



**Jawaharlal Institute of Postgraduate Medical Education and
Research (JIPMER)**

(An institution of National Importance
Under the Ministry of Health and Family Welfare, Govt. of India)
Puducherry 605006



JIPMER Hostel Manual

Office of the Dean (Academic)
JIPMER

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1. Hostel Administration

Administration

The Hostels of JIPMER are under the overall supervision of the Dean (Academic). The Dean (Academic) appoints Wardens, Deputy wardens, Officer-in-charge of the Common Facility, from among the faculty members, with the approval of the Director. The Administration also appoints or deposes some personnel as Hostel Caretakers/Stewards.

- **Hostel Authority** means the Dean (Academic) or a Warden/Deputy Warden/Officer-in-charge of Common Facility, who collectively are in charge of the management of the hostels. They also act as disciplinary authorities to maintain discipline and harmony amongst and between the hostellers, employees of the Institute and workers in the mess.
- **Chief Warden** is the officer-in-charge of one of the hostels and will be appointed from among the Wardens on rotation-basis once in a year. He/she will be dealing with the issues that are common to all the hostels and supervise the overall upkeep of the hostels. He/she will be assisted by one Officer-in-charge of Purchase in Hostels and the office staff including a Hostel office manager.
- **Warden** is the officer-in-charge of a hostel and is the principal authority in all matters relating to resident/ students' welfare and discipline, as well as for administration and security of the hostel. The Warden is assisted by one or more Deputy Wardens, and by the Caretakers/Stewards.
- **Deputy Wardens** are the second officers in charge of a hostel, for its superintendence and management.
- **Officer in charge of Common Facility** is the officer-in-charge of Common Facility located in the New Hostel Complex and related facilities, including the hostel mess, sports complex, gymnasium, indoor stadium, swimming pool, etc.
- **Officer-in-charge of Hostel Purchase** is the officer-in-charge of purchase procedures of items required for the hostel. She will be assisted by the personnel at the Common hostel office.
- **Hostel office manager** is the employee of the Institute who has been deputed to the Common hostel office. He/she will be supervising the hostel services on day-to-day basis and report any issues in the hostels to the Chief Warden and the Dean (Academic)
- **Hostel Caretakers or Stewards** are employees of the Institute who have been deputed to the Hostel. They help maintain the hostel services on day-to-day basis and report any issues in the hostels and messes to the Warden and Deputy Wardens on daily basis.
- **Hostel Security** means the employee of an outsourcing agency and appointed and deputed to the Hostel by the institute. Their responsibility is to maintain strict security services at the hostel.
- **Mess Committee** means the independent Committee duly constituted from the hostellers of each hostel duly approved by the Warden or by the Officer in charge of Common Facility. It will be responsible for proper functioning of the mess of such hostel.

- **Mess Workers** mean the workers working for the assistance of running the messes. This will be appointed by the outsourcing agency.
- **Resident of a Hostel** means any undergraduate, postgraduate or PhD student of JIPMER or an elective student or trainee who is allotted accommodation by the Warden. The term “hosteller” may be used interchangeably with “resident” or “inmate” of the hostel
- **Guest** means any person who is not a bonafide undergraduate, postgraduate or PhD student or an academic resident or elective students or trainees of JIPMER and has been provided accommodation for a short period by the Warden of Hostels upon recommendation of the Dean (Academic) [usually less than ten days] in the hostels.
- **Visitor** means any person who is not a resident/hosteller of that particular hostel but is visiting a hosteller / resident. Parents, Relatives or even friends visiting from other hostels are also considered as visitors. Visitors are not permitted to stay overnight in the hostels.

2. Roles and Responsibilities of Officials in charge of Hostels

Responsibilities of the Hostel Warden and Deputy Wardens

Wardens and Deputy Wardens are collectively responsible for smooth functioning of the hostels and to deal with any contingencies. Their duties include the following:

- Allocation of rooms to the students
- Ensuring proper maintenance (civil and electrical) of hostel rooms, common rooms, toilets, mess and other premises, including coordination with facility management services or CPWD, Sanitary section, Estate section, Fire Safety section, etc.
- Supervision of the work of hostel support staff and security guards
- Conducting periodic inspection of rooms of the hostel residents.
- Maintenance of attendance register for workers and forward their leave applications to the administration
- Ensuring maintenance of the hostel stock register by the Steward(s)
- Maintenance of proper record of hostel dues and their recovery.
- Ensuring proper water supply and drinking water arrangement in the hostel.
- Making Regular visits to hostels to solve day-to-day problems of the students and staff
- Taking action on the complaints noted in the complaint register
- Arranging emergency medical help (doctor/ambulance) for students
- Reporting any violations of code of conduct and the disciplinary rules To Dean (Academic)
- Supervising the hostel mess in hostels with an independent mess, including its functioning and the work of the Mess Managers/Supervisors, Cooks and Helpers.
- To issue residence certificate for the hostel inmates in connection with obtaining driving license, passport application or renewals, etc.

