

Rules & Regulations for Halls



INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

2016

1. PREAMBLE

The Hall Management (HM) of the Indian Institute of Technology Bhubaneswar shall be responsible for the administration, maintenance of the Halls of the Institute and ensure wholesome well-being of the inmates residing.

2. DEFINITIONS OF THE TERMS IN THE HALL CONSTITUTION

2.1. Associate Warden:

On recommendation of Dean (SA), a Faculty member of the Institute (normally residing in the campus) shall be appointed by the Director as the Associate Warden of a Hall. He/She shall assist the Warden for managing and conducting the affairs of the Hall and shall carry out the responsibilities assigned by the Warden from time to time. The tenure for Associate Warden is normally for 2 years. For student strength of each 400 or part thereof in a Hall one Associate Warden will be appointed. For the Hall for female students, the Institute shall appoint a female Faculty member as the Associate Warden.

2.2. Chairman, Wardens Council (CWC):

Director shall nominate the senior most Warden or any other Professor/ Associate Professor of the Institute (normally residing in the campus, and preferably served as Warden), senior to all Wardens, as Chairman, Wardens Council (CWC) normally for 2 years, who shall be the administrative head of the Office of Hall management.

2.3. Dean (Students Affairs):

Referred to Dean of Student Affairs or as Dean (SA).

2.4. General Body of the Hall:

The General Body (hereafter known as the 'GB') of the Hall comprising of all the Inmates residing in that Hall. The meetings of the GB shall be chaired by the Warden and in his absence by the Associate Warden. The GB shall meet at least once in each Semester.

2.5. Hall Manager:

A Hall employee with requisite qualification shall be appointed by WC to assist the Warden, Associate Warden and the HC to carry out the day to day affairs of the Hall with an aim to look after the wellbeing of the Hall and its inmates.

2.6. Hall:

Halls (also called Halls of Residence) have been used interchangeably in this document. A Hall is a place of residence provided by the Institute, as per the capacity of particular Hall, for a designated number of admitted students in the Institute. All others, who are authorised to stay in the Hall by Wardens Council in specific cases such as but not limited to

participants of seminars, delegates for conferences, etc. organised by the Institute, etc., shall be accommodated in the Halls.

2.7. Hall Council:

A Hall Council (hereafter referred as 'HC') is a body of elected representatives from amongst the Inmates residing in the Hall. HC shall be responsible for:

- a. All matters relating to the Hall including boarding and lodging facilities for Inmates, Guests residing in the Hall.
- b. It shall also act as the Purchase Committee for all materials required to be procured by the Hall.
- c. It shall be responsible for all financial transactions of the Hall, its accounting and annual auditing and shall ensure placing it before the GB for approval.

2.8. Hall Staff:

A person appointed by the CWC for the Halls or for the Office of the Hall Management (OHM). Such employment shall be purely contractual with respect to a service provider/ labour contractor/ outsource agency.

2.9. Institute:

Indian Institute of Technology Bhubaneswar, which is a fully residential Institute.

2.10. Hall Management

Hall Management (HM) shall be responsible for day-to-day administration of the Halls.

2.11. Resident of the Hall:

A person duly authorised by the HM/ Warden/ Institute to reside in the Hall is known as Inmate.

2.12. Residential Assistant Warden:

A Residential Assistant Warden of a Hall is a Senior Research Scholar (completed at least 2 years) residing in that Hall and is appointed by CWC by interviewing the interested candidates. The tenure for a Residential Assistant Warden shall be normally for 1 year.

2.13. Warden:

On recommendation of Dean (SA), a Faculty member of the Institute (normally residing in the campus and preferably at the level of Associate Professor/Professor) shall be appointed by the Director as Warden of a Hall. He/She shall be the administrative head for all activities of the Hall and shall be responsible along with the Associate Warden, Residential Associate Warden, HC and Hall Manager for managing and conducting the affairs of the Hall for the wholesome care and development of its Inmates. The tenure for Warden is normally for 2 years. For the Hall for female students, the Institute shall appoint a female Faculty member

as the Warden. The Warden shall have the Financial and Administrative powers of Head of a School.

2.14. Wardens Council

Wardens Council (hereinafter referred as 'WC') is the highest body of Hall Management (HM). WC shall be responsible for overall coordination among the Halls, their day to day functioning, development and upkeep of common facility of Halls, policy formulation, and review of all matters relating to management of the Halls and the wellbeing of the Inmates.

3. ORGANISATIONAL STRUCTURE

3.1. Wardens Council (WC)

Chairman : As defined in clause 2.2 (will be referred as CWC)

Members : All Wardens, Associate Wardens and All General Secretaries

Secretary : Senior Most Hall Manager / Assistant Registrar (Students)

- 3.1.1.** Any decisions, actions taken by the WC shall be intimated to the Dean (SA); and, any decision that attracts provisions in the norms of the Institute shall require concurrence of Dean (SA). All communications between the HM and Institute shall be made to the Office of the Dean (SA).
- 3.1.2.** The WC shall be subject to all decisions, rules and regulations as laid down by the Institute from time to time.
- 3.1.3.** The WC shall be the appointing authority of all Hall staff, any shops/canteens in the Hall premises following norms set for such activities by the WC/Institute. All employment and/or engagements made by the WC in any Hall or elsewhere shall be according to the norms of the Institute. WC shall regularly verify the registration details, payment of taxes, payment of wages to worker, as per Govt. rules, by the service providers and outsourced agencies through OHM and Assistant Registrar (students).
- 3.1.4.** The WC shall meet at least once in a semester. The CWC may convene any other special meeting of the WC on written request from any three members with at least five-day notice to all members. A quorum of 50% including the Chairman shall be observed for the meeting of WC. Ordinary decisions in the absence of consensus shall be taken by a simple majority of the members present by voting.
- 3.1.5.** WC shall form all other committees of HM.
- 3.1.6.** All central purchases shall be made through WC.
- 3.1.7.** All disciplinary matters pertaining to any inmate shall be routed through Hall Disciplinary Committee to the WC (also refer clause 3.7).

3.1.8. Any additional rules and regulations or changes including in other terms and conditions laid down in this document in future shall be passed by a two-third majority of WC and shall require approval of the Dean (SA). The Chairman shall normally not exercise his vote as a member. However, he/she shall have a casting vote in the event of a tie during voting.

3.1.9. WC shall endeavour to maintain congeniality, decorum, morally and socially acceptable good behavior, good conduct, cleanliness, cooperative living and ambience among the Inmates of halls through Individual HC.

