

# **HOSTEL RULES & REGULATIONS**

## **For Hostel Residents**



**National Institute of Technology Delhi**  
**New Delhi**

## **1. ACCOMMODATION**

1. Hostel accommodation shall be available to only registered students of the Institute.
2. B. Tech. students shall occupy a seat/room only during the semesters and for a maximum period of four years. No B. Tech. student will occupy a room during vacation. However, he/she may be permitted by the hostel authorities to stay on request if he/she is doing any course work/project work/Institute work/Hostel work.
3. Hostel accommodation is available to registered M. Tech. students for a maximum period of two years. They can retain their room during the vacation, if needed for curricular academic requirement on prior request. At the end of the programme, they have to vacate the Hostel.
4. Application for admission to the Hostel must be made online as well as offline. Accommodation would be provided only after paying the requisite fees and rents.
5. No student will be allowed to stay in the Hostel without formal admission.
6. The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.
7. 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 Hostel.
8. At the time of admission every student and his/her parent/guardian have to submit an affidavit for anti ragging in the prescribed form.

## **2. ROOM ALLOTMENT**

1. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly filled in prescribed Personal Data Form. Any change in this information at any point of time has to be intimated to the Hostel office in writing.
2. Hostel residents will be provided a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table, chair, ceiling fan with regulator and reasonable light fitting.
3. Allotment of rooms shall be the sole discretion of the Hostel administration.
4. 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 circumstances.

Under no circumstances, the inmates should exchange seats/rooms without the knowledge of the hostel authorities.

5. Inmates shall respect the equal rights of their roommates.
6. In exigencies, the hostel administration, without assigning any reason, may shift inmates from one room to another.
7. The students are entitled for accommodation in the Hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the Rolls of the Institute, will automatically cease to be an inmate of the Hostel. Such students have to immediately leave the Hostel.
8. Before vacating the rooms, the students have to get 'No dues' signed from hostel 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 proper condition to the Hostel administration at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the hostel administration shall be recovered from the boarder concerned.
9. At the end of even semester, each student shall vacate his/her room and may keep their luggage at a place designated by the concerned hostel authority.
10. The hostel will not issue any locks to the students. They should procure their own locks and preferably keep their rooms locked when they are away. No hostel resident can break open a lock without consulting the hostel Management in case if he/she has lost the key.

### **3. ACCOMMODATION OF GUESTS**

1. Guests will only be allowed with prior permission of hostel authorities and paying room rent as per norms of the Institute. The request will be considered depending on the availability of the rooms.
2. Entertaining unauthorized guests will lead to severe punishment, which may include a monetary fine and may amount to expulsion from the Hostel. In addition, such cases will be referred to the Institute Disciplinary Committee for further necessary action.
3. Hostel rules and regulations will equally apply to the guests also. If the guests cause any damage to the Hostel property, the compensation as assessed by the Hostel Management shall be recovered from the host boarder concerned.

#### **4. MESS**

1. Mess facilities are common and compulsory. All are expected to have meals in the dining hall at the time fixed for each meal.
2. The hostel council, concerned Wardens, Mess councilors and Mess secretaries manage the mess.
3. Every boarder is expected to follow the mess timing. No food will be served beyond these timings. No resident can force the mess workers to serve the food beyond mess timings.
4. Smoking, consumption of pan/tobacco/alcohol/drugs/cigarette/intoxicating substance, in hostel mess premises is strictly prohibited.
5. Mess food of an inmate is not transferable to any other inmate and inmates are not allowed to share food with their guests.
6. Mess food, cutlery, and crockery are not allowed to be taken out of the mess area until and unless the inmate is sick and that with prior written information to the mess manager / mess councilor / mess secretaries.
7. Entry of inmates in cooking area is strictly prohibited.
8. Please use tongs while taking salads.
9. The special meal on the occasion of various festivals/functions will be served with the prior permission of hostel authorities. The hostel residents will share expenses of the same.
10. Advance payment of the monthly dues of mess/canteen must be paid till 5<sup>th</sup> of every month. If failed to do so, a fine of Rs 20/ per day will be charged on the inmates.

