

RULES AND DISCIPLINE FOR ADMISSION IN HOSTEL AT IITRAM

Admission and Room allotment

1. Hostel accommodation will be provided to the registered full-time students of IITRAM on 'First Come First Serve Basis' based on the availability.
2. The admitted students must sign an undertaking form. They should provide relevant and correct information. If any information is found to be false, then it will be penalized.
3. The application form completed in all respects should be submitted to the Office of Warden Office on any working day during office hours.
4. Admission will be valid for the duration of study. One can cancel the admission at the end of semester.
5. Students are expected to vacate the rooms after the completion of semester. However, Students may opt into hostel accommodations during the semester break as per the Institute norms.
6. Before leaving the hostel, a student must pay all dues and hand over the charges of rooms and other material in satisfactory condition to the hostel caretaker.
7. Students are required to give their consent to continue the Hostel facilities in the next semester, when asked by the authorities.
8. Refund of Hostel deposit is allowed only in the case of cancellation of admission as per Institute norms.
9. IITRAM will decide the hostel fee from time-to-time and all the students should abide the rules framed by the competent authority.
10. Students residing in the hostel shall strictly observe the rules and regulations enforced from time to time. Any violation in rules & regulations will invite penalty as decided by the hostel authority.
11. Allotment of the room will be entirely at the discretion of the warden office. Students are not allowed to exchange the rooms/furniture without any permission from the warden. Room belongs to allotted students equally. It is expected to share the room with harmonium.
12. The hostel administration can relocate the inmates to another room as and when required.

Matters related to Timing and Absence from Hostel

1. The gate of IITRAM Residential campus closes by 10 PM and Entry/Exit may NOT be permitted after this time. Students should be inside their respective rooms by 10:30 PM.
2. Hostel residents are expected to adhere to the designated entry timings; however, late reporting is permitted with prior approval. Violation of this rule may invite disciplinary action.
3. All students must mark their presence either through the hostel attendance register or the biometric system. Failure to record attendance through either mode will be treated as absence.
4. Leave application form should be dully filled before availing any leave. In case of emergency, sent an email respective caretakers and mark cc to : wardengirls@iitram.ac.in (for Girls' Hostel), wardenboys@iitram.ac.in

Visitors

1. Provision of guest rooms in each hostel is made on payment basis. However, students are expected to intimate hostel administration well in advance for guest accommodation.
2. Students are not allowed to entertain any guests inside the hostel rooms. Visitors and guests (parents and local guardians only) should be received in the Security area only between 9:00 AM to 8:00 PM.

Use of Appliances

1. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Facility of availing hot drinking water is provided at Warden office. Any electric appliances (room heater, iron box, cooler, induction, portable heating/cooling devices, etc.) found will be confiscated and shall attract both penalty and disciplinary action.
2. Students are expected to switch off the lights and fans in their rooms every time they go out and take precautions to economize electricity consumption.

Maintenance and Cleanliness

1. Students are expected to maintain cleanliness, hygiene at all the common premises i.e., dining, gym, recreation room etc. No poster is allowed to place in the hostel campus.
2. Students are encouraged to use hostel resources mindfully. It is a shared social responsibility to conserve utilities such as water and electricity.
3. Students are expected to maintain cleanliness, hygiene in his/her room and other common premises i.e., dining, gym, recreation room etc.
4. Hostel authorities have rights to inspect any room at any time even in the absence of residing students. Students are expected to cooperate during inspection.
5. Facilities in the hostel campus are meant for overall student development, and any misuse will lead to penalty like immediate discontinuation from hostel, and other disciplinary action.
6. If any damage to hostel property, furniture and fixtures are identified, then charges will be recovered from the student/students staying in the said room.
7. Student are discouraged to do any maintenance work by themselves. They should approach the hostel administration for any needful repair.
8. Student are responsible for their own belongings in the hostel premises, and it is advised to keep their belongings safe, in their absence.

Ragging & Code of Conduct

1. IITRAM will take care of holistic development of students and students are expected to support the management for betterment of student community. If any untowards/mishap has happened, then IITRAM will not be responsible.
2. Any complaint from the surrounding residents/outsideers will result in severe action.
3. Playing loud music and creating disturbance inside the hostel rooms and premises is strictly prohibited.
4. IITRAM does not allow any personal assistant to the student in the hostel campus, and it is also to bring the notice of the students that any paid staff is not allowed for their personal work.

5. No functions or celebrations shall be organized except with the permission of the warden office.
6. Any resident, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, or violation of any other rule, shall be subjected to disciplinary action after proper enquiry by Hostel Disciplinary Committee (HDC). Moreover, depending upon the gravity of the offence, the case may be forwarded to the Institute Disciplinary Committee (IDC) for further necessary action.
7. Students are expected to behave in a professional manner during their stay at the hostel. The following are strictly prohibited at hostel premises and violating may invite strict disciplinary action.
 - Smoking
 - Consumption of alcohol
 - Any prohibited substance
 - Gambling
 - Intimidation or violence
 - Willful damage to property
 - Entering the Hostel premises in an intoxicated state
 - Using abusive languages
8. In case of suspected intoxication, institute holds right to undertake medical test.
9. No motorized vehicles (two-wheelers or four-wheelers) are allowed inside the hostel premises. Bicycles must be parked in allotted racks only.
10. Boys are strictly not permitted to enter the girls' hostel, and girls are not permitted to enter the boys' hostel under any circumstances. Any violation of this rule will invite strict disciplinary action as per hostel regulations.

DECLARATION TO BE SIGNED BY THE STUDENT

I have read all the Rules and Regulations of the Hostel. I hereby agree to abide by the rules and regulations of the Hostel in force from time to time. I am liable for disciplinary action in case of any breach.

Date:

Signature of Student

Signature of Parent