Responsibilities of Officer In-charge of Common Facility

- To ensure proper maintenance of the common facility, including Kitchen, Dining Halls, Student Gyms, Sports Grounds in the New Hostel Complex in coordination with the Physical education dept, facility management wing, Sanitary department, Estate section and Fire Safety Section.
- To look after the overall working of the mess. the common facility mess, dining halls, and cafeteria in the Dining hall,
- To keep a watch over the cleanliness of the dining hall and the kitchen and hygiene of the food prepared.
- To conduct regular inspection of the kitchen room and the dining hall, especially when the hostel residents take their meals.
- To monitor the quality and quantity of raw materials and food, and pass bills for early payment.
- Supervise the work of hostel support staff and security guards
- To maintain attendance register for workers and forward their leave application to the administration
- To ensure that the maintenance of the Hostel stock register book by the MTS/Caretaker.
- To maintain the proper record and recovery of hostel dues.
- To ensure proper water supply and drinking water arrangement in the hostel.

- Take action on the complaints noted in the complaint register
- To report to the Dean (Academic) the names of the students who are violating the general code of conduct and the disciplinary rules.

Responsibilities of Hostel Office Manager

- Maintenance the overall records of rooms and facilities of all the hostels.
- Assisting the Chief Warden/Wardens of hostels in the allotment, shifting, and vacating of hostel rooms and maintaining of up-to-date records of the process.
- Assisting the Chief Warden/Wardens/Deputy Wardens in the inspection of hostel premises.
- Coordinate with Wardens/Dy. Wardens in regular maintenance of the hostel rooms including repairs, renovation, repainting, etc.
- Verification of payment by hostel occupants of fees, fine and other charges related to hostel. Reporting defaulters to the Chief Warden/Wardens and the office of the Dean (Academic)
- Assist the Hostel Purchase officer in purchases for hostels.
- Maintenance of equipment at the hostels; maintenance of up-to-date records and the upkeep of all the equipment.
- Receive service complaints related to civil/electric/plumbing and co-ordinate with the facility management (HITES) and Central Public Works Department in resolution of the complaints.
- Ensuring payment of License fees, as applicable, by the shops and outlets on hostel premises.
- Assisting the fire safety and preparedness committee of JIPMER in ensuring that all the hostel premises are compliant.
- Monitoring of sanitation within the hostel premises.
- Maintenance of the attendance records of all the regular and contract employees at the hostels.
- Assisting the office of the Dean (Academic) in student welfare activities.
- Conveyance of grievances from hostel occupants to the Chief Warden.
- Reporting of unlawful activities, if any, occurring in the hostel premises.
- Monitoring the overall security arrangements in the hostels, including security personnel and security cameras.
- Manage day-to-day activities of the common hostel office.
- Any other work assigned by the Dean (Academic)/Chief Warden/Wardens/Deputy Wardens from time to time.

Responsibilities of Hostel Caretaker or Steward

- Ensure proper maintenance of hostel rooms, common room, toilets, mess, etc in coordination with facility management, CPWD Estate section and Fire safety section.
- Make entries, periodic updating, and maintain the student inventory register.
- Maintain proper record and recovery of hostel dues.
- Maintain the Hostel stock register and to submit the stock registers for auditing.
- Report to the Warden the names of the students who violate mess rules and of the defaulters in clearing their mess dues.
- Maintain leave record of the students
- Constantly monitor the visitors register and the movement register of the hostellers
- Supervise the work of hostel support staff and security guards

- Regularly pay visit to student rooms to solve the day-to-day problems of the students
- Maintain attendance register for workers and forward their leave application to the Warden
- Report daily to the Warden about the maintenance of the civil and electrical works, guest/visitor record and any other noticeable information.
- Forward all the applications on hostel matters from students or resident doctors to the Warden.
- Before proceeding on leave, they shall make suitable arrangement for their duties (via back-up workers).

