1. **PREAMBLE**

1.1 **Indian Institute of Technology Bhubaneswar** (hereinafter referred to as the *Institute*) is a fully residential Institute. Hence, all registered students are required to stay, if not permitted otherwise, in the *Hostels* (also called *Halls of Residence* or simply *Halls*, which words have been used interchangeably in this document) as described hereunder.

1.2 **Warden**

Director of the Institute (hereinafter referred to as Director) shall appoint one of the faculty members of the Institute as *Warden* of a Hostel, who shall be the highest authority of the Hostel responsible for managing and conducting the affairs of the Hostel.

1.3 **Assistant Warden(s)**

Director shall appoint one or more members of the faculty, 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 **Hall Management**

The Warden and Assistant Warden(s) shall collectively be referred to as *Hall Management*, and together shall be responsible for proper functioning of the affairs of the Hall.

1.5 **Council of Wardens**

Wardens of all the Halls shall collectively constitute the *Council of Wardens* (hereinafter referred to as *Hall Council*), which shall be the coordinating body among all the Halls of the Institute. Director shall nominate one of the Wardens as the Coordinator of the Hall Council. *Dean, Students’ affair* shall be a permanent invitee to the Hall Council.

1.6 **Hall Manager**

In order to assist the Warden and Associate Warden(s) in the day-to-day functioning of the Hall including the Mess and to keep records and office in order, a *Hall Manager* shall either be appointed by the Warden or be deputed by the Institute from one of its staff members.

2. **ACCOMMODATION**

2.1 Hostel accommodation shall be available to all registered students of the Institute.

2.2 B. Tech. students shall occupy a seat/room only during the semesters. No B. Tech. student will occupy a room during vacation. However, he/she may be permitted by the Hall Management to stay on request if he/she is doing any course work/project work/Institute work/Hostel work.

2.3 Hostel accommodation is available to all registered M. Tech./M.Sc. students for a maximum period of two years. They can retain their room during the vacation, if
needed for curricular academic requirement. At the end of the programme they have to vacate the Hostel.

2.4 Hostel accommodation is available to M.S. and Ph.D. scholars throughout the year subject to a maximum of three years for M.S. scholars and four years for Ph. D. scholars. M.S. and Ph.D. scholars shall vacate the Hostel even in the middle of a semester once they are relieved from the Institute. However, they have to pay establishment charges for that entire semester.

The MS and PhD scholars availing Hostel accommodation are not eligible for HRA.

2.5 If available, Hostel accommodation may be provided for a limited period to a project staff, who has enrolled in and working towards a research degree in the Institute. If accommodated, he/she is required to pay all applicable fees and rents 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 Hall and shall not be eligible for HRA.

2.6 Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel office or in the Academic Section of the Institute. Accommodation would be provided only after paying the requisite fees and rents as decided by the Hall Management from time to time. All charges and rents prescribed in the application form or any other documents are subject to change as per the decision of the Institute authorities without prior notice.

2.7 No student will be allowed to stay in the Hostel without formal admission.

2.8 The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.

2.9 At the time of admission every student has to submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.

2.10 Under special circumstances, the Director/Dean of Students’ Affairs may permit a student to reside with his Parent/Guardian in the Institute Campus or within a reasonable distance from the Institute. Such a student shall, however, be attached to a Hall of Residence and will be required to pay seat rent, Hall establishment and other charges. However, this permission may be withdrawn at the discretion of the Director/Dean of Students’ Affairs, at any time considered appropriate without assigning any reason.

2.11 No married accommodation shall be provided to any student in the Halls.

3. ROOM ALLOTMENT

3.1 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 Hostel office in writing.

3.2 The 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 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 e.g. fostering cross-cultural relationships.

3.4 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. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the Management.

3.4 Inmates shall respect the equal rights of their roommates.

3.5 In exigencies the Hall Management, without assigning any reason, may shift inmates from one room to another.

3.6 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/she 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/she is no longer eligible for Hostel accommodation.

3.7 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.