#### **5. CODE OF CONDUCT**

1. All are expected to maintain strict discipline within the premises of the hostel. Any misbehavior, misconduct, indiscipline, or breach of hostel rules and regulations will invite severe punishment on the resident and may even result in his/her expulsion from the hostel with or without any notice.
2. The residents shall maintain a high level of social and moral etiquette at all times, and shall not create any kind of nuisance to the others in whatsoever manner.

3. Ragging in any form is banned. Severe punishment and a strong disciplinary action shall be imposed on any resident if he/she is found to have indulged in ragging.
4. In the hostel premises, the following activities are strictly prohibited:
  - a. Smoking
  - b. Consumption of alcoholic drinks
  - c. Gambling
  - d. Intimidation or violence
  - e. Entering the hostel premises in an intoxicated state
  - f. Using abusive languages
  - g. Cooking in the room or in the hostel premises
5. It is suggested to all inmates to maintain cultural harmony. No discretion on the basis of caste/culture is acceptable.
6. Loud conversations/Music disturb the others and hence should always be in low and audible tones.
7. Playing games, music, watching TV and using Gym are strictly prohibited between 11.00 pm and 6.00 am.
8. The hostel premises should not be used for any business purpose or promotion.
9. Residents shall not fix posters / notices / pictures or anything that might damage the surface of the walls/doors or any place in the hostel. Students can fix posters / notices only at notice board only in hostel premises.
10. Any resident found using unauthorized electric appliances (*viz.* heater, cooler, heating rod, geyser *etc.*) will have appliances confiscated and monetary fine subject to the market value of the appliance or decided by the hostel authorities will be imposed.
11. Each resident will be allotted a chair in his/her room. They should not remove this or take any other from/to their rooms. They should not damage/disturb furniture/fixtures of their rooms/in the common areas.
12. Facilities on the Internet are open only for the inmates of the Hostel. They should not entertain their friends. They should not misuse/damage any of the facilities.
13. Newspapers/magazines should neither be disturbed nor be taken away to the hostel rooms.

14. Residents should not climb onto parapets or hostel roof.
15. Residents must keep their own rooms clean. If necessary, they may take help from the housekeeping staff.
16. Residents should not throw papers, plastics, etc. outside their rooms and common places. They must use the garbage-bins only. They should not keep any belongings outside their rooms.
17. A resident is expected to be neatly dressed at all times. Housecoats, nightwear, etc. are not permitted outside the privacy of the resident's room.
18. All residents are personally responsible for the maintenance and upkeep of the rooms allotted to them along with the property, furniture, and fixtures therein. Any damage with respect to the glass mirrors, window panes, electrical fittings, etc. should be made good at the expense of the residents concerned.
19. The rooms can be opened for inspection by concerned authorities at any time.
20. Celebration of various festivals/functions inside the hostel premises may be organized only after the prior permission of hostel authorities.
21. It is mandatory for all the hostel residents to clear all the mess/canteen dues within 5 days after every end-semester examination of each semester.

## **6. APPEALS TO INMATES**

1. Please avoid Wastage of food items. You may increase the frequency to come to the serving table in case you need it more.
2. Please follow the code of conduct and it is for your own benefit.
3. Please co-operate with mess staff when some specific food supplied is in limited quantity.
4. Please contact any one of mess council member for any complaints/suggestions. Do not contact mess staff without permission of mess council members.
5. All the residents are suggested to respect each and every hostel/mess staff.

## **7. GENERAL GUIDELINES**

### **(a) Girl's Hostel**

1. Residents should take particular care not to bring any visitor beyond the reception located at the ground floor.
2. All residents should be normally back in the hostel by 7.30 p.m. In the pursuit of their academic work, they may stay in their college premises till 9.00 p.m., only with prior permission from hostel warden.
3. If a resident wishes to stay out after 7:30 p.m. for any other purpose, she has to take prior permission of the Warden.

### **(b) Boy's Hostel**

- 1 Playing football, cricket, etc. in the hostel corridors and gardens between the wings is strictly banned.
- 2 Students are not allowed to be outside the hostel after 9.00 p.m. for any reason without prior approval of Warden.
- 3 It is mandatory for all the residents to mark evening attendance in the attendance register. Residents failing to do so will be considered absent from the hostel without permission.