

Hostel and Mess Rules

National Institute of Technology, Durgapur (*an autonomous institute of National Importance under MHRD, Govt. of India*) is a fully residential institute. Hence, all students are required to stay, if not permitted otherwise, in the hostels of the institute. The rules and guidelines for management of the halls of residence have been framed for smooth functioning of the institute.

Hostel accommodation is provided with the understanding that the resident student will strictly abide by the Hostel Rules currently in force or as may be enforced from time to time. Accommodation in the Hostel cannot be claimed as a matter of right. The Institute Administration may refuse accommodation to any student who is known to have grossly violated the Hostel Rules or whose presence is likely to disturb the peace and tranquility of hostel. Violation of hostel rules will make the student liable to disciplinary action including permanent expulsion from the hostels. Students must remember that hostel is their home on the campus and therefore, he/she should behave on the campus as well as outside in such a manner as to bring credit to him/her and to the Institution. A student once admitted in the hostel will continue to be a hostel inmate throughout the year unless otherwise debarred from the hostel on disciplinary grounds. Every student must be acquainted with all the rules and regulations of the Hostel. He / She must observe them strictly. Ignorance of rules and/or any other reasons will not be considered as an excuse.

General Conduct & Discipline:

- ❖ 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.
- ❖ Boarders should keep their rooms and hostel premises clean.
- ❖ The boarder shall not cause damage to any hostel property. Total cost will be recovered from the boarders for any damage caused by them.
- ❖ Students should switch off lights, fans etc. when they are not required. No electric appliances are permitted in the hostel room.
- ❖ No student should keep any firearms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel. Students must not take law into their own hands, but must report all disputes to the hostel Warden. All kinds of shouting, fighting, gambling, stealing, violent knocking, maltreating or abusing are strictly prohibited. Violations of any of the rules will entail strict disciplinary action.
- ❖ One or two rooms of each hostel may be kept reserved for guests. However, the boarders are not allowed to accommodate guests in the hostel without written permission of the hostel authorities. For guests staying up to five days, prior permission is to be obtained from the Warden. Permission of the Chief Warden is essential for guests staying for more than five days.

- ❖ Parents are not allowed to stay in the hostels. They must obtain prior permission from the Registrar to stay in the institute guesthouse.
- ❖ The boarders are not allowed to keep any pets / private servants in the hostel premises.
- ❖ The boarders are not allowed to invite undesirable elements into the hostel premises.
- ❖ The boarders are not allowed to cook in the rooms.
- ❖ The boarders are not allowed to stay overnight out of their hostels or to go out of station without prior permission of the Warden concerned.
- ❖ Any act of manhandling, group fighting, intimidation or violence, willful damage to property or drunken behavior constitutes a serious offence and shall invite severe punishment including rustication from hostel / institute.
- ❖ The boarders shall refrain from ragging the junior students in any form and violation of this will be treated as a gross misconduct and will be treated according to the law of the land regarding ragging.
- ❖ The boarders shall not indulge in any act of theft, immoral acts, misbehavior with hostel/mess staff, spread of regionalism, communalism and racism etc.
- ❖ Residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.
- ❖ The boarders are expected to live in the hostel as a community and with a full sense of responsibility. They should behave with restraint and decorum and should not act in any fashion, which may cause disturbance to anybody. The boarders shall observe 10:00 p.m. to 6:00 a.m. as silence hours i.e. activity of one boarder should not affect the other boarder in any ways.
- ❖ The boarders are not allowed to take any common room or mess property into their rooms.
- ❖ The boarders are not allowed to play outdoor games other than those allowed by the Warden, in the hostel premises. It not only causes damage to the hostel property, but also disturbs the peace of the surroundings. Heavy penalty will be imposed and will be collected from all students of the hostel.
- ❖ Students are not allowed to convene any meeting in or around hostel with out the permission of Warden.
- ❖ The concerned hostel authorities may visit/inspect the rooms of boarders any time to ensure proper cleanliness and other discipline related matters.
- ❖ The boarders (boys) should report back in the hostel before 10:00 p.m. daily.

- ❖ In case of any emergency all the boarders should report the matter to any institute employee on duty i.e. Warden, Manager, Security Guard, Hostel Attendant immediately.
- ❖ Boarder should ensure proper security of his or her own valuables. Students should lock their room properly when they go out for, classes, bath, food etc. Each roommate must keep a key of the door lock of his/her room in case of double / triple/four seated accommodations. Hostel/Institute authorities shall not be responsible for any theft or damage. However, the institute will make sure that enough security personnel are there in place.
- ❖ The boarder must possess their **identity cards** with them, while they go out of campus. Additionally, the Warden or any authorized member of the Institute staff can inspect the hostel / room of any student in the hostel at any time. Hostel inmates are supposed to keep identity cards with them and must present the same to any hostel or institute authority whenever asked for. Students must always carry their Identity Cards with them.
- ❖ Any complaint may be lodged in writing through proper channel such as Warden, Chief Warden, DSW, Registrar, and Director.
- ❖ The boarders must consult the doctors working at the Medical Unit of the institute. In exigencies, they must seek the advice of the Medical Emergency Team as depicted under Function # 14 under Annexure - V. Any student suffering from infectious disease has to leave for medical treatment to proper clinic/hospital or isolated place.
- ❖ Hostel students shall not leave the campus without prior permission of the Warden. They shall have to apply in prescribed form in advance stating the reason for leaving and the address of destination. Hostel student who leave hostel without the permission from the concerned Warden shall be deemed to be missing and Parent/Guardian/Police authorities may be intimated in consultation with the Director.
- ❖ The inmates of the hostel will not leave the hostel premises on holidays for the purpose of excursion or picnic. Prior permission of the Warden has to be obtained for going for any picnic or excursion. However for any eventuality that may occur during picnic/excursion, the responsibility does not lie with the Institute authorities.
- ❖ 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 Hostel staff, failing which he/she will be charged a penal rent as decided by the Hostel Management.
- ❖ The use of motor vehicles such as Car, Motor cycle, Scooters, Mopeds, etc. by students is strictly prohibited inside the institute/hostel premises. If any boarder is found to have any of the above items in possession, strict action shall be taken by the competent authority.
- ❖ Students should not break open or try to break open the occupied/vacant rooms of the hostels. Any damage done to the hostel property will have to be borne by a student or a group of inmates or all the residents of the hostel, as the case may be.