3.8 Before vacating the rooms, the students have to fill up the prescribed ‘Room Vacating Slip’ in triplicate and submit these to the Warden. 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 as per Clause 11.11 detailed hereunder.

4. ACCOMMODATION of GUESTS

4.1 If the father/mother/guardian of a border needs accommodation for a short duration (one or two days only), he/she has to intimate the Hostel office preferably seven days before the expected date of occupancy. Accommodation will be provided to him/her, subject to the availability of Guest Rooms in the Hostel.

4.2 A boarder, whose guests would be accommodated in the Guest Room of the Hostel, has to pay the guest charges as per the rates fixed by the Hostel Management.
4.3 As only limited Guest Rooms are available, rooms will be allotted to the guests on first-come-first-served-basis.

4.4 Day scholars and other relatives of boarders are not permitted to stay in the Hostel as guests. Entertaining unauthorized guests 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.

4.5 Hostel rules and regulations will equally apply to the guests also. No guest is permitted to stay in a boarder’s room overnight. If it is established that a visitor has stayed overnight in a boarder’s room, severe punishment will be imposed on the boarder which may include a monetary fine of Rs. 2500/- (Rupees two thousand five hundred only) and expulsion from the Hostel. In addition, such cases will be referred to the Institute Disciplinary Committee for further necessary action.

4.6 If any damage is caused to the Hostel property by the guests, compensation as assessed by the Hostel Management shall be recovered from the host boarder concerned as per Clause 11.11 detailed hereunder.

5. VISITORS

5.1 Any visitor is allowed to enter into the Hostel up to the visitors’ room only. All visitors to the Hostel including the parents/guardians will have to make necessary entries in the Visitors’ Book available at the Hostel entrance with the security guards.

5.2 The visit of male students to the women’s Hostel and vice versa is allowed up to the Visitors’ Room strictly between 7 am and 9 am only. Violation of this rule will lead to severe penalty and punishment as decided by the Hostel and Institute Authorities.

6. USE OF APPLIANCES

6.1 The use of electrical / electro-mechanical equipments, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, 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 Hall 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 When the boarders go out of their rooms they should switch off all the electrical/electronic appliances, and lock the doors (at all times). Violation of this rule will attract suitable penalty and punishment as decided by the Hall Management.

7 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/she is deemed to have become a member of the Hall Mess until he/she officially vacates the Hostel.

7.3 **Hall Mess Committee**
The function of the Mess shall be supervised and carried out by the *Hall Mess Committee* consisting of the following members:

1. Warden --- Chairperson
2. Assistant Warden(s)
3. Three regular boarders --- Elected by the Hall Inmates
4. Two regular boarders --- Nominated by the Warden in consultation with the Assistant Warden(s)

7.4 The Mess in each Hall shall function as a single integrated unit and shall not under any circumstances be subdivided into sub-units. The Mess shall provide both vegetarian and non-vegetarian foods.

7.5 The weekly menu will be prepared by the Mess Committee and the menu will be displayed on the Notice Board. Changes in the menu, if necessary, can be made by the Mess Committee.

7.6 Discipline should be strictly maintained in the dining hall.

7.7 Day Scholars cannot be entertained as guests in the mess on a regular basis.

7.8 Food will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms. If an inmate is ill, the Hostel Management will make suitable arrangements for his/her food.

7.9 The inmates should not enter the kitchen.

7.10 Wasting food is a social crime. For the first offence of wasting food by a boarder, warning will be issued to him/her. If the offence is committed for the second time a fine of Rs.500/- (Rs. five hundred only) will be imposed on him/her. If the concerned boarder is found repeating the mistake, strict disciplinary action shall be taken against him/her.

7.11 Suitable fine, as decided by the Mess Committee, shall be imposed on the boarder in case he/she defaults in payment of Mess dues.

