

HOSTEL RULES

The following rules need to be followed by students residing in NITTTR Bhopal hostels in addition to the Rules of Conduct listed in the UG/PG Ordinance. Necessary action will be initiated against those who are found in violation of any of these rules.

1. Students are expected to maintain discipline and decorum in the hostels/Institute. Ragging, hazing, bullying, sexual harassment and sexual abuse of any kind are very serious offenses. Students are warned that involvement in such callous behaviour might lead to rustication.
2. Boys are not allowed in the Girls Hostels at any time. Likewise, girls are not allowed in the Boys Hostels at any time. Senior Batch students are not allowed to enter first year student's room after 09.00 PM. Senior Batch students are not expected to call 1st year students in their rooms alone at any time. Violation of either of the conditions will lead to penalty and prosecution for ragging.
3. Students must return to the hostel by 11.00 PM and are not allowed to leave the hostel before 5:00 AM. These timings may be changed if found necessary for maintaining discipline. Occasionally, if the hostel resident expects to be late beyond the stipulated time, he/she should obtain a late-night pass in advance from the warden-in-charge, and this pass must be produced to the security guard on returning to the hostel before signing the late register. The late entry students (who have not obtained prior permission) may be penalized with Rs 500/- each time and warning will be issued for future.
4. Students who wish to stay outside the hostel during weekends, holidays or any other time need to get prior approval of the Asst Warden/ Warden.
5. Smoking/use of tobacco products/ Alcohol and any illegal substances in hostels is strictly prohibited. Carrying such products and smoking support items like matchsticks, lighters or similar items is prohibited. Any kind of gambling is also prohibited. Violations will result in disciplinary actions and penalty of Rs. 500/- will be imposed in first instance. Repeat incidence/ recurrence of such incidence will result in double penalty than the previous. Intimation will be given to parents in such incidences and will result in rustication.
6. Students are allowed to practice their own religious beliefs only within their allotted hostel rooms, without causing any inconvenience to other hostel residents, including their roommates. The organization or the practice of unauthorized religious activities in any other place within the hostel premises is strictly prohibited.
7. Vandalism (or the wilful destruction or defacement of institute property) is a very serious offence. This includes acts such as pasting of posters, writings, wall chalking, slogans of any kind etc. Strong action will be taken against hostel residents found guilty of committing such an offence. Any damage to the hostel property must be reported immediately to the caretaker/Asstt. warden. Hostel residents will be charged for all damages except damage caused due to normal wear and tear.
8. Playing outdoor games like cricket, soccer, etc., inside the hostels is strictly prohibited. However, indoor games like Table Tennis, Carrom, and badminton (provided items) can be played, but only in the designated areas.
9. The hostel authorities reserve the right to make spot checks on the hostel and rooms without having to give prior notice to the students. Students are expected to cooperate with the authorities in this regard.
10. The hostel authorities reserve the right to move hostel residents to other hostel blocks, if necessary. Students are not allowed to change hostel rooms without prior approval of the Warden. Room changes are allowed only after the authorization of Warden.

11. No student may occupy more than one room at a time. Students who are shifting rooms within the hostel or inter-hostel must do so within a one-day timeframe. Any student found to be occupying more than one room at a time will be penalized.
12. Each student in the hostel also assumes the responsibility of the proper upkeep of his/her room and the hostel premises. Students should record any complaints/issues regarding hostel maintenance (without any delay) in the hostel complaint register. If maintenance issues remain unaddressed even after repeated complaints, students should report to them to the Warden along with documentary evidence of entries in the complaint register. To facilitate timely maintenance work, service personnel may need to enter rooms whenever necessary, under the supervision of caretaker. However, every effort will be made to respect the privacy and dignity of the students.
13. Before leaving their rooms, hostel residents must lock his/her room for security reasons. Students should take care of their own belongings, and the hostel management will not be responsible for any loss/damage to the personal property of students.
14. In the event of loss of the room key by the resident, a charge will be levied for the breaking of the lock by the maintenance wing/security. In case of damage to the door or latch, during breaking the lock, the additional (repair/purchase) charges will be payable by the concerned room occupants.
15. If students find their roommate/neighbours missing at night or for more than 24 hours for no verifiable reason, it is both mandatory and the moral responsibility of the student to report it to the caretaker immediately. This is to enable the hostel authorities to take immediate action if any untoward incident has taken place. Action can be taken against students for withholding such important information from the authorities.
16. Due consideration must always be given to other hostel residents as well as residents of the surrounding areas. Noise levels must be kept low to allow others the opportunity to study or sleep in comfortable environment. Playing any kind of loud music or making disturbing noises between 9 PM and 7 AM is strictly prohibited.
17. All fans, lights and electrical appliances must be switched off when not in use. Students should also conserve water by closing any dripping or open taps/showers when not in use.
18. Cooking is strictly prohibited in hostels. Violations will result in disciplinary actions and fine/penalty of Rs. 500/- will be imposed.
19. Cooking equipment of any kind including microwaves, induction cooktops, toasters, coffee/tea makers, rice cookers, kettle etc. and other electrical appliances are prohibited. Also, heat generating appliances like irons, immersion rods etc. are strictly prohibited, as these are serious fire hazards. Violations will result in disciplinary actions.
20. In general, students are expected to exercise caution while using materials such as candles, incense sticks, dhoop, diya, etc., which are potential fire hazards. Students will be held responsible for any damage caused to the hostel due to the irresponsible usage of such materials and the cost equivalent to the damage caused will be payable by the student.
21. If a student wants to take leave during the semester he/she must fill out the hostel leave form and get it approved by Asstt. Warden/Warden and hand it over to the caretaker before proceeding on leave. Except for emergency situations, intimation to avail leave by email to the warden/caretaker or entry in hostel leaving register will not be considered.
22. During the Institute-approved vacation period, all undergraduate hostel rooms MUST be vacated. Any student who wishes to stay back during vacation must submit an application, duly recommended by the Head of the Department, for the approval by DAA. Hostel rooms for any academic activity during the vacation period will be re-allotted if required. Under no