Responsibilities of Security Guards at the Hostels

- To maintain the entry and exit register of all hostel inmates.
- To maintain a visitor register of all hostel inmates.
- To keep a watch so that no unwanted student/person resides in the hostel without the permission of the Warden
- To report any untoward incident to the Warden and other authorities.

3. List of hostels in JIPMER Puducherry and JIPMER Karaikal

Name of Hostel		No of Single-Rooms	No of Double-Rooms	No of Triple-Rooms	Total accommodation [#]
Lister House (including Annexe)	UG Boys Hostel	46	57	-	114
Harvey House I	Men Resident Doctors Hostel	174	-	-	174
Aschoff House	UG Girls Hostel	-	40	7	101
Curie House	UG Girls Hostel	68	15	-	98
Blackwell House I	Women Resident Doctors Hostel	64	-	-	64
New Hostel Complex					
Harvey House II	Men Resident Doctors Hostel	137	-	-	137
Harvey House III	Men Resident Doctors Hostel	60	-	-	
Blackwell House II	Women Resident Doctors Hostel	98	-	-	98
Osler House	UG Boys Hostel	120	101	-	322
Curie House I	UG Girls Hostel	120	101	-	322
Curie House II	PG Girls Hostel	120	-	-	120
Nightingale House	Nursing College Students Hostel	75	50	25	250
New Type 4 Quarters*	Temporary accommodation for JIPMER Karaikal UG Students		27	-	54
Students Hostel Complex @ JIPMER Karaikal	UG Hostel	55	-	-	55

* Temporary

Subject to change

Types of Accommodation:

The types of accommodation are: Single Occupancy, Double Occupancy and Triple Occupancy. In any exigency or to allow better utilization of limited available accommodation, the Wardens/Deputy Wardens may alter the types of accommodation, with permission of the Dean (Academic).

Eligibility for hostel accommodation

- Persons selected for an academic course in JIPMER (UG, PG or doctoral courses, and Senior Residents) are eligible to apply for hostel accommodation.
- Accommodation will be guaranteed only for UG students and interns.
- Accommodation will be provided to PG courses/doctoral programme students only if available.
- *Day-scholar students are not provided hostel accommodation even if the rooms are available.*

Principles of allotment

- Undergraduate students receive the first priority for hostel accommodation.
- Efforts are made to accommodate students from outside Puducherry as a priority.
- Allotment is made according to the date of application.
- The rooms are earmarked by categories and allotted as per waiting list for a particular category.
- All applications must be submitted through proper channel, i.e. through the Registrar for undergraduate and M.Sc. students, and Heads of the departments for Junior Residents, Senior Residents and PhD scholars.
- Applications for married accommodation should contain a valid proof of marriage viz. the marriage certificate
- Students of Allied Health Sciences shall be considered for hostel allotment subject to availability of their earmarked rooms.
- The period of allotment shall not exceed 1 week beyond the date of completion of the course or tenure of residency.
- Failure to vacate hostel accommodation on time with or without permission shall invite levying of fine of Rs 200/day for a maximum of a week and/ or eviction proceedings.
- MBBS students/PG residents who fail in exams will be permitted for extension of stay in the hostel. This extension for accommodation is for a maximum period of two terms only (one year) on normal rent.
- For the Nursing or Allied Health Courses students, the duration of hostel accommodation will be duration of course. No further extension will be permitted.
- PhD students shall be provided hostel accommodation for a maximum period of five years or submission of thesis, whichever is earlier.
- All hostellers should obtain “No Dues” certificates from the respective hostel office and from the mess managers of all the hostel messes on vacating the rooms.

