

RULES AND DISCIPLINE FOR ADMISSION IN HOSTEL

Admission and Room allotment

1. Admission is open to full time students of IITRAM. Preference will be given to out-station students.
2. The application form completed in all respects should be submitted to the Office of Registrar on any working day during office hours.
3. Admission to the Hostel will be canceled if incomplete or false information is furnished.
4. Applicants who are offered admission in the Hostel will be informed by letter/email or any other manner. They will have to take the accommodation within the time frame given, failing which his/her admission will be cancelled and the seat will be offered to other student.
5. Admission will be valid for duration of study. One can cancel the admission at the end of semester.
6. A student who has opted not to avail Hostel facility at any point of time in his/her program, may re-apply for Hostel admission after a mandatory gap of one semester.
7. Students will be required to vacate the room within 3 days on completion of the scheduled examination each semester.
8. Before leaving the hostel, a student must pay all dues and hand over the charges of rooms and other material in satisfactory condition to the hostel care taker.
9. Students are allowed to stay in the Hostel during the Winter / Summer vacations by permission of authority.
10. Students are required to give their consent about continuing the Hostel facilities in the next semester, when asked by the authorities.
11. Hostel is required to be vacated with luggage after every semester.
12. Refund of Hostel deposit is allowed only in the case of cancellation of admission.
13. IITRAM reserves its right to cancel admission of undeserving students without giving any reason.
14. IITRAM reserves its right to increase the hostel fee, if necessary.
15. Hostel accommodation is tentative, which depends on availability of the accommodation.
16. Student residing in the Hostel managed by IITRAM shall strictly observe all the Rules and Regulations in force from time to time. Breach of rules / regulations may invite disciplinary action.
17. During their stay in the Hostel they will be under the control of the Officials of Hostel / Warden.
18. Allotment of rooms shall be at the sole discretion of the Hostel administration. Students must occupy the respective room allotted to them. Rooms once allotted to the students for a semester will not be changed except under special situations. Under no circumstances the inmates should exchange rooms without prior approval of the warden.
19. In exigencies the warden, without assigning any reason, may shift inmates from one room to another.

Matters related to Timing and Absence from Hostel

1. Students should be present in the Hostel between 9:30 PM to 6.00 AM. No student is permitted to stay outside the Hostel during this time without the permission of the Warden. Violation of this rule will invite strict disciplinary action.
2. It is MANDATORY for all students to sign attendance in the register kept at the security desk EVERY DAY between 8:30 pm to 9:30 pm. No student will be allowed to go out of the hostel premises once you have signed in your attendance.
3. Hostel gate closes at 9:30 pm. Entry and Exit may NOT be permitted after this time. Prior permission should be requested in case, of an emergency delay. Violation will invite disciplinary actions.
4. Students should be inside their respective rooms by 10:00 pm and silence should be maintained.

5. Leave application should be sent on email to: wardengirls@iitram.ac.in (for Girls' Hostel), wardenboys@iitram.ac.in (for Boys' Hostel) and cc to: assodean_studentaffairs@iitram.ac.in (it is compulsory to mark the email to both the above addresses). Mention the following details in your email: leave dates, full address and phone number of where you are staying during your leave period, and reason of leave. Email should be sent a day ahead of your leave by 6:00 pm after which leave application may not be entertained. In case of an emergency leave requirement, parents may contact the Warden or Hostel care taker.

Visitors

1. No guest or visitor of the inmate will be permitted to visit Hostel rooms. Visitors and guests (parents and local guardians only) should be received in the Security area only between 9.00 a.m. to 8.00 p.m.
2. Students are not allowed to entertain any guest inside the hostel rooms.
3. Only the resident of the hostel will be given entry inside the hostel premises. Non-resident members are not allowed.
4. Hostel is meant only for the use of bonafide students of IITRAM. Visitors are not allowed to enter any room.

Use of Appliances

1. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. A common pantry is arranged in the hostel which can be used for boiling water/milk only. Any electric appliances (room heater, AC, cooler, induction, portable heating/cooling devices) found during surprise check will be confiscated and shall attract both monetary fine and disciplinary action.
2. Students are expected to switch off the lights and fans in their rooms every time they go out and take precautions to economise electricity consumption.
3. Playing loud music and organizing party inviting unnecessary disturbance in the hostel rooms and in the hostel premise is strictly prohibited.

Maintenance and Cleanliness

1. The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.
2. Every student shall keep the room allotted to him clean and neat. He / She shall take proper care of the furniture and fixtures handed over to him / her. The Hostel authorities have the right to enter and inspect the rooms at anytime, even in the absence of students.
3. Charges for any damages to the property as well as to the furniture and fixtures caused by a student/students negligence will be recovered from the student/students staying in the said flat / room.
4. Student should not drive nails, screws etc. into the wall or doors. No repair shall be done by the students themselves. They should approach the Officials of Hostel /Warden who will arrange for repairs.
5. All the facilities including additional facilities misused, shall be discontinued without given any notice and disciplinary action will be taken against the students involved.
6. No poster etc. should be put up anywhere, either in rooms or lobbies.
7. Throwing of water, colour etc. on one another and on the walls / property of the Hostel is strictly prohibited.
8. Allotment of the room, furniture etc. will be entirely at the discretion of the Officials of Hostel /Warden.

9. The Hostel Authorities do not hold themselves responsible for the safe custody of the property of the students staying in the hostel. Students should have their own locks and should take proper care of their belongings. They should not leave the key of the room anywhere around. IITRAM will not be responsible for the loss of personal belongings of the students.

Ragging & Code of Conduct

1. All residents are required to maintain standards of behaviour expected of students.
2. If any student is found misbehaving and misconducting himself, he/she will be expelled from the hostel immediately and the fees paid by him/her will be forfeited.
3. Any complaint (indecent behavior/noisy) from the inmates of hostel/neighbors/society will result in severe action.
4. No students shall use the service of a hostel staff for personal work even on payment. He/she shall also not bring any servant from outside even temporarily.
5. No functions or celebrations shall be organized except with the permission of the Officials of Hostel /Warden.
6. Smoking, consumption of alcoholic drinks and spitting is strictly prohibited in the hostel premises.
7. Any boarder, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule, shall be subjected to disciplinary action after proper enquiry. Moreover, depending upon the gravity of the offence, the case may be forwarded to the Institute Disciplinary Committee for further necessary action.
8. In case of suspected intoxication, institute holds right to undertake medical test.
9. In the Hostel premises the following acts are strictly prohibited:
 - Smoking
 - Consumption of alcoholic drinks
 - Consumption of drugs
 - Gambling
 - Intimidation or violence
 - Wilful damage to property
 - Entering the Hostel premises in an intoxicated state
 - Using abusive languages
 - Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc.

DECLARATION TO BE SIGNED BY THE STUDENT

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

Date:

Signature of Student

Signature of Parent