3.2. Office of Hall Management (OHM)

3.2.1. The WC will coordinate between Halls through OHM. CWC shall be the Head of the OHM.

3.2.2. There will be an Accountant (Permanent Staff of Institute deputed to Hall on Part Time basis) to look after all accounting and financial matters pertaining to the OHM and supported by Hall staff.

3.2.3. OHM will circulate the minutes, decisions taken by WC or other committees appointed by it to the Halls.

3.2.4. OHM shall issue purchase orders, work orders, release payments and maintain the account of Hall Fund.

3.2.5. OHM shall be responsible for maintaining the accounts of any common expenditure including services provided and shall get it annually audited.

3.2.6. OHM shall periodically check and keep proof of records (such as Muster Roll, Register of Wages, Insurance payments, Bonus, Gratuity etc) from the service providers such as Mess, Canteen, House Keeping, outsourcing agencies etc. In case of any discrepancy must report to CWC and Assistant registrar (students).

3.2.7. OHM shall be the link between the Halls and the Institute.

3.3. Central Mess Committee (CMC)

Chairperson : CWC or Nominated Warden

Members : Associate Wardens (One from each Hall)

Mess Secretaries (One from each Hall)

Secretary : Senior Most Hall Manager or Assistant Registrar (Students)

The Boarding of the residents will be catered through Central Mess Committee (CMC); and, if need arises, through individual HC with an approval from WC. The messes, if run by private caterers shall be selected through open tender by the CMC. CMC shall make specifications for purchase of utensils and kitchen equipment for all Halls based on the recommendations received from HCs. The CMC shall supervise each Hall's mess periodically.

a. To review the menu periodically and suggest necessary changes based on the feedback.

- b.** To examine the details of the menu from the point of nutrition/ hygiene/ wholesomeness/ general health of the inmates avoiding items with excessive fat, oils, unseasonal vegetables etc.
- c.** To arrange for inspection of quality of food items.
- d.** To arrange regular monitoring to avoid wastage of food.
- e.** To suggest improvements in the quality of food served in the mess.
- f.** To check the quality of food and the general services rendered to Inmates.
- g.** To call for and check the Complaint Register for any complaints and act for redressal of the complaint.
- h.** To check the quality and quantity of stores/ items used in the mess kitchen for cooking.

3.4. Hall Council (HC)

Chairperson	:	Warden
Members	:	Associate Warden(s) Residential Assistant Warden All Secretaries
Secretary	:	Hall Manager

- 3.4.1.** Each Hall shall have a Hall Council (HC). This is the highest body of each hostel. The HC, in conformity with the decisions of the WC, formulate necessary guidelines relating to conduct of intra-Hall cultural/ sports/ literary/ social activities including competitions and other activities of the Hall.
- 3.4.2.** The HC shall be responsible for effectively implementing all policy decisions of the WC and the HM. The Warden shall always approve the agenda for Council/ General Body meeting.
- 3.4.3.** The HC shall meet at least twice in a semester. Emergency meetings of the HC shall be called by the Warden or by at least 3 student members. The quorum for the HC meeting shall be the Warden, Associate Warden and 3 student members.
- 3.4.4.** The HC shall meet as often as necessary to consider the proposals for improvement of the functioning of Hall and on occasions when elected secretaries come up with any problems in the Hall or any proposals in regard to their activities.
- 3.4.5.** Hall committee will prepare the annual budget of the Hall and regulate the day to day expenditure of the Hall.
- 3.4.6.** Minutes of the meeting shall be made by the Hall Manager and approved by the Warden. Copies of the minutes shall be displayed prominently in the Hall and on the website (intranet) of the Hall, when available.
- 3.4.7.** Each Hall shall endeavour to implement ERP which shall provide all relevant information to

its Inmates.

3.5. Hall Mess Committee (HMC)

Chairperson : Associate Warden
Members : Residential Assistant Warden
Health and Hygiene Secretary
Councilors
Secretary : Mess Secretary

3.5.1. The Hall Mess Committee (HMC) shall supervise and inspect the dining facilities including the food provided regularly. Responsibilities of the HMC include the following:

- a. To review the menu periodically and make necessary changes based on the feedback by inmates and recommendation by CMC.
- b. To do inspection of quality and quantity of food items..
- c. To arrange regular monitoring to avoid wastage of food.
- d. To check quality and hygiene of food and cleanliness of kitchen and dining area
- e. To regular check of the Complaint Register for any complaints and act for redressal of the complaints.
- f. To take feedback from inmates and to assign duty roaster to students and monitoring of duty roaster.

3.6. Hall Maintenance and Cleanliness Committee (HMCC)

Chairperson : Associate Warden
Members : Residential Assistant Warden
Health and Hygiene Secretary
Councilors
Secretary : Maintenance Secretary

3.6.1. It shall be the responsibility of the Hall Maintenance and Cleanliness Committee (HMCC) to look after and take care of the general maintenance (electrical, civil) and cleanliness of the Hall premises including the building, courtyards and the toilets.

3.7. Hall Disciplinary Committee (HDC)

Chairperson : Warden
Members : Associate Warden(s)
Residential Assistant Warden
Two Senior Inmates
Secretary : General Secretary

3.7.1. It shall be the responsibility of the Hall Disciplinary Committee (HDC) to regularly make

random visit to rooms of inmates and maintain discipline in the hostel. It will ensure that the code of conduct is strictly followed in the Hall. It shall decide the penalty for any violation of code of conduct or rules of Hall or to refer to WC for decision.

4. HALL ELECTION

Election for the various positions of student representatives of HC will be held during March/April of every year, with the Warden as the Presiding Officer. All the residents of the Hall are eligible to vote for the student representatives of HC. The dates of election shall be announced by the Election Officer appointed by the CWC and a detailed notification will be issued to all the Halls giving deadlines for completing different phases of the election process. The results of the election shall be approved by the CWC before announcing the results on the Hall notice board. If re-election is necessary for the post of any secretary at any time, the Warden shall conduct it within 15 days on a suitable day. The election will be held for the following positions:

4.1. General Secretary:

(Halls having student strength greater than 400, will have a Deputy General Secretary, having the same eligibility criteria and responsibility. He/she will assist General Secretary in all matters and act as General Secretary in his/her absence)

Eligibility:

B.Tech.: Completed 5 academic semesters; M.Tech./M.Sc./Ph.D.: Completed 1 academic semester, No backlog courses and no prior disciplinary action.