4. Hostel Fee Structure

Description of charges (to be paid online / POS) for hostel residents (MBBS, B.Sc., MD/MS, DM/MCh, PDCC/PDF, M.Sc., MPH, PG Fellowship / PG Diploma, PhD, and interns)	Rs.
A. At the time of admission/allotment (applicable for single, double and triple sharing accommodations)	
1. Establishment Charges (per annum) (Non-refundable)	6,000.00
2. Hostel Caution Deposit (Refundable)*	5,000.00
3. Hostel Mess Deposit (Refundable)*	3,000.00
4. Room Rent (Also referred as ESTATE FEES)^ (incl. Electricity charges) @500/- per month (for double room accommodation. Single bed accommodation for the first year students is subject to availability and if available, the student has to pay @ 750/- per month accordingly)	6,000.00 or 9,000.00
Total amount to be paid for hostel accommodation at entry/allotment	20,000.00 or 23,000.00
B. For subsequent years (Double or Triple sharing – Sharing Accommodation)	
o Establishment charges (per annum) (Non-refundable)	6,000.00
o Room Rent (incl. electricity charges) @ Rs.500/- per month**	6,000.00
Total amount to be paid (per annum)	12,000.00
C. For subsequent years (Single rooms)	
1. Establishment charges (per annum) (Non-refundable)	6,000.00
2. Room Rent (inclusive of electricity charges) @ Rs.750/- per month**	9,000.00
Total amount to be paid (per annum)	15,000.00
D. For short-term trainees (MRTs, MROs, etc.) whose accommodation period is less than a year	
1. Establishment charges (Non-refundable)	2,500.00
2. Hostel caution deposit fee (Refundable)*	2,000.00
3. Hostel mess deposit fee (Refundable)*	3,000.00
4. Room rent for the period as applicable @ 750/- per month (single bed)** or @ 500/- per month (double bed)**	As applicable
E. For MD/MS and DM/MCh residents	
1. Student Amenities and Recreation (per annum)	1,000.00

* will be refunded after making deductions, if any, at the time the student leaves the hostel.

** Charges will not be refunded, when the student is evicted from the hostel in between.

^ Room rent is also referred as ESTATE FEES, and is different from ESTABLISHMENT CHARGES

- All Payments will be made online through SBI E-collect /POS/UPI linked system.
- This hostel charges should be paid by the candidate after the allotment of Hostels and the same to be paid in the Estate Section, JIPMER
- Delay in payment of establishment fee, before the last day will a fine (Rs 100/week). If delay is for more than 3 months, hall ticket for exams maybe with-held.
- The annual room rent will be paid in advance at the beginning of each year of residing in the hostel. If the inmate vacates the hostel room before the end of the year, the amount of rent for the period not occupied by the inmate will be refunded.
- The applicant for hostel room shall sign an inventory form that lists the items provided along with the room (furniture, mattress, bathroom and electrical fittings, etc.) at the time of taking charge of the room. The same will be verified at the time of vacating the hostel room. If any damage or loss of such items or to the room is noted, the amount of money equivalent to the damage or loss will be deducted from the caution deposit.

5. Hostel Committees and Terms of Reference

The following committees have been constituted to assist the Hostel Administration

1. **Hostel Advisory Committee**
2. **Hostel Disciplinary Committee**
3. **Hostel Welfare Committee**
4. **Hostel Mess Committee**

Hostel Advisory Committee

Composition

The Hostel Advisory Committee consists of the following members:

1. Dean (Academic), Chairperson
2. All Wardens of hostels, members
3. Officer in-charge of Common Facilities, member
4. One of the Associate Deans, Member-Secretary
5. A representative of JIPMER Resident Doctors' Association who resides in the hostel
6. A representative of JIPMER Students' Association who resides in the hostel
7. A representative of Student Nurses' Association who resides in the hostel
8. A representative of Allied Health Science Students' Association who resides in the hostel
9. Any other special invitees as considered necessary by the Chairperson viz.
 - a. Facility Management Service Representative
 - b. CPWD Civil or Electrical Section Representative
 - c. Security Services Agency Representative
 - d. Fire Safety Section Representative
 - e. Estate Manager, JIPMER
 - f. Senior Accounts Officer, JIPMER

Terms of Reference

The Hostel Advisory Committee sets guidelines for the day-to-day functioning and long-term planning of matters related to hostels including supervision of all hostel staff. In particular, it advises the hospital administration on the following issues:

- All policy matters related to Hostel Rules and Regulations
- Policy changes necessitated due to changed circumstances
- Financial matters that affect overall functioning, including policies for purchase and stores
- Matters related to Engineering Services
- Matters related to sanitation, hygiene, and cleanliness
- Matters related to security
- Matters related to student welfare and facilities/conveniences within the hostel premises
- Policy matters as requested by various students and Residents associations
- Grievance redressal
- Any other matter as considered necessary by the Chairperson

The Committee shall meet at least once a year. Agenda for the meeting shall be circulated in advance to all the members. The minutes will be signed by the chairperson and circulated to all the members, and Deputy Director (Administration), Dean (Research) and Director. The chairperson can constitute subcommittees for specific purposes, to be headed by one of the Wardens.