8 **HALL MAINTENANCE AND CLEANINESS**

8.1 It is the responsibility of the Hall Management to look after and take care of the general maintenance and cleanliness of the Hostel premises including the building, courtyards and the toilets. All residents shall whole-heatedly cooperate in these endeavours.
8.2 Hall Maintenance Committee
To plan, supervise and carry out the responsibilities mentioned at 8.1, a Hall Maintenance Committee consisting of the following members shall be constituted:

i) Warden --- Chairperson
ii) Assistant Warden(s)
iii) Three regular boarders --- Elected by the Hall Inmates
iv) Two regular boarders --- Nominated by the Warden in consultation with the Assistant Warden(s)

9 RAGGING:

9.1 Ragging in any form is banned. Severe punishment, including expulsion from the Hall and the Institute, shall be imposed on any resident if he/she is found to have indulged in ragging.

9.2 Ragging is a cognizable offence. The offender shall also be dealt as per laws of the state.

9.3 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.

9.4 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.

9.5 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.

9.6 All boarders and day-scholars attached to the Hall are required to sign an Anti-Ragging Undertaking as per stipulated guidelines and submit these to the Hostel office.

10 MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTELS

10.1 Students should be present within the Hostel premises between 9:30 PM to 6.00 AM. No student is permitted to stay outside the Hostel during this time without the written permission of the Warden. Violation of this rule will invite strict disciplinary action on him/her.

10.2 If any student wants to go out to the city/town between 6.00 AM and 9.30 PM, excluding the class hours, he/she should submit a filled up prescribed form indicating
the time of leaving the Hostel and expected time of return with dates. They should also enter their names in the register kept in the Hostel office for this purpose.

10.3 Except during vacations, residents shall be allowed to go home only if there is a written request for the same from self/parent/guardian citing genuine grounds and consented by Head of the School he/she belongs. Going home frequently is not permitted.

11 CODE OF CONDUCT

11.1 All residents are required to maintain standards of behaviour 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 campuses.

11.2 Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.

11.3 Modesty in dress is expected from students.

11.4 All residents are required to produce, whenever asked, their valid identity cards issued to them by the Institute.

11.5 The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.

11.6 Notices must not be pasted on walls. Walls must not be scribbled on.

11.7 A room is allotted to a student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.

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

11.9 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.

11.10 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.

11.11 The resident of a room is responsible for any damage to the property in the room during his/her 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 Hall 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.

11.12 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.

11.13 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.

11.14 The resident shall not remove any fitting or fixture from any room or common area.

11.15 Residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.

11.16 The boarders will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Hall Management shall in no way be considered responsible.

11.17 Engaging personal attendants is prohibited.

11.18 In the Hostel premises the following acts are strictly prohibited:
   • Smoking
   • Consumption of alcoholic drinks
   • Consumption of drugs
   • Gambling
   • Intimidation or violence
   • Wilful damage to property
   • Entering the Hostel premises 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.

12 DISCIPLINARY MEASURES
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 to disciplinary action by the Hall Management as stipulated under the relevant clause after a proper enquiry. Moreover, depending upon the gravity of the offence if the Hall Management so considers, the case may be forwarded to the Institute Disciplinary Committee for further necessary action.

13 FINE FUNDS

13.1 A Fund, to be called the Mess Fine Fund, will be created out of the fines collected from the defaulters of the mess dues. This Fund will be utilized for the improvement in the mess services, as decided by the Mess Committee. A separate account for this fund should be maintained by the Hall Mess Committee.
13.2 A Fund, to be called the Hall Fine Fund, will be created out of the fines collected from the boarders of the Hostel. The Hostel Fine Fund will be utilized for the improvement and upkeep of the Hostel, as decided by the Hall Maintenance Committee. A separate account for this fund should be maintained by the Hall Maintenance Committee.

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

14 GRIEVANCE REDRESSAL

If any boarder feels aggrieved on any matter concerning running of the Hall or its Mess, he/she may approach the Hall Management in writing for help, guidance and/or redressal of the grievance. Depending on the nature of the grievance, the Hall Management may refer the case to the Institute Grievance Cell for further action.

13 RIGHTS OF HALL MANAGEMENT

The Hall Management reserves the right to initiate amendment of the rules and regulations stated hereinbefore 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.

14 APPELLATE AUTHORITY

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.