circumstances shall any student occupy a hostel room without prior permission. UG students doing their industrial training from another Institute or industry are required to vacate the hostel through the proper channel (with the permission of DAA/Warden/ Assistant warden/ Hostel Supervisor).

23. All students are required to obtain the **No-Dues Certificate from authorized M/S** by the institute before appearing in the Semester Examinations. Failure to complete the No-Dues process within the stipulated timeline may result in the **imposition of a fine/penalty** and may render the student **ineligible to appear in the respective Semester Examination**.
24. Keeping Pet animals /taking food out of Mess and feeding pet animals is strictly prohibited. Hostel inmates who are found guilty of misconduct shall be liable to a fine.
25. Under no circumstances shall any student allow entry of unauthorized person in his/her hostel room without the knowledge of the Warden/ Assistant warden/ Hostel Supervisor.
26. Bringing, possession or bursting firecrackers is strictly prohibited in Campus. Violations will result in disciplinary actions and fine/penalty of Rs. 500/- will be imposed. Also, during any specific events bursting firecrackers without permission is strictly prohibited. Prior approval is required for bursting firecrackers on some festivals/occasions/birthdays to celebrate and in such instances; firecrackers may be used only in designated place(s) under supervision of supervisor /caretaker coordinating such events.
27. Institute observes zero tolerance for violence. Any violations of this advisory will result in disciplinary action with a penalty/fine and may also lead to suspension from the hostel facilities.
28. If any student is found intentionally stealing, concealing, or unlawfully possessing the belongings of another student, staff member, or any other person within the hostel or institute premises, it shall be treated as a serious act of misconduct. Strict and immediate disciplinary action will be taken against the student. The hostel/institute management reserves the full right to impose a fine and take any further action.
29. The monthly mess fee must be paid to the Mess Contractor by the 5th day of every month. Hostel residents are required to take their meals from the institution's mess. A minimum mess payment for 15 days is mandatory, at the rate of ₹150 per day. If students wish to skip meals for continuous five days, then their admissible amount for that duration can be waved off, through proper channel. If students wish to skip meals for at the institution's mess on any day, they must inform the Mess Manager one day in advance so that wastage of food is avoided. Any type of rebate is not allowed. The rebate period will be decided by the hostel/institute management in extreme cases on proper justification.
30. Please adhere to the prescribed timings (these timings may be changed, if found necessary):

Meal Timings: Arrangements have been made in the concerned messes of the hostels.

Breakfast: 08:00 AM to 09:00 AM

Lunch: 01:00 PM to 02:00 PM

Dinner: 08:00 PM to 09:30 PM

Yoga: Arrangements have been made in the Yoga Hall near PG hostel. Please attend and practice yoga according to the prescribed timings:

Morning 06:00 AM to 07:00 AM and Evening 06:00 PM to 07:00 PM.

Gym (Gymnasium): The gym facility is available on the basement floor of the Executive Trainee Hostel (ETH). Gym Timings:

Morning: 05:30 AM to 09:00 AM

Evening: 06:00 PM to 09:30 PM

31. Repeat of the offense will result in severe punishment including expulsion from the hostel. Cancellation of hostel allotment of students who do not comply with warning letter/disciplinary orders.

Chief Warden
NITTTR Bhopal