Hostel Disciplinary Committee

Composition

The Hostel Disciplinary Committee consists of the following members:

1. The Warden of concerned hostel, Chairperson
2. All Wardens of other hostels, members
3. Officer in-charge of Common Facilities, member
4. Deputy Warden of concerned hostel, member secretary

If the issue affects more than one hostel, the committee will consist of the following:

1. Dean (Academic), Chairperson
2. All Wardens of hostels, members
3. All Deputy Wardens of hostels, members
4. Officer in-charge of Common Facility, member
5. Associate Dean, Member Secretary

Terms of Reference

The Hostel Disciplinary Committee sets guidelines for the day-to-day functioning and long-term planning of matters related to hostels including supervision of all hostel staff.

The Hostel Disciplinary Committee meets whenever necessary:

- The Committee shall proceed to make inquiry into the complaint
- The Committee shall provide reasonable opportunity to the aggrieved hosteler and the respondent for presenting and defending her/his case.
- The Committee shall have the power to summon any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.
- The Committee will have the necessary powers to take suo moto notice of incidents of indiscipline in the hostel campus and take action as it deems appropriate, and, if deemed necessary, recommend to the Institute authorities any action which they may need to take.

Each hostel will have its own individual **Hostel welfare committee** under the control of the Wardens. Common facility of the New hostel complex will have a **Mess Committee** duly constituted with hostelers (5 MBBS Students, 1 MBBS Intern, 3 PG Residents).

Hostel Welfare Committee

Composition

The Hostel Welfare Committee consists of the following members:

1. Warden of the hostel, Chairperson
2. Deputy Wardens of the hostel
3. 5 UG Student and/or PG Student representatives of that hostel
4. Caretaker or Steward or MTS appointed for that hostel, Member secretary

Terms of Reference for Individual Hostel Welfare Committee

The Hostel Welfare Committee sets guidelines for the day-to-day functioning.

- Day-to-day functioning
- Matters related to student welfare and facilities/conveniences within the hostel premises
- Matters related to sanitation, hygiene and cleanliness of the hostel premises
- Matters related to security
- Outsourcing of essential services like laundry, water filters, pest control, etc
- Grievance redressal
- In case the hostel has a separate functioning mess – all matters related to the mess
 - Outsourcing of Mess services - Will vet the specifications, float tender and do the technical evaluation and appoint the firm or vendor for running of Mess Services.
 - Will appoint the Agency/Firm for running the Mess services in consultation with the Officer in charge of Outsourcing and the Law Officer, JIPMER
 - In general, the Committee will supervise the working of the mess including hygiene and cleanliness of kitchen and the dining area. Also, to monitor attendance and discipline among mess workers.

Hostel Mess Committee

Composition

For the Common Facility Mess

The Hostel Mess Committee consists of the following:

1. Officer in-charge of Common Facilities, Chairperson
2. Deputy Wardens of all hostels - which does not have Mess,
3. Nine representatives of UG and/or PG students
4. Caretaker or Steward or MTS appointed by JIPMER, Member-Secretary

Terms of Reference for Hostel Mess Committee

The Hostel Mess Committee sets guidelines for the day-to-day functioning, including supervision of the mess services and also all the mess staff.

- Outsourcing of Mess services - Will vet the specifications, float tender and do the technical evaluation and appoint the firm or vendor for running of Mess Services.
- Will appoint the Agency/Firm for running the Mess services in consultation with the Officer in charge of Outsourcing and the Law Officer, JIPMER
- Will prepare the food menu to be adopted by the mess for each month in advance
- Will suggest improvements in the quality of food served in the mess.

6. Hostel Rules and Regulations

General Code of Conduct

1. All hostellers / residents are expected to maintain discipline and decorum not only in the hostel but also in the institutional campus.
2. All hostellers are required to carry their valid Identity Cards issued to them by the Institute.
3. Treat everyone with respect
4. All hostellers, guests and visitors to the Hostels should conduct themselves in a disciplined manner befitting the honour, and respectability of the institution and the profession. They must always uphold the good name of the institution.
5. Hostellers must respect privacy and dignity and belongings of fellow-inmates/residents, visitors, and guests irrespective of age, gender, social standing, seniority, discipline of study, cadre etc. The same is expected from the guests and visitors to the hostels.
6. All hostellers / residents/ guests / visitors shall take utmost care of hostel premises, hostel and institutional property.
7. All hostellers are requested to maintain their rooms as well as the surroundings neat and clean.
8. All hostellers are expected not to cause inconvenience to other fellow inmates. In this regard the time period from 11.00 pm to 6.00 am is treated as “Silence Hour” and students are expected to maintain silence and not disturb others during these hours.
9. All hostellers are expected to return to their rooms by 11.00 pm. All hostellers entering the hostel after 11 pm should make an entry into the “Late Register” and mention the reason.
10. JIPMER has zero tolerance towards Ragging. Ragging in any form is punishable as per the guidelines of Hon’ble Supreme Court of India.
11. JIPMER Campus is a “No smoking zone” and smoking anywhere within the campus is strictly prohibited.
12. Engaging servants or domestic helps privately are prohibited.
13. Male visitors (including father/brother/relatives/local guardians) are not permitted any time inside the women’s hostel.
14. Female visitors and girl students are not permitted to visit the men’s hostel any time and in case of a special circumstance, prior permission is required from the Warden or Deputy Warden
15. No visitor or guest of the student or the resident is permitted to stay in the hostel

