 Mess Fee to be paid in advance in every semester along with other fees. Under any condition Hostel Fee & Mess Fee paid for said duration will not be refunded or adjusted after starting of the semester classes.

### **Mess Committee**

- 7.4 The Mess shall be supervised and carried out by the Mess Committee consisting of the following members:
  - a. Warden --- Chairperson
  - b. Lady Staff Representative (Nominated by the Dean)
  - c. Assistant Warden(s)
  - d. 3 regular boarders (1 each from DPEM,B.Tech,M.Tech) Nominated by the Warden in consultation with the Assistant Warden(s))
  - e. Mess Contractor or his Representative
- 7.5 The Mess shall provide vegetarian food of Maharashtrian cuisine as per weekly menu card issued to the contractor by the Warden at the time of awarding the contract by the institute. Any non-vegetarian foods or other item required for majority of borders (which is not included in the menu card) shall be decided by the Mess Committee and the Mess Contractor shall arrange the items and collect the corresponding charges directly from the student opted them.
- 7.6 All Sunday's dinner will not be served, hence students shall make their own arrangement for Sunday's dinner. Mess hall, Kitchen and surrounding etc will be cleaned by the contractor every Sunday afternoon which will be supervised by the Mess committee if required.
- 7.7 The weekly menu card will be displayed on the Hostel Notice Board. Changes in the menu, if necessary, can be made by the Mess

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Committee on approval of mess committee's recommendation by Dean. Also the Mess Contractor or his representative in the Mess Committee should certify that the changes in the menu can be implemented without any additional cost implication before submitting the recommendation for the approval by Dean.

- 7.8 Discipline should be strictly maintained in the dining hall.
- 7.9 Food will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms.
- 7.10 The inmates other than mess committee members should not enter the kitchen.
- 7.11 Wasting food is a social crime. Hence boarders are expected not to waste food by being absent from mess without advance information to the mess contractor. If a boarder is decided to be absent from mess for Breakfast/Lunch/Dinner, whatsoever the reason may be, the day/time (Breakfast/Lunch/Dinner) to be registered in the register kept for the purpose in the mess at least in the previous day. The number of absentees has to be checked before start cooking for the day by mess contractor to avoid the wastage of the food. For the first offence (in every semester) of wasting food by a boarder, warning will be issued to him. If the offence is repeated, from the second time onwards a fine of Rs.500/- (Rs. five hundred only) will be imposed on him for each repeated occurrence.
- 7.12 Mess Hall Maintenance and Cleanliness is the responsibility of the Mess Committee. Also to take care of the general maintenance and cleanliness of the Hostel premises including the building, courtyards and the toilets. All residents shall whole-heartedly cooperate in these Endeavour's.
- 7.13 Mess Committee shall inspect the kitchen periodically and ensure the quality, hygienic environment of cooking, cleanliness of mess hall and also quantity of food items supplied to students are as per menu card.



**RAGGING:**

- 8.1 Ragging in any form is banned. Ragging in any form is a cognizable offence and severely punishable as per the Supreme Court directives leading to expulsion from the Hostel and the disciplinary action may culminate in his/her expulsion from the Institute as well. The Institute administration may report incidents of ragging to the Police for taking appropriate action under the law.
- 8.2 Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Non-reporting of the incident by a victim shall also be considered as an offence.
- 8.3 Any resident, for that matter any person / student, if are witnesses to an incident of ragging, must report the same immediately to the Hostel Authorities and/or Institute Authorities. Failure to do so shall be considered as a serious offence and shall be dealt with at par with the perpetrators of ragging.
- 8.4 When the students/inmates committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the inmates may be resorted to as a deterrent measure.
- 8.5 All students of the institute are required to sign an Anti-Ragging Undertaking as per stipulated guidelines and submit these to the Academic section.

**MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTELS**

- 9.1 Students should be present within the Hostel premises between 9:00 PM to 6.00 AM. No student is permitted to stay outside the Hostel during this time without the written permission of the Warden.
- 9.2 No student is permitted to stay inside the Hostel during class timings without the written permission of the Warden (incase if the student is ill). Student is expected to be in the library during free class hours.
- 9.3 Student going out/coming in should fill the required entries in the register kept with the security officer at the entrance for this purpose.

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- 9.4 If any student wants to go out of main gate during class timing he/she should submit a filled up prescribed form indicating the time of leaving and expected time of return with dates. They should also fill the required entries in the register kept with the security officer at the entrance for this purpose.
- 9.5 Except during vacations & holidays of the institute, residents shall be allowed to be absent from hostel only if there is a written request for the same from self /parent/guardian citing genuine grounds and consented by Dean. Under any condition there is no reduction in Hostel Fee and Mess Fee.

