

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,  
DESIGN AND MANUFACTURING, KANCHEEPURAM  
CHENNAI 600 127

## **HOSTEL RULES AND REGULATIONS**

2025-2026

# HOSTEL RULES AND REGULATIONS

## 1. General

- 1.1 The students registered under **full time** category at the institute are entitled for hostel accommodation after paying the predefined hostel fee and submitting undertaking, if accommodation is available in the hostels. The accommodation provided in the hostels will be discontinued with immediate effect if registration of the student is cancelled by the academic section. Any student who is removed from the rolls of the institute will automatically cease to be a member of the hostel.
- 1.2 The B.Tech and Dual Degree students get hostel accommodation only during the regular semester period and do NOT have the right to occupy any hostel room during vacation. But he/she may be permitted to stay during vacation after paying requisite fee (Hostel & Mess) with prior hard copy approval of chief warden, if he/she is doing any course work / project (curricular / sponsored research) work / institute (co-curricular / extracurricular / technical club) activity / internship under the institute faculty / supplementary examinations with the approval of concerned Dean. He/she shall vacate the hostel accommodation within three working days after completing the academic requirement (last working day of the last semester or viva-voce examination of the final semester project).
- 1.3 The PG students get hostel accommodation continuously for up to four semesters. They should pay the requisite fee (Hostel & Mess) for accommodation during vacation in addition to the regular semester hostel fee. The PG students shall vacate the room within three working days after completion of the viva-voce examination for the project.
- 1.4 The Ph.D. scholars get hostel accommodation throughout the year subject to a maximum of 5 years. They should pay the requisite fee (Hostel & Mess) for accommodation during vacation in addition to the regular semester hostel fee. The Ph.D. scholars shall vacate the hostel within three working days, even in the middle of a semester once they are relieved from the Institute. However, they must pay establishment charges and other hostel/mess charges for the entire semester.
- 1.5 Hostel accommodation may be provided to project staff who are registered for and working towards a research degree at the Institute based on their request for hostel rooms for a limited period, which could be extended if rooms are available. They are required to pay room rent, establishment charges and any other hostel/mess charges as decided by the Hostel Administration. The project staff residing in hostels is governed by the same rules, applicable to regular students of the Institute. Project staff availing hostel accommodation are not eligible for HRA and should keep the Institute informed about the same.
- 1.6 Hostel accommodation is allocated purely at the discretion of the Hostel Administration and on condition that the student agrees to abide by all the rules and regulations of the hostel. Admission to the hostel of the Institute is the sole discretion of the Chief Warden.

- 1.7 The Hostel Administration may refuse hostel facilities without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. The students shall vacate their rooms at short notice if instructed on disciplinary grounds. Similarly, the students shall shift to alternate accommodation at short notice if the need arises due to administrative reasons.
- 1.8 The Hostel Administration reserves the right to break locks and open rooms which are not vacated by order / rules. No complaints of breakage or loss will be entertained. The Warden / Hostel Administration reserves the right to break locks and open rooms in case of any violation of hostel rules, suspected unlawful activities or on the basis of perceived security risk.
- 1.9 All students are bound to remit the requisite fee (Hostel and Mess) / deposit at the time of registration/admission and whenever the institute revises the fee structure. Every attempt will be made to provide hostel accommodation for all needy students.
- 1.10 The students must occupy rooms specifically allotted to them. No request for change of rooms will be entertained. Changing accommodation from one hostel to another hostel during the semester period is not permitted. Allotment made to a student is subject to cancellation if he/she fails to occupy the room in the prescribed time. The students will also forfeit their rooms allotted if they fail to clear all their dues to the hostel within the prescribed date. In such cases they will be asked to vacate the hostel.
- 1.