Suggestions and complaints should be either deposited in the “Suggestion Box” or should be entered in the “Suggestion Register” kept in the hostel premises.

Disciplinary Rules of the Hostels

The following rules shall apply to all students and residents (JR and SR) residing in the hostels, violation of any rule will make them liable to disciplinary action including expulsion from the hostels and also from institution.

1. Vandalism and graffiti are serious offences.
2. Smoking, use of tobacco in any form and consumption of alcohol in the hostels is not permitted.
3. Possession, use and/or distribution of recreational, prohibited or narcotic drugs is a criminal offence.
4. Any hostellers found in the hostel/institute premises in inebriated/intoxicated state will attract severe punishment.
5. Any kind of gambling is a serious offence.
6. Stealing or pilfering of any property belonging to hostel/institute or to other students will be viewed seriously and strict disciplinary action will be taken.
7. Firing crackers inside the hostel premises or inside the building is strictly prohibited. However, the hostellers can use firecrackers as a mark of celebration in open land in the campus with prior permission of Hostel Warden and as per the law.
8. The hostel occupants shall not keep firearms, other lethal weapons, poison or dangerous chemicals in their rooms.
9. Hostellers who leave the hostel without application and prior permission from the Warden or Deputy Warden shall be deemed to be missing and their parents/guardian or even the police authorities may be intimidated.
10. Hostellers are not permitted to take any utensils/plates etc, from the mess premises to their rooms
11. Hostellers are not permitted to keep or use any heavy electrical appliances like refrigerator, air-conditioner, air-cooler, induction stove, etc in their room.
12. Hostellers are not permitted to cook any food in their rooms.
13. Tampering of electrical appliances of the hostel will be treated as serious offense.
14. Any act of intimidation or violence, wilful damage to property or drunken and riotous behaviour constitutes an offence.
15. All are required to obey all traffic rules inside the campus. Vehicles must be driven slowly and safely within the hostel premises. Vehicles are to be parked only at designated areas.
16. The students should not screen pirated / unauthorized movies in their computers and common room using JIPMER Wi-Fi connection. Any violation will be dealt with severely.
17. No delivery personnel (such as couriers or food delivery services) will not be allowed to enter the hostel premises in the interest of security. Any such orders can be collected at the hostel gate entrance.
18. Habitual defiance of the hostel rules will render a resident student liable to disciplinary action, a special fine and even expulsion from the hostel.
19. Any room in the hostel can be inspected at any time by the Warden, Deputy Warden or any authorized member of the institute

Pets are not allowed in the hostel rooms or hostel premises. Feeding of stray dogs in the hostel premises is not allowed.

Disciplinary Proceedings

- All actions contrary to the rules and regulations of the Hostel or outside the norms of expected behaviour even if not explicitly stated in these rules are liable for disciplinary action.
- Wardens may take cognizance of any act of indiscipline brought to their notice or observed by them and take suo moto action even if a written complaint or report is not available.
- The respective hostel warden will enquire into all the cases of breach of hostel conduct rules pertaining to a hostel and take suitable action. In case of any issue that involves more than one hostel, a committee headed by a senior Warden will enquire and take appropriate actions.
- In case of serious breach of conduct, the warden of concerned hostel may request Dean Academic to constitute a committee to enquire and take suitable action.
- In case very serious breach of disciplinary code of conduct (ragging or physical assault causing serious harm or sexual misconduct, etc) the Dean Academic may request Director to constitute a committee to enquire and take suitable action. If required a police complaint may also be lodged.
- Reports of any enquiry will be forwarded to the competent authorities for necessary action.
- Anyone accused of indiscipline shall have full right and liberty to defend himself / herself without bias or prejudice and the principle of “not guilty until proven” shall apply with the exception of “Ragging” where the onus of proving innocence lies with the senior.