Responsibilities:

The General Secretary shall be the Secretary of the HC and shall record and circulate the minutes of every HC meeting within the Hall. He/She shall:

- a. Coordinate the activities of the other Secretaries.
- b. Convene Hall General Body Meeting (GBM).
- c. Conduct Hall Day celebrations and other social functions within the Hall.
- d. Ensure discipline among the inmates and report any indiscipline activity in Hall
- e. Ensure proper maintenance of the Hall premises.
- f. Ensure that all unserviceable items under the charge of various Secretaries are consolidated every Semester and condemned as per procedure.
- g. Present a brief report, twice a year, about the Hall activities and plans for future when called for by WC.

4.2. Mess Secretary:

(For each 400 students in a Hall or part thereof one Mess Secretary will be there)

Eligibility:

B.Tech./M.Tech./M.Sc./Ph.D: Completed 1 academic semester, No backlog courses and no prior disciplinary action.

Responsibilities:

The Mess Secretary shall be responsible for:

- a. Smooth functioning of the Mess and Canteen
- b. Regulation of hygiene and fines in mess and canteen
- c. Hall Mess Committee convene
- d. Monthly meetings with the contractor and Associate Warden
- e. Mess Poll and Mess Menu
- f. Checking with complaint register and feedback book
- g. Coordinate among the Councilors

4.3. Maintenance Secretary:

Eligibility:

B.Tech./M.Tech./M.Sc./Ph.D: Completed 1 academic semester, No backlog courses and no prior disciplinary action.

Responsibilities:

The Maintenance Secretary shall be responsible for:

- a. Ensuring following of work order from the HM
- b. Maintenance of Hall Equipment
- c. Timely addressable of problems of the Hall inmates
- d. Maintenance of civil and electrical work
- e. Coordination with the CITSC
- f. Arranging for Vendor Visits
- g. Looking into the network problems of the Hall
- h. Maintaining the Hall website
- i. Managing Hall Google group and Facebook Page
- j. Maintain photo gallery
- k. Coordinate among the Councilors

4.4. Sports Secretary:

Eligibility:

B.Tech./M.Tech./M.Sc./Ph.D: Completed 1 academic semester, No backlog courses and no prior disciplinary action.

Responsibilities:

The Sports Secretary shall be responsible for:

- a. Procurement and maintenance of sports equipment for the use by the Hall residents through Sports Stock Ledger.
- b. Appointing Captains for various teams of the Hall sports/ games.
- c. Plan sports activities by identifying suitable teams for different events.
- d. Preparation of the Hall sports budget and present it to the General Body for approval.
- e. The conduct of various intra-Hall sports/tournaments in his/her Hall and coordinate the participation of Hall teams in the inter Hall competitions organized by the Gymkhana.
- f. He will coordinate with the General Secretary (Sports) of Gymkhana
- g. Coordinate among the Councilors

4.5. Social, Cultural and Literary Secretary:

Eligibility:

B.Tech./M.Tech./M.Sc./Ph.D: Completed 1 academic semester, No backlog courses and no prior disciplinary action.

Responsibilities:

The Social Secretary shall be responsible for the conduct of various cultural activities of the Hall. The functions are listed below:

- a. Planning cultural activities within the Hall for the year and propose budget to the General Body at the beginning of the academic year for approval.
- b. Procure and maintain musical instruments and other accessories and account for these through Hall Musical Instruments Ledger.
- c. Monitor and maintain the Hall library.
- d. Procurement of magazines and newspaper for the Common Room.
- e. Arrange to buy new books after obtaining approval from Warden and take them on stock, catalogue them and check the physical stocks every month. Monthly stock taking report shall be submitted to the OHM through the Warden.
- f. Opening and closing of the common room every day.
- g. Serviceability and safety of all items, furniture, fitment and equipment in the Common Room.
- h. Coordinate with Social and Literary Society of Gymkhana
- i. Coordinate among the Councilors

4.6. Health and Hygiene Secretary:

Eligibility:

B.Tech./M.Tech./M.Sc./Ph.D: Completed 1 academic semester, No backlog courses and no prior disciplinary action.

Responsibilities:

The Health and Hygiene Secretary shall be responsible for:

- a. Gardening activity and Hygiene aspects for the year, preparation of budget proposal at the beginning of the year and put up to the General Body for approval.
- b. Maintenance of good hygiene and beautification of Hall premises.
- c. Monitoring and keeping record of housekeeping and cleanliness in the Hall premises
- d. Be a part of the Mess Committee where nominated and oversee its functioning.
- e. Liaise with the concerned Mess Manager/ Staff on matters pertaining to serving of food and ensure hygienic conditions in the kitchen and the mess hall.
- f. Coordinate among the Councilors

4.7. Councilors:

Eligibility:

B.Tech./M.Tech./M.Sc./Ph.D: Completed 1 academic semester, No backlog courses and no prior disciplinary action.

Responsibilities:

The Councilor shall be responsible for:

- a. Represent a particular group of students (1 or more, as decided by WC, from each Year and each Programme, depending on the student strength from that particular programme or year in that Hall)
- b. Coordinate with all Secretaries and put the requirements of their wing/year/programme to respective Secretaries
- c. They will assist and coordinate with secretaries for different activities.
- d. They will be assigned duty with a particular secretary by HC.

5. RESPONSIBILITIES OF WARDEN/ ASSOCIATE WARDEN/ RESIDENTIAL ASSISTANT WARDEN

The Warden and the Associate Warden, shall normally be residing in the campus and shall be responsible for implementing the Institute policies and decisions as regards the management of Halls.

5.1. Warden

- 5.1.1.** Shall look after all internal matters and day to day administration of the Hall. This shall include aspects related to administration in the Hall, viz., Hall Office, maintenance of records,

accounts, students' behaviour and well-being.

