

## HOSTEL ACCOMMODATION

Indian Institute of Technology Palakkad is a fully residential institute and all registered students are required to reside in the hostels. The Hostels provide an ideal place with a disciplined, healthy and congenial atmosphere for peaceful stay and study. To the residents, it is a home away from home. Hence, they should consider themselves as belonging to one family and treat one another in a friendly and courteous manner.

There are separate hostels for boys and girls with amenities such as common room, indoor games room and a spacious dining area. In some hostels, all the rooms have attached bathrooms, while common bathrooms are available on each floor in other hostels. The hostels have twin-sharing / triple-sharing rooms that are furnished with cots, tables, chairs, cupboards, tube lights, ceiling fan and electrical sockets for using laptops and charging cell phones. Stay in the hostel is governed by the set of rules given below:

### A. GENERAL

#### 1. Allotment Conditions

At the time of admission to the hostel every year, the resident should submit a duly filled personal data form to the hostel office. Any change of details provided in this personal data form should be intimated to the hostel office as and when such changes occur. The students who wish to seek exemption from residence in the hostels will have to make a specific application separately for every semester. PG students may make a request to the Associate Dean (Academics PG), and UG students may make a request to the Associate Dean (Academics UG), CCing the Dean (Students)

#### 2. ID cards and Mess cards

All students should carry their institute identity cards. Entry to the hostels and the dining halls is on the production of the institute identity cards.

#### 3. Mess

All hostellers are expected to be registered in the mess. Exemption from the mess is generally not given. Under exceptional circumstances, requests for mess exemption may be made to the Dean (Students).

#### 4. Room Changes

Rooms once allotted to the students are for an academic year. Requests for a change of room are not entertained normally. Under exceptional circumstances a resident may be reassigned a room, in the best interest of all residents.

#### 5. Maintenance and upkeep

Maintenance of hostel property is the collective responsibility of the residents of the hostel. If a room is damaged or its furnishings are damaged/lost, the residents are financially responsible. Deliberate

destruction of hostel property will attract penalty ranging from fine to expulsion from hostel, and may also be referred to the Institute Disciplinary Committee.

The hostel rooms should be kept neat and clean by the residents. Surprise inspection of the rooms may be carried out. A penalty may be imposed in case the room is found to be unclean.

Any complaints related to plumbing, electrical fittings, etc may be raised on the support portal ( <http://192.168.1.16/support/index.php> ) or mentioned in the complaint register maintained at the hostel entrance.

#### **6. Alterations**

The residents are not allowed to move any furniture from its pre-allotted place. Decoration of the rooms like curtaining the windows is encouraged. However, painting/scribbling on the walls, doors and window panes are not allowed. When the resident moves out, the room must be returned to the state in which it was allotted to the residents.

#### **7. Residents' Property**

The residents are responsible for the safekeeping of their personal belongings. They are advised to keep under lock all valuable items such as, Jewelry, Laptops, Mobile phone, etc. They should lock their rooms when not present, even for a short time. Residents should take prior permission from the hostel authorities before taking any belongings out of the hostel. Hostel office cannot assume responsibility for the loss/damage of residents' property.

#### **8. Noise Levels**

Every resident of the hostel has the right to a quiet and peaceful atmosphere. From 10.00 PM to 6.00 AM, the level of noise from the action of a resident should be sufficiently low that the activities of the fellow residents are not disturbed. Noise levels during the rest of the time should also not be a nuisance to other fellow residents. Any complaint from fellow students in this regard will attract investigation and subsequent punishment, if the complaint is found to be genuine.

#### **9. Hostel Activities and celebrations**

All residents should be conscious of the environment and should not litter indiscriminately. They should use the trashcans to dispose of waste.

Birthday parties may be permitted only outside the hostel by the Warden / Asst. warden. The place should be left clean after any such celebrations.

#### **10. Pet Animals**

Hostellers are not permitted to bring / keep pets inside the hostel premises. However, persons with visual impairment may be permitted to keep guide dogs in the hostel, on request.

#### **11. Visit out of campus**

The residents are not supposed to leave the campus without the approval of the competent authorities. Explicit permission from the warden should be taken in advance for overnight stay outside the campus. Residents should not arrange any picnic outside without specific permission of the hostel authorities.

## 12. Guests and Visitors

In hostels, by definition, everyone except the residents are considered as guests. Guests may be permitted only if prior permission is obtained from the hostel authorities.

- All visitors including the parents/guardian will have to make necessary entries in the visitors book available with the hostel office. The visit is restricted to the hostel office/lounge. Parents/guardians of the students, however, may be permitted by the hostel authorities to visit the room of their ward during visiting hours, namely 7.00 AM to 10.00 PM.
- Subject to availability, guests may approach the administration for guest house accommodation on payment of required charges.
- The visit of boy students to the Girls' hostel is restricted to the lounge. Girl students can visit the lounge / common rooms in the boys hostel for academic / co-curricular purposes. Their entry beyond the Lounge should be with the information to the hostel authorities. The visit is restricted to 10.00 PM.
- Overnight stay of the residents in a room not allotted to them is not permitted. Guests and visitors are not allowed to stay overnight and should leave by 10.00 PM.