Any hosteler aggrieved by the decision of the appropriate authority may appeal to the Dean Academic or Director within 7 days from the date of decision.

The hostellers must report immediately to the Hostel Office / Security in following circumstance

- Issues related to security or threat in the hostel premises.
- Any suspicious individual / individuals in the hostel premises.
- Any vehicle or suspicious articles lying unattended in the hostels.
- Act of vandalism.
- Act of misconduct or abuse in any form including ragging. Witnessing ragging incidence(s) and not reporting the same amounts to such person to being treated as an accomplice to the ragging and action will be taken accordingly
- Unusual behaviour of any hosteller/resident including which may indicate depression, detachment, failure to get a response from a room locked from inside, missing neighbour, etc.
- Mishaps including fires, accidents to self or fellow-hostellers/residents within and outside the hostels.
- Criminal or anti-national activity in the hostel premises

Punishments or Penalties and Authorities to levy these:

If case of infringement of hostel rules, the student may face any of the following punishments		Authorised Person
1	Warning to student	Warden / Dy Warden
2	Written memo to student	Warden / Dy Warden
3	Verbal and/or Written communication to parents/guardians	Warden / Dy Warden
4	Recovery of cost of damaged hostel property or Monetary Penalty	Warden / Dean (Academic)
5	Expulsion from the hostel	Dean (Academic)
6	Rustication for a particular term	Dean (Academic)
7	Permanent rustication from the institute	Director

Appellate Authority

	Authority	Incident
1	President of the Institute	Cases of Ragging related punishments
2	Director	Cases where Dean levied the punishment or penalty
3	Dean Academic	Cases where Warden or Deputy Warden levied the disciplinary action

Acts of Indiscipline and Disciplinary Actions

The following is a list of tentative or possible actions that may be recommended. The list is neither complete nor exhaustive and additional actions may be recommended from time to time. One or more actions may be taken concurrently, and includes filing of criminal or civil complaints by the institution with law enforcement agencies. Depending on the act of Indiscipline and the decision of the disciplinary committee in concurrence with the Competent Authority, any or all the following disciplinary action may be initiated against each of the following:

	Acts of Indiscipline	Disciplinary Action
1	All acts contrary to the prevailing laws of the land including criminal and antinational acts	<ol style="list-style-type: none"> 1. As per the law. 2. Written memo to student 3. Verbal and/or Written communication to parents/guardians 4. Expulsion or rustication from institution permanently or for varying periods.
2	Ragging in any form	<ol style="list-style-type: none"> 1. As per the law. 2. Written memo to student 3. Verbal and/or Written communication to parents/guardians 4. Expulsion or rustication from institution permanently or for varying periods.
3	Indulging in any political, communal, immoral or untoward activity, any propaganda or publicity of any nature which violates harmony, discipline and the image of the Institute	<ol style="list-style-type: none"> 1. Written memo to student 2. Verbal and/or Written communication to parents/guardians 3. Expulsion or rustication from the hostel permanently or for varying periods.
4	Sub-letting, sub-tenancy or allowing unauthorized or non-allottees to stay in the accommodation without prior permission from the competent authority.	<ol style="list-style-type: none"> 1. Written memo to student 2. Verbal and/or Written communication to parents/guardians 3. Expulsion or rustication from the hostel permanently or for varying periods
5	Contravening allotment rules including exchanging rooms, handing over accommodation without authorization, shifting of furniture, fixtures and furnishings	<ol style="list-style-type: none"> 1. Written memo to student 2. Fine up to Rs.5000/-.
6	Damage/Lost to hostel property movable/immovable	<ol style="list-style-type: none"> 1. Written memo to student 2. Verbal and/or Written communication to parents/guardians 3. Imposition of fines that may be variable or commensurate with damage wherever applicable [e.g. Up to three times the cost of damaged property].
7	Vandalism, graffiti, pasting of posters that may damage hostel walls and displays	<ol style="list-style-type: none"> 1. Written memo to student 2. Verbal and/or Written communication to parents/guardians