- 5.1.2. Shall implement the decisions of the WC and the WC and ensure smooth running of all Hall activities with the involvement of HC.
- 5.1.3. Shall be the approving authority of financial transactions of the Hall.
- 5.1.4. Shall on behalf of HC, levy fine or waive fine on any inmate for any violation of code of conduct of Hall and need to be ratified in the next HC meeting.
- 5.1.5. Shall organize frequent meetings of the HC and GBM and invite suggestions for improving the living standards within the Hall and preside over such meetings and render advice conforming to the norms set by the WC.
- 5.1.6. Shall visit the Hall regularly (normally everyday) at a time when most residents are available. The office work shall be attended to during the visit in addition to meeting / interacting with the residents to understand their problems, if any.
- 5.1.7. Shall be responsible for the maintenance of discipline in the Hall among the residents and staff attached to the Hall.
- 5.2. **Associate Warden:**
 - 5.2.1. Shall look after the mess and maintenance of Hall.
 - 5.2.2. Shall be assisted in his duties by the concerned secretaries and Residential Assistant Warden.
 - 5.2.3. Shall check and initial all the bills pertaining to the mess and purchase forwarded by the concerned secretary.
 - 5.2.4. Shall verify and certify all the bills pertaining to mess and purchase for payment to be made by the Warden.
 - 5.2.5. Shall check and initial the entries made in the petty cash Register Maintained for purchases. He shall see that all the entries in the stock register and put initials.
 - 5.2.6. Shall, in consultation with the concerned student councilors, make recommendations to the Warden for purchase of items for the mess and Hall.
 - 5.2.7. Shall visit the Hall regularly at a time when most residents are available and report the activities, requirements and difficulties in Hall to Wardens regularly.
 - 5.2.8. Shall discharge the duties of the Warden in addition of his/her normal duties in the absence of the Warden.
- 5.3. **Residential Assistant Warden**
 - 5.3.1. Shall reside in the Hall and assist the Warden/Associate Warden in all matters relating to the Boarding and Lodging facilities.
 - 5.3.2. Shall update the Hall room inventory from time to time (at least once in a week) and report the same to the Associate Warden.

- 5.3.3. Shall help and supervise the issuing of “Mess Card” to residents.
- 5.3.4. Shall supervise the security arrangement of the Hall, maintenance of the dining hall (mess running Halls), Hall corridors and the surroundings.
- 5.3.5. Shall monitor the attendance of staff in the Hall office and mess, maintain leave register and handling of imprest funds and report to the Warden if any discrepancies are noticed. All vouchers for payment need to be authenticated for correctness before it is sent for signature by Associate Warden/Warden.
- 5.3.6. Shall check any unauthorized person from entering/ staying in the Hall overnight and check unauthorised use of electricity appliances, indiscipline behaviours of students, violation of code of conduct by student.
- 5.3.7. Shall also attend the HC Meetings and GBM of the Hall and assist in Minutes of the meetings and participate in the discussion.

6. HALL INCOME AND EXPENDITURE

6.1. Hall Fees

- 6.1.1. The Hall fee for a Semester shall be reviewed periodically by WC and recommended to Institute. The Components of Hall fee are given below and shall be collected from the students by the Institute and is deposited in the Hall Account in each semester:
 - a. Development Fee
 - Development Fee A (75% of total Development Fee, for Salary, Maintenance and Common Purchase)
 - Development Fee B (25% total Development Fee, for Student Activity)
 - b. Advance Mess Fee
- 6.1.2. Development Fee A and Advance Mess Fee will be managed by OHM. Development Fee B shall be transferred to respective Hall accounts by OHM and will be managed by HC.
- 6.1.3. In case the mess bill of an inmate is more than the mess advance deposited, he/she needs to deposit the same within 15 days from the date of display of the mess bill.
- 6.1.4. All students will be charged with the mess bill for the number of days in the semester together and issued with a mess card for the semester.
- 6.1.5. Mess rebate is available for the students if they avail leave for a continuous period of 7 days and above. The leave needs to be approved by Supervisor / Faculty Advisor and HoS.
- 6.1.6. It is mandatory for the students to register their leave with one week prior to the commencement of leave with the OHM. If the above is not fulfilled the student is not entitled

to claim any mess rebate even if he/she may not be dining in the mess.

6.1.7. In case of Hospitalization, the concerned councilor must submit his/her leave application with a copy of medical certificate for availing mess rebate of the concerned student.

6.2. Other Funds

6.2.1. Funds by Fine: A Fund, to be called the Fine Fund, will be created out of the fines collected from inmates, mess service providers, cleaning service providers etc. The Fine Fund will be utilized for the improvement and upkeep of the Hall, as decided by the HC. A separate account for this fund will be maintained by the HC.

6.2.2. Funds by Rent: A Fund, to be called Rent fund, will be created out of the Room rents, Electricity charges and other charges collected from guests, allotted shops, messes, canteens, eating joints, laundries, beauty parlours/saloons in the hall premises will be deposited in the Hall accounts and will be maintained and utilized by HC for upkeep of the Hall.

6.3. Hall Expenditure

6.3.1. Institute will provide all basic infrastructure including Water connection, Electricity connections, Internet Connection, Cot, Table, Chair, Dining Table, Chair, Kitchen Equipment etc. Any permanent construction need to be made in the Hall premises, it will be done by Institute through the Engineering Cell.

6.3.2. All other requirements and expenditures of the Hall will be made from the hostel fees. In case of shortage of fund Institute will provide loan to the Hall.

6.3.3. The Development Fee of the Hall will be used under two major heads:

a. Development Fee A: Salary and Maintenance (Salary to Hall Employee, Payment towards House Keeping, Maintenance of Plumbing and Electrical Fixtures etc)

b. Development Fee B: Student Activity (Sports Items, Hall Library, Washing Machine, TV, Gym, Hall Day Celebration, Diwali Celebration, Construction and Repair of courts etc)

6.3.4. Development Fee A shall be managed by WC and Development Fee B shall be managed by HC.

6.3.5. Advance mess charges will be used for payment of mess bills.

6.3.6. All the bills should be forwarded to the Warden by the Secretaries through the concerned the General Secretary and Associate Warden.

6.3.7. The Warden can sanction advances to Hall Managers for imprest expenditure.

6.3.8. All the documents shall bear signature of Warden as an attestation of verification of the accounts.

6.3.9. Contributions to the Students' Fund Accounts collected through mess bills are transferred to

the respective heads of account every month from the Main Account by the Warden.

6.4. Refund Rules

6.4.1. When inmates discontinue the course on personal reasons and leave the Hall duly submitting the vacating form charges to be levied and will be deducted from his/her Development Fees and mess advance and balance will be refunded.

6.4.2. The inmate who leaves the Hall within 30 days of occupying the Hall will be charged at inmate guest rate presently Rs. 100 / day or guest charges as fixed by the WC from time to time.