- ❖ Inmates should not burst firecrackers on any occasion inside the hostel or within the premises of the hostel.
- ❖ Inmates are prohibited from writing slogans, or any writings obscene drawings on the hostel walls and rooms. Heavy penalties will be imposed on students/group of students indulging in such writings.
- ❖ Residents shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. If there is any complaint or suggestion to be made, it shall be made in writing to the Warden concerned.
- ❖ The boarders must abide by any other instructions conveyed by Director, DSW, CW, and Warden from time to time for smooth functioning of Hostels.
- ❖ Penalty for violation of hostel rules will be decided by the hostel authorities considering the severity of the offense / violation of rules / act of indiscipline. Fine/penalty amount may be deducted from the hostel deposit. If cumulative fine exceeds Rs. 5,000/- per academic year, he / she will not be considered in merit for the next hostel admission or be debarred from any hostel accommodation in the following academic year.

Girls' Hostel Specific Rules:

In addition to general discipline rules, the boarders of Girls Hostel shall abide by the following rules:

- ❖ Every boarder should report back in the hostel before hostel timings, as notified by the hostel/institute authority. While going out of campus, proper entries have to be made in **OUT-CAMPUS register**.
- ❖ Residents going out the hostel but within the campus like laboratories and library after the specified hostel times have to make proper entries in **IN-CAMPUS register**, after seeking permission from the Warden. The entries should be made with proper details including the contact number of the laboratory / department / library etc.
- ❖ Anyone leaving station for going home/ other places for weekend or for vacations must make proper entry in leave register, which will be counter-signed by the Matron.
- ❖ No guests, including parents are allowed after the notified timings in the hostel.
- ❖ Workers/electricians etc. can visit the girls' rooms only between 10:00 a.m. to 5:00 p.m. after making proper entries and with the prior permission of the Warden / Matron.
- ❖ A Guest register will be kept at the reception counter. Residents should ensure that they make proper entries in that register when their guests visit.
- ❖ Additional timings for Girls':
 - (a) Hostel closing time: 10:00 p.m.
 - (b) Guest visiting hours: 12:00 a.m. to 2:00 p.m. & 5:00 p.m. to 7:00 p.m.

- ❖ In case any resident has to stay out in the research laboratory etc. for academic work after 10.00 p.m., she may do so after getting permission from the Warden by writing details such as name of the laboratory/computer centre, time of leaving the hostel and expected time of return to the hostel. On her return, she will enter in the register the actual time of her return. However, he/she will have to produce a letter of approval from the respective supervisors on demand of the same by the Warden.

Anti-Ragging Policy:

➤ *WHAT IS RAGGING*

- ❖ Teasing, manhandling, ill-treating with rudeness any Fresher.
- ❖ Psychological harm that raises fear in the mind of fresher.
- ❖ Asking the fresher to perform any act, which has the effect of causing or generating a sense of shame so as to adversely affect his/her physique/psyche.

➤ *RAGGING IS REPREHENSIBLE ACT*

No act of ragging shall be tolerated; No act of ragging shall go unnoticed and unpunished.

➤ *PUNISHMENT MAY INCLUDE:*

Expulsion from hostel, Fine with public apology, Withholding a scholarship or other benefit, Debarring from representation in events or campus placement, Adverse entry in Character Certificate, Suspension from the institution, Expulsion from the institution etc.

1. Disciplinary Proceedings:

- ❖ If the appropriate authority is satisfied that a prima-facie case exists against the boarder he may be suspended from the hostel, pending a final enquiry. The outcome of which is to be announced no later than 30 days from such a suspension.
- ❖ The respective hostel Warden will enquire all the cases of breach of hostel conduct rules pertaining to a hostel and take suitable action.
- ❖ In case of seriousness of breach of conduct rules so warrants, the Warden of concerned hostel may request Director/DSW/Chief Warden to constitute a committee to enquire and take suitable action, defined under Disciplinary Penalties.
- ❖ In case of the inter hostel dispute /conflicts a committee headed by DSW will take appropriate actions after enquiry.
- ❖ The actions taken by above-mentioned authorities/committees shall be reported to next Reviewing authority.

- ❖ While conducting the final enquiry the concerned authority will ensure that opportunity is given to the boarder to present his viewpoint. After the decision is conveyed to the boarder, he may request the concerned authority for its review. An appeal for pardon, remission, commutation, reprieve, and respite shall be with the Director.

2. Disciplinary Actions:

A boarder found to have violated any of Conduct & Discipline rules:

- ❖ May be issued written/verbal warning.
- ❖ May be placed on conduct probation.
- ❖ May be asked to tender verbal/written public apology.
- ❖ May be asked to do community service.
- ❖ May be fined upto a sum of Rs. 25,000/-.
- ❖ May be asked to call his/her parents.
- ❖ May be asked to make good any loss individually or jointly.
- ❖ May be expelled from hostel or institute, temporarily or permanently, depending on the degree of offence.
- ❖ The case may be referred to Institution Board of Discipline/Police.

Approved by competent authority