		3. Fine up to Rs.5000/-. But may be variable to commensurate with damage wherever applicable [e.g. Up to three times the cost of damaged property].
8	Physical harm or abuse to anyone in the hostel premises	<ol style="list-style-type: none"> 1. Written memo to student 2. Verbal and/or Written communication to parents/guardians 3. May be required to inform police. 4. Expulsion or rustication from the hostel permanently or for varying periods
9	Abuse and misbehaviour with anyone in the hostel premises on the basis of gender, religion, caste, social group or any other reason	<ol style="list-style-type: none"> 1. Written memo to student 2. Verbal and/or Written communication to parents/guardians 3. May be required to inform police. 4. Expulsion or rustication from the hostel permanently or for varying periods.
10	Creating nuisance and playing loud music inside Hostel Room so as to disturb others.	<ol style="list-style-type: none"> 1. Written memo to student 2. Directive to submit letter of apology. 3. Fine up to Rs. 5000/- 4. Expulsion or rustication from the hostel permanently or for varying periods.
11	Partying with playing loud music and causing nuisance in the hostels.	<ol style="list-style-type: none"> 1. Written memo to student 2. Directive to submit letter of apology. 3. Fine up to Rs. 5000/-
12	Consumption or use or peddling of Illicit Substances.	<ol style="list-style-type: none"> 1. Written memo to student 2. Verbal and/or Written communication to parents/guardians 3. Will be required to inform police. 4. Expulsion or rustication from the hostel permanently or for varying periods.
13	Drinking alcohol and causing nuisance in the hostels.	<ol style="list-style-type: none"> 1. Written memo to student 2. Verbal and/or Written communication to parents/guardians 3. Fine up to Rs. 5000/- 4. Expulsion or rustication from the hostel for varying periods.
14	Smoking the hostel premises	<ol style="list-style-type: none"> 1. Warning to student 2. Fine up to Rs.500/- for the first time. 3. Written memo to student 4. Fine up to Rs. 2000/- second time. 5. Verbal and/or Written communication to parents/guardians
15	Engaging in risky behaviour including use of electrical appliances and cooking and causing fire hazards	<ol style="list-style-type: none"> 1. Confiscating the appliance and Warning to student 2. Confiscating the appliance and Fine up to Rs. 2000/- second time

		3. Fine of three times the damage in case of accidental fire due to appliance usage
16	Repeatedly engaging in driving vehicles in a dangerous manner within the hostel premises	<ol style="list-style-type: none"> 1. Warning to student 2. Fine up to Rs.500/- for the second time. 3. Written memo to student 4. Will be required to inform police if somebody gets injured and is hospitalised
17	Unauthorized use of hostel facilities including use of electrical appliances that are not permitted.	<ol style="list-style-type: none"> 1. Confiscating the appliance and Warning to student 2. Confiscating the appliance and Fine up to Rs. 5000/- second time 3. Fine of three times the damage in case of accidental fire due to appliance usage
18	Not clearing payments and dues in time. (Establishment fee / Mess Fees)	<ol style="list-style-type: none"> 1. Warning to student 2. Written memo to student 3. Fine of additional Rs.500/- if pending payment more than a month 4. Fine of additional Rs.1000/per month if pending payment more than two months 5. Verbal and/or Written communication to parents/guardians
19	Disrespect to authority and functioning of hostel offices and staff on duty (Security or Mess Workers, etc). Including repeatedly not entering details in the movement register maintained by the security.	<ol style="list-style-type: none"> 1. Warning to student 2. Written memo to student 3. Directive to submit letter of apology. 4. Report to Dean/Director. 5. Any other actions recommended by the institution.
20	Having Pets in the Hostel or Feeding of Stray Dogs or Cats in the hostel premises (As they can become threat to others)	<ol style="list-style-type: none"> 1. Warning to student and Written memo to student 2. Fine of Rs.500/- for every incident.
21	Violation of Hostel Rules and Regulations as indicated in the previous sections both overt and implied.	<ol style="list-style-type: none"> 1. Warning to student 2. Written memo to student 3. Verbal and/or Written communication to parents/guardians 4. Expulsion or rustication from the hostel permanently or for varying periods.
22	Any other act or behaviour considered to be a form of indiscipline.	As appropriate.
<p>It must be noted that in those instances wherein the act of indiscipline cannot be attributed to a single individual, collective responsibility shall be fixed, and disciplinary actions may be recommended against several individuals or hostellers / residents of one or more wings or even the entire hostel.</p> <p>All fines are to be paid online. Such collections will be used for the normal day-to-day expenses of the hostel. The records will be maintained by the Steward/Caretaker/MTS.</p>		