6.4.3. If the inmate leaves the Hall after 30 days, the following charges shall be levied:

<u>Inmate leaving between</u>	<u>Development Fee</u>	<u>Mess Fee</u>
31 to 60 days	50%	For the number of days stayed
61 to 90 days	75%	For the number of days stayed
91 days and above	100%	For the number of days stayed

6.4.4. Balance (if any) from the Advance Mess Fee will be accumulated in the name of the Inmate and will be refunded to him/her within 30 days of vacating the Hall.

6.4.5. However, if any inmate has taken temporary withdrawal for a particular semester or allowed not to avail boarding but deposited the Advance Mess Fee, that amount will be refunded after end of that particular semester.

6.5. Accounting and Purchase Procedures

6.5.1. In order to expedite procurement, process all movable infrastructural items pertaining to the Halls like cot, table, chair etc. shall be purchased by the Institute Stores and Purchase through AR (students).

6.5.2. OHM shall follow the Institute's purchase rule. Respective HC will act as Hall Purchase Committee for respective Halls and WC act as Central Purchase Committee for common purchases.

6.5.3. Administrative & Financial Powers:

(a) Associate Warden	: up to Rs. 50,000/-
(b) Warden	: up to Rs. 2,00,000/-
(c) CWC on behalf of WC	: above Rs. 2,00,000/-

6.5.4. For those purchases that are within the ceiling limit of Warden, there should be certification by the Hall Manager and Warden. For those within the ceiling limit of CWC, the certification/endorsement shall be by the Hall Manager, Warden and CWC. They shall be "personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.

- 6.5.5.** The signatory of the Hall Account for each Hall will be Warden and Associate Warden and the same for the Hall Account (managed by OHM) will be CWC and next senior most Warden.
- 6.5.6.** It shall be the responsibility of the HC and WC to get the expenditures and accounts annually audited by Institute Appointed Auditor or any Chartered Accountant appointed by WC.
- 6.5.7.** Hall Managers are permitted to draw temporary advance (as decided by WC) for incurring expenditure under their Budget. It should be understood that Temporary advance is purely temporary and needs to be adjusted within 15 days of date of availing and there should be no other Temporary advance pending settlement at the time of availing the fresh advance.
- 6.5.8.** While settling the Temporary advance the voucher should contain the bill in original duly signed on the reverse by the Secretary with necessary certification for making entries in stock book with folio number.

7. HALL OFFICE AND RESPONSIBILITY OF HALL STAFF

7.1. Hall Office

- 7.1.1.** Each Hall shall have an Office within the Hall premises. All files, records, ledgers, account books, suppliers' bills, payment registers etc., pertaining to the Hall shall be maintained by this Office. The staff of the Hall Office shall assist the Warden and the Associate Warden in carrying out the administration of the Hall.
- 7.1.2.** At least one of the staff of the Hall office shall be available at all times in the office. Weekly off of a staff shall be regulated by the Warden/Associate Warden/Hall Manager accordingly. The official works will be generally from Monday to Saturday. The office timings shall be decided by the WC/ HC.

7.2. Hall Staffs

- 7.2.1.** General Duties and responsibilities of Hall staff:
- a.** To carry out specific duties as may be assigned to them by the Wardens / Associate Wardens concerning boarding and lodging arrangements of the residents of the Hall.
 - b.** To carry out such other duties as may be assigned to them in connection with special Hall / Institute functions.
 - c.** No employee shall entertain unauthorized persons in the Hall premises including the Hall office. No item of the Hall property shall be taken out without prior permission of the Warden and HM
- 7.2.2.** Hall Manager shall be
- a.** Responsible for custodian of all files, registers and accounts of the Hall and maintain the

same and settle temporary advances after scrutiny from time to time.

- b. Ensure proper Hygiene and Sanitation through the Sanitation / Housekeeping workers.
- c. Weekly verification of Stores and Hall Property.
- d. Maintain the Stock Ledger and keep it updated in correlation to the Stores Received Book entries.
- e. Checking bills, getting them pre-audited and passing them for payment with Warden's approval after recording them in concerned registers.
- f. Maintain account book of the Hall and put up to the Warden after every entry in the book.
- g. Safe custody and operation of cheque books.
- h. Preparation of monthly Bank Reconciliation Statement.
- i. Maintenance of cash books and inmates' ledgers.
- j. Preparation of bank reconciliation statement at the close of each month in conjunction with the monthly accounts.
- k. Stock verification of Hall furniture and other fittings and processing of railway concession forms.
- l. Preparation of balance sheet every year.
- m. Maintenance of leave account.
- n. Attend to the audit observations.
- o. Render daily report to the Associate Warden/Warden through the Daily Report Register.
- p. Monitor and ensure smooth admission process.
- q. Issue of no-dues certificates after verification.
- r. Monitor general maintenance works in inmates rooms, safe custody of furniture, fittings and such other Hall property and assisting the Warden and Assistant Warden in performance of their duties towards the Hall.
- s. Maintain inmates' ledger containing personal, Hall and mess details pertaining to each inmate.
- t. Maintain close supervision over room vacancy.
- u. Any other duties as may be assigned by the Warden.
- v. Processing of Vacating Forms received and arrive at the refund of excess balance.
- w. Assigning duties to other staffs of the Hall.

8. RULES AND REGULATIONS FOR INMATES

8.1. Accommodation

- 8.1.1.** All students admitted to the Institute shall normally reside in the Halls unless permitted

otherwise by Dean (SA). All students admitted to the Institute are required to make payments/ fees as will be prescribed from time to time by the competent authority.

- 8.1.2. The Hall Deposits are refundable only at the end of the programme of study.
 - 8.1.3. Hall accommodation shall be made available to all students of the Institute.
 - 8.1.4. Students are required to vacate their rooms during vacation period unless otherwise authorized.
 - 8.1.5. All research scholars after submission of their thesis are permitted to retain their allotted rooms for a maximum period of three months subject to permission of the Warden.
 - 8.1.6. All students irrespective of their category or programme of study shall pay Development Fees for the entire semester, including vacation period.
 - 8.1.7. Notwithstanding all the above, any student may be removed from, re-allotted, or denied allotment of Hall accommodation by the Competent Authority based on sufficient (disciplinary/other) reasons that may prevail in the respective case(s).
 - 8.1.8. Students / Scholars belonging to any category not specifically mentioned above will be given accommodation only if they are full time registered students/ scholars with Institute Roll No. The decision of the HM shall be final in all such matters.
 - 8.1.9. Under special circumstances, the Director/Dean (SA) 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 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.
 - 8.1.10. Any inmates with infectious/contagious diseases shall not be allowed to stay in the Hall till the institute doctor gives a medically fit certificate.
 - 8.1.11. No married accommodation shall be provided to any inmates in the Halls except in such designated Halls.
- 8.2. Allotment of Rooms**
- 8.2.1. The priority followed in providing residential accommodation shall be in the order given below:
 - a. All registered students/ scholars with Institute Registration Number
 - b. Project Staff
 - c. Visiting students from other Institutes.
 - 8.2.2. The Room Allocation Committee shall prepare the allocation of rooms centrally and disseminate the information to all the Halls.