## 13. Stay during semester break

Course students (BTech / MSc) are supposed to vacate the rooms on the first day of the summer / winter vacation, transfer their packed belongings to the room allotted for that purpose, hand over the keys to the hostel office, and mark their date & time of departure from the hostel. Failure to do so will attract a penalty.

Students who need to stay back for genuine reasons will be permitted only on getting written permission from the concerned faculty supervisor and Dean (Students) in advance.

## 14. Collection of dues

In each semester, the dues to the hostel (including fines) should be cleared before handing over the keys of the hostel room.

## B. OFFENSES

### 15. Ragging

Ragging is a cognizable offense (offense for which the police can arrest the offender without warrant). Our motto is: Zero Tolerance to Ragging! A firm NO to ragging in any form!! If found guilty of ragging, action will be taken as per the law of the land and the punishment may include expulsion from the institute. All hostellers should be familiar with the [Institute's Anti-ragging rules](#).

### 16. Antisocial Activities

Residents should not arrange any function or meeting within the hostel or outside or within the institute campus without specific permission of the Warden/Concerned Authorities. Residents should not indulge in antisocial, anti national or any other undesirable activities within or outside the hostel zone. Such activities attract severe penalties.

### 17. Use of intoxicants

Smoking, consumption of alcohol and use of narcotics or any other intoxicant is strictly prohibited. Entering the hostel premises in an intoxicated / inebriated state as well as possession of liquor and narcotics is also disallowed. Any violation of these conditions will attract a severe penalty including expulsion from the Hostel. In case of possession of narcotics, the matter will also be referred to the local police.

### 18. Use of Appliances

The power handling capacities of the electrical systems in hostels are limited. Therefore overloading may result in tripping of the main power supply. Overloading can also lead to fire accidents. Usage of Iron press, Heaters with exposed heating coils, Immersion heating rods, Induction stoves and similar appliances are prohibited inside the hostel room.

Use of hot-water kettles for heating water is permitted only at specific plug-points identified for the same, in the common area. The users need to ensure that the facility is kept clean after use.

Use of desk lamps, computers and small audio systems are permitted, provided the combined power requirement does not exceed the electrical socket specification.

Noncompliance with this rule will attract seizure of the disallowed equipment and a hefty fine.

### 19. Tampering

Any tampering with the network devices and other electronic devices installed in the hostel premises, or any disruption in the campus internet due to interfering with the network settings would be considered very

seriously and would invite disciplinary action.

#### 20. Change of locks

The students are not permitted to change the locks (of the rooms) provided to them by the Hostel management at the time of their occupation of the rooms. In case a change of lock becomes necessary due to some reasons, a request must be made to the Hostel management.

#### 21. Use of vehicles

Use of powered vehicles (two wheelers and cars) inside the campus is prohibited. Powered vehicles brought to the hostels will be confiscated. An exemption to this rule may be made for students with disabilities. Residents are encouraged to use bicycles. Bicycles should be parked only in the space provided for cycle parking in an orderly fashion, both at the academic buildings and hostel premises.

### C. TIMINGS

1. All BTech students have to mark their attendance in the biometric device / register between 7:30 PM and 10:00 PM every day, failing which a penalty will be levied. Other hostellers need to register their attendance between 12:00 AM and 11:59 PM, failing which a penalty will be levied. Repeated default may lead to temporary suspension from the Hostel.
2. Academic block premises including Computer Labs and the Innovation lab will be closed for BTech students from 00:00 midnight to 6 AM. Security personnel may be instructed to evict UG students during this time. However, on special occasions (eg. the day before a Quiz) the labs will remain open for 24 hours.
3. If a team of students are working on some project for which they need to use the Innovation Lab / Computer Lab outside the stipulated time, they should obtain a written permission from the faculty-in-charge of the lab/the faculty who is supervising the work.
4. Any hosteller reaching the Hostel after midnight should enter his/her name and ID number in the register kept near the gate.
5. Going outside the campus: Students should carry their ID card, and make an entry in the Hostel register whenever they intend to go outside the campus.
  - (a) Every student who goes outside the campus should be back in the IIT Palakkad campus by 10 PM.
  - (b) Repeated violation of the return time restriction would invite strict disciplinary action including expulsion from the hostel.

#### D. Rights of Hostel Management

Any breach of the rules mentioned above will invite an enquiry that will be conducted by the Hostel Management. If a resident is found guilty, then the Hostel management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, including expulsion from the hostel at short notice. Hostel authorities have the right to visit and inspect any hostel room at any time without prior intimation. The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars circulated by email or displayed on the hostel notice boards.