### **CODE OF CONDUCT**

- 10.1 All residents are required to maintain standards of behavior expected of students of an Institute of National Importance. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campus.
- 10.2 Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.
- 10.3 Communication & Language skill are determinant factors of employability, hence all students are expected to communicate in English language only.
- 10.4 Modesty in dress is expected from students.
- 10.5 All residents are required to produce, whenever asked, their valid identity cards issued to them by the Institute.
- 10.6 They should keep the bathrooms, toilets, common areas and surroundings of the Hostel should be kept clean and hygienic.
- 10.7 They shall not hang or stick posters on the walls, doors, windows and walls must not be scribbled on.
- 10.8 A room is allotted to a student(s) on his (their) personal responsibility. He must take care of the cleanliness and maintenance of his room.
- 10.9 This part of the country water is very precious due to the scarcity of rain hence to avoid wastage of water by all means. Students to ensure

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the water taps are not leaking and closed fully after use.

10.10 Residents must also take care of the Hostel and its environment.

10.11 If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, boarders should bring it to the notice of the Hostel Authorities.

10.12 Boarders must cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Administration requires the rooms for this purpose. On such occasions, the Management shall provide alternative accommodation

10.13 The resident of a room is responsible for any damage to the property in the room during his occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the Hostel Management shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item and a fine of Rs. 1000/= for each item.

**10.14** In case of any damage or loss of Hostel property kept in the common area, the cost of repairing/replacing the same will be recovered from the boarders responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the wing/Hostel, as decided by the Hostel Management.

10.15 The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the Hostel, the occupant of the room shall hand it over to the Asst. warden, failing which he will be charged a penal rent as decided by the Hostel Management.

10.16 Residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus. Any resident, for that matter any person / student, if are witnesses to an incident must report the same immediately to the Hostel Authorities and/or Institute Authorities. Failure to do so shall be considered as a serious offence.

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- 10.17 The boarders will be responsible for the safe keeping of their own property. It is strongly advised that expensive articles and cash amount should not be kept in the rooms at open places. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Management shall in no way be considered responsible.
- 10.18 Engaging personal attendants is prohibited
- 10.19 Formation of association of students on the basis of regions, caste or creed is not permitted, during their stay in the hostels.
- 10.20 Any party/Program/celebrations such as Holi/Diwali/birthday etc is strictly prohibited.
- 10.21 Any function in hostel shall organize only with the prior approval of Dean.
- 10.22 In the Hostel premises, Institute and campus the following acts are strictly prohibited:
- Smoking
  - Spitting inside the room, verandah, corridors etc
  - Throwing any kind of waste in the corridors/verandahs
  - Consumption of alcoholic drinks, pan, tobacco products etc
  - Consumption of drugs
  - Gambling
  - Using crackers
  - Intimidation or violence
  - Willful damage to property
  - Entering the Hostel premises, Institute and campus in an intoxicated state
  - Using abusive languages
  - Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc.
  - Cooking in the room or on the hostel premises
  - Using two-wheelers and/or motor vehicles of any kind.
  - Keeping any articles like sticks, steel rods, chains, knives and other kind of weapons, firearms, poisonous things of any kind

## **DISCIPLINARY MEASURES**

- 11.1 Violation of this rule will lead to severe penalty and punishment as decided by the Hostel and Institute Authorities.
- 11.2 Any boarder, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections, shall be subjected appropriate disciplinary action by the warden with approval of Dean as stipulated under the relevant clause.
- 11.3 Depending upon the gravity of the offence Dean can even forward the case to the Institute Disciplinary Committee to conduct a detailed enquiry about the offence and report. Based on the report if offence is of very serious in nature Dean will produce an order to expel culprit straight from hostel and if further action is needed the case may be forwarded to the director of the Institute with recommendation of Dean for further necessary action.

## **HOSTEL FINE FUND**

- 12.1 A Fund, to be called the Hostel *Fine Fund*, will be created out of the fines collected from the boarders of the Hostel. The Fund will be utilized for the financial assistance to the poor of the poorest boarder mess bill, who is not eligible for any financial assistance from any source. But the boarder should have at least 60% mark in aggregate in the previous semester, excellent code of conduct (Clause10) without any penalty and the support should not exceed 50% of the mess bill per student.
- 12.2 Before starting of every new semester the warden to select the student(s) who is eligible as per the above criteria with approval of Dean and disburse **hostel fine fund** towards the payment of mess advance.
- 12.3 A separate account for this fund should be maintained by the Warden.

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- 12.4 The above Fine Funds are to be properly maintained and are to be subjected to the internal audit.

### **GRIEVANCE REDRESSAL**

- 13.1 If any boarder feels aggrieved on any matter concerning running of the Hostel or its Mess, he may approach the warden in writing for help, guidance and/or redressal of the grievance. Depending on the nature of the grievance, the warden may refer the case to the Dean for further action.

### **RIGHTS OF MANAGEMENT**

- 14.1 The Management reserves the right to initiate amendment of the rules and regulations stated herein before from time to time as felt necessary. The inmates shall be informed of any amendment becoming effective through circulars displayed on the Hostel notice boards.

### **APPELLATE AUTHORITY**

- 15.1 In case of any dispute or any grievance not being satisfactorily taken care of, a boarder may make an appeal to the Director of the Institute through the Warden for redressal. The decision of the Director on the matter shall be considered as final and binding.