- 8.2.3.** The office of Dean (Academic Affairs) shall provide the student list prior to their arrival to the Hall. After allotment, the list with roll numbers of students shall be sent to the Halls prior to the arrival of students/ scholars. This list shall also be displayed in the Hall Notice Boards.
- 8.2.4.** At the time of admission and at the beginning of every year, each resident is required to submit a duly completed personal data form, without omitting any field, in the Hall office. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the Hall office in writing, at once.
- 8.2.5.** 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 Hall, as well as adhering to the anti-ragging policy.
- 8.2.6.** The Hall Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot, table, chair, ceiling fan with regulator and reasonable light fitting.
- 8.2.7.** The resident is required to fill in the inventory of the furniture and other items available in the room in the stock inventory card made available by the Hall office. He / She is responsible for any damage to the property in the room during his or her occupancy of that room and will be required to make good the damage if any. The damage to any of the above items has to be reported to the Warden immediately. No modification of these items by the residents is permitted. When he/she changes/vacates the room/Hall, he/she shall get the necessary clearance from the Warden with regard to the Inventory of these items in his/her room.
- 8.2.8.** The residents shall not move any furniture or fittings from one room to another. If there are any items other than those mentioned above belonging to the Hall in a room, the occupant of the room shall hand them over to the Warden, failing which he/she is liable to be charged a penal rent as decided by the Warden.
- 8.2.9.** Allotment of rooms shall be the sole discretion of the Hall 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. 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.
- 8.2.10.** Inmates shall respect the equal rights of their roommates.
- 8.2.11.** If there is a paucity of rooms more than one student may have to stay in the same room.
- 8.2.12.** In exigencies the Hall Management, without assigning any reason, may shift inmates from one room to another.
- 8.2.13.** If the status, on the basis of which an inmate was allowed accommodation in the Hall, changes

during the period of stay in the Hall, he/she is required to inform the Hall Warden(s) immediately. Such inmate may be asked to vacate the Hall if the Hall Management finds that he/she is no longer eligible for Hall accommodation.

8.2.14. The students are entitled for accommodation in the Hall as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any inmate, whose name has been removed from the Rolls of the Institute, will automatically cease to be an inmate of the Hall. Such inmates shall immediately leave the Hall.

8.2.15. Before vacating the rooms, the inmates have to fill up the prescribed 'Room Vacating form' 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 any item is found to have occurred, compensation as assessed by the Hall Management shall be recovered from the inmate concerned. If the inmate leaves the room without submission of vacating form, no due certificate shall not be issued to him/her.

8.2.16. Inmates should vacate their rooms when the HM requires them to carry out routine maintenance work. On such occasion, the HM will try to provide an alternate accommodation. However, any such maintenance work that requires a inmate to vacate his / her room shall be planned for carrying out during the vacation period. It will be the inmates responsibility to inform the HM about any maintenance work required in their rooms.

8.3. Leave Rules

8.3.1. Inmates should be present within the Hall premises between 10:30 PM to 6.00 AM. No inmate is permitted to stay outside the Hall during this time without the written permission of the Warden. Violation of this rule will invite strict disciplinary action on him/her.

8.3.2. If any inmate wants to go out to the city/town between 6.00 AM and 10.30 PM, excluding the class hours, he/she should enter the details of the time of leaving the Hall and expected time of return in the register kept with the security guard.

8.3.3. 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 need to be consented by Supervisor/Faculty Advisor/Head of the School he/she belongs to get mess rebate. Going home frequently is not permitted. He/she should submit a filled up prescribed form indicating the time of leaving the Hall and expected time of return with dates with copy of train/flight tickets (if available). In such cases he/she should submit the completed application form at least 7 days prior to the date of departure.

8.4. Hall Accommodation for Others

8.4.1. If available, Hall accommodation may be provided for a limited period to project staffs who

are registered for working towards a research degree at the Institute based on their request. If accommodated, he/she is required to pay all applicable fees and rents and any other charges as decided by the Hall Management. The project staff residing in a Hall is governed by the same rules and regulations as applicable to regular inmate of the Hall and shall not be eligible for HRA. With the approval of competent authorities some Hall accommodation is also given to Project Assistants / Project Associates / Project Officers / Contract staff subject to all rules and regulations of Hall Management.

- 8.4.2.** Hall accommodation is provided for a limited period, subject to availability to Project Associates, Project Officer and Research Associates at their request. In the above categories, preference is given to those who are working for a research degree in the Institute. They will pay all charges as decided by the Hall Management in advance and shall be governed by the same rules as applicable to the residents of the Hall. They shall vacate the Hall whenever they are so notified.
- 8.4.3.** Research scholars on a short visit to the Institute, participants of short-term courses, students joined under any internship programmes and other approved visitors are provided accommodation, if available, as per the charges that are decided by the Hall Management. However, if their stay exceeds 45 days in a semester they are liable to pay Development Fees also.

8.5. Accommodation of Guests

- 8.5.1.** Guest room in response to resident's request, will be given only to the parents or a blood relative of the resident. If the father/mother/guardian of an inmate needs accommodation for a short duration (one or two days only), he/she has to intimate the Hall 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 Hall.
- 8.5.2.** As only limited Guest Rooms are available, rooms will be allotted to the guests on first-come-first-served-basis.
- 8.5.3.** A inmate, whose guests would be accommodated in the Guest Room of the Hall, has to pay the guest charges as per the rates fixed by the Hall Management
- 8.5.4.** Day scholars and other relatives of inmates are not permitted to stay in the Hall as guests. Entertaining unauthorized guests will lead to severe punishment, which may include a monetary fine and expulsion from the Hall. In addition, such cases may be referred to the Institute Disciplinary Committee for further necessary action, as decided by Hall Disciplinary Committee.
- 8.5.5.** No person of the opposite sex shall be permitted to stay overnight in any part of the Hall.

8.5.6. If any damage is caused to the Hall property by the guests, compensation as assessed by the Hall Management shall be recovered from the host inmate concerned.

8.6. Visitor

8.6.1. All visitors to the Hall including the parents / guardian will have to make necessary entries in the visitors' book available at the Hall entrance with the security guard.

8.6.2. The female students alone are permitted to visit the common rooms/gyms/music rooms/dining halls of boys Hall for academic purpose or for sports/cultural/social activities strictly between 7 am to 8 pm provided they deposit their ID cards with the Hall security and sign up in the visitor's notebook. Male students are allowed to enter into the girls' Hall up to visitors' room/Hall office/entrance lobby and vice-versa with necessary entry in the visitors' book available with security guards.

8.6.3. No girl/women visitors including sisters are allowed entry into a boy's room in a Hall and vice versa. Their visit is restricted to the Hall office/visitors room/dining hall.

8.6.4. All visitors must produce their identity proof at the entrance to the security guard.

8.7. Use of Appliances

8.7.1. The use of electrical / electro-mechanical equipment, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared and induction cooker, is strictly prohibited by the inmates in or outside the rooms. Private cooking in the rooms or anywhere in the Hall is strictly forbidden. Such appliances, if found, will be confiscated and a fine will also be imposed besides disciplinary action by the Hall Management.

8.7.2. 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.

8.7.3. When the inmates 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.

8.7.4. Use of personal computer/laptop by a resident for academic purpose is permitted. They should not be used for objectionable purposes including watching movies / playing games.

8.7.5. The Hall Authorities shall not be responsible for the loss of any such items (see clause 8.10.11).

8.7.6. Centralised laundry facility may be availed for washing/ironing of clothes. Washer-men (Dhobis) are not encouraged in the Hall.

8.8. Mess

8.8.1. All the residents are necessarily full inmates of the Hall concerned. Accommodation alone is not available in the Halls. No one is permitted to use the Hall for boarding or lodging only.

Once a student is admitted to a Hall he/she is deemed to be a member of the Hall Mess until he/she officially vacates the Hall.

- 8.8.2.** The weekly menu will be prepared by the HMC and the menu will be displayed on the Notice Board. Changes in the menu, if necessary, can be made by the HMC.
- 8.8.3.** Mess rebate will be considered only when a resident is away on Academic reasons / Medical grounds continuously for more than seven days, with prior approval of the HoS / the Warden (also see clause 6.1.5-6.1.7, 8.3.3).
- 8.8.4.** Inmates shall conduct themselves properly in the dining halls and shall wear proper dress. Entry into the dining hall is strictly on production of Mess Card with Institute ID card.
- 8.8.5.** Discipline should be strictly maintained in the dining hall.
- 8.8.6.** Day Scholars cannot be entertained as guests in the mess on a regular basis.
- 8.8.7.** 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 Hall Management will make suitable arrangements for his/her food.
- 8.8.8.** The inmates should not enter the kitchen.
- 8.8.9.** Wasting food is a social crime. For the first offence of wasting food by a inmate, 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 inmate is found repeating the mistake, strict disciplinary action shall be taken against him/her.
- 8.8.10.** Suitable fine, as decided by the Mess Committee, shall be imposed on the border in case he/she defaults in payment of Mess dues.
- 8.8.11.** An advance mess fee of Rs. 12,000 per semester (or as decided by the WC from time to time) is collected and adjusted against monthly dues for a semester. The details of monthly dues shall be available with the Hall office. Vacation students and non-vacation students staying in Hall in vacation with permission from authorities must deposit additional Rs. 2000 for winter vacation and Rs. 6000 for summer vacation (or as decided by WC from time to time) at least 10 days prior to start of vacation in the Hall account. Payment of mess bill has no connection with receipt or otherwise of scholarship. A fine of Rs.250/- is charged for non-availability of sufficient funds in the account. The fine amount is liable to change from time to time. The mess facilities may be stopped to the defaulter.
- 8.8.12.** All inmates shall do mess roaster duty as allotted by HMC.
- 8.8.13.** The mess timing shall be strictly followed. Any inmate shall not ask for food in the mess beyond the mess timings.

8.9. Exemption from Residence in Hall

- 8.9.1.** All students who are admitted to the Institute are compulsorily required to stay in the Halls. In case of any exceptional case, it may be referred to the Dean (SA). For good and sufficient reasons, based on the genuineness of the circumstances cited by the student and the number of students residing in the Halls at that point of time, the applicant may be given the exemption by the Dean (SA).
- 8.9.2.** Such students who are exempted from boarding and lodging are, however, required to pay the Hall seat rent, Development charges and Hall caution deposit along with any other compulsory fee payable by all the new entrants.
- 8.9.3.** Students, who wish to seek exemption from residence in the Halls, will have to make specific application separately for every semester to the Dean (SA), in the prescribed form, online. The exempted students shall also pay Hall Development Fees.
- 8.9.4.** Similarly married students / research scholars / QIP scholars, who are provided quarters or married accommodation in the campus, are exempted from Hall stay. Hall accommodation is provided to the student and not to the spouse or children.
- 8.9.5.** Those students who wish to avail the Hall accommodation but seek exemption for boarding alone may be granted exemption from messing in the Halls based on valid medical or other grounds.
- 8.9.6.** Exemptions for lodging or boarding or both shall be applied for within a month from the beginning of the Semester.
- 8.9.7.** The students who are granted exemption from messing alone shall pay all charges except mess fees and non-dining charges, as prescribed by the Wardens Council from time to time. Such students shall vacate their rooms during vacations.

8.10. Collective Responsibilities

- 8.10.1.** General damage of the Hall properties will be the collective responsibilities of all residents. If the students who caused the damage could not be identified, all inmates will be required to make good such damage.
- 8.10.2.** Inmates should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 8.10.3.** Inmates are required to obey all traffic rules inside the campus.
- 8.10.4.** Inmates are duty bound to report to the Warden / Assistant Warden in case they notice of any unwanted incidents or undesirable activity going on in the Hall or on the campus.
- 8.10.5.** Inmates are required to park the cycles only in the space provided for them, in an orderly manner. It is the responsibility of the resident to register their bicycle with the security

section. All cycles must bear the token issued by the security section. No cycle should be parked at the entrance or in the corridors.

- 8.10.6.** Use of powered vehicle by students is banned. Residents violating this rule shall be liable for punishment. Their powered vehicles will be handed over to the police.
- 8.10.7.** Inmates should not arrange any function or meeting within the Hall or outside or within the Institute campus without specific permission of the Warden / Concerned Authorities.
- 8.10.8.** Inmates should not arrange any picnic outside without specific permission of the Warden / Authorities concerned.
- 8.10.9.** Inmates are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use "use and throw plastic" items.
- 8.10.10.** Inmates should take prior permission from the Warden, before taking any belongings out of the Hall.
- 8.10.11.** The inmates of the Hall are responsible for the safekeeping of their personal belongings. They are advised to keep under lock all valuable items such as Laptop, Mobile Phone etc. It is advisable to lock the room when one is out - even for a short period.
- 8.10.12.** Day scholars using powered vehicle are allowed to park the vehicle in the designated place and not in Hall premises. Students residing in quarters including wards of staff are also not allowed to use powered vehicle in the Hall zone.
- 8.10.13.** Inmates should not take utensils from mess like plate / spoon to their room.
- 8.10.14.** Inmates should not bring any pet animal into the rooms / mess halls or encourage such practice.
- 8.10.15.** Any complaints / suggestion regarding food and water should be brought to the immediate attention of the Warden/ Associate Warden / Residential Assistant Warden/ General Secretary / Mess Secretary for remedial action.
- 8.10.16.** The consumption of fast food / packed food delivered to the Hall room by outside / unapproved agencies is not encouraged. In any case, irresponsible disposal of food items outside the Hall room is not encouraged.

8.11. Ragging

- 8.11.1.** 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.
- 8.11.2.** Ragging is a cognizable offence. The offender shall also be dealt as per laws of the state.
- 8.11.3.** Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the Hall Authorities. Non-reporting of the incident by a victim

shall also be considered as an offence.

- 8.11.4.** All the inmates are expected to be back in the Halls before 10.00 pm. If any student wishes to be away from the Hall during weekend, holidays or any other time, he / she has to take prior permission from the Warden.
- 8.11.5.** Any resident, for that matter any person / student, if are witnesses an incident of ragging, must report the same immediately to the Hall 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.
- 8.11.6.** 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.
- 8.11.7.** All inmates and day-scholars attached to the Hall are required to sign an Anti-Ragging Undertaking as per stipulated guidelines and submit it to the Hall office.

8.12. Code of Conduct

- 8.12.1.** All residents are required to maintain standards of behaviour expected from students of prestigious institution such as IIT Bhubaneswar. They are expected to behave courteously and fairly with every one, both inside and outside the campus.
- 8.12.2.** Silence must be observed in the Hall premises. All unnecessary noises must be avoided.
- 8.12.3.** Modesty in dress is expected from students.
- 8.12.4.** All residents are required to always carry their valid Identity Cards issued to them by the Institute and produce them on demand by the Institute authorities.
- 8.12.5.** The rooms, common areas and surroundings of the Hall should be kept clean and hygienic.
- 8.12.6.** Inmates shall not paste any posters / pictures etc., on the walls, doors, windows and shelves. A fine amount proportional to the damage shall be levied by the Warden for the damage caused. Notices must not be pasted on walls. Walls must not be scribbled on.
- 8.12.7.** 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.
- 8.12.8.** Residents must also take care of the Hall and its environment.
- 8.12.9.** It will be resident's personal responsibility to ensure that all civil and electrical fittings are serviceable at all times. 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 Hall premises, inmates should bring it to the notice of the Hall Authorities.
- 8.12.10.** Inmates must cooperate in carrying out maintenance work and vacate their rooms completely when the Hall Administration requires the rooms for this purpose. On such

occasions, the Management shall provide alternative accommodation.

- 8.12.11.** 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.
- 8.12.12.** In case of any damage or loss of Hall property kept in the common area, the cost of repairing/replacing the same will be recovered from the inmates responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the wing/Hall, as decided by the Hall Management.
- 8.12.13.** The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make the good the damage. The Hall Office shall check the room inventory before issuing No Dues Certificate to the resident.
- 8.12.14.** 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 Hall, the occupant of the room shall hand it over to the Hall staff, failing which he/she will be charged a penal rent as decided by the Hall Management.
- 8.12.15.** The resident shall not remove any fitting or fixture from any room or common area.
- 8.12.16.** The inmates should not screen pirated / unauthorized / unlicensed movies in their computers and common rooms.
- 8.12.17.** Residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.
- 8.12.18.** The inmates 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.
- 8.12.19.** Engaging personal attendants is prohibited.
- 8.12.20.** In the Hall premises Gambling, Intimidation or violence, Wilful damage to the property, Entering in an intoxicated state, Using abusive languages, Employing unauthorized persons for personal work such as washing clothes, repair of Hall property, etc, Cooking in the room or on the Hall premises, Using two-wheelers and/or motor vehicles of any kind are strictly prohibited.
- 8.12.21.** Smoking and consumption including possession of alcoholic beverages and/or narcotic drugs in the Hall premises are strictly prohibited. Students shall not enter the Hall premises in an intoxicated state. Severe disciplinary action to the extent of expulsion from Hall and

rustication from the Institute will be taken against the offender.

- 8.12.22. Abnormal activities of any nature, causing disturbance to the neighbours should not be carried out in the room.
- 8.12.23. No inmates/ groups shall observe/ conduct any religious programme/ puja etc. without the prior approval of Warden.
- 8.12.24. No inmates/ groups shall bring out rally or observe any antinational activity in the Hall premises.
- 8.12.25. An inmate cannot sublet the room allotted to him/her.

9. DISCIPLINARY MEASURES

Any inmate, 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. Any other violations of code of conduct shall be penalised with a monetary fine, with social responsibility task and intimation to parents or as decided by HDC/WC.

10. GRIEVANCE REDRESSAL

If any inmate 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.

11. 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 Hall notice boards. Deviations, if any, necessitated by prevailing circumstances shall be permitted by the HM on written recommendation by the Warden concerned. Any breach of these rules will be dealt with by the Intra HDC / HDC to the extent of expulsion, at short notice, from the Hall. All matters not covered in the manual and in case of any doubt with respect to the meaning and

connotation of the content herein, the HM shall clarify. The decision / clarification by the HM shall be final and binding upon all those concerned with the HM.

12. APPELLATE AUTHORITY

In case of any dispute or any grievance not being satisfactorily taken care of, an inmate may make an appeal to the Dean (SA) through the Warden and CWC for redressal. The decision of the Director on the matter shall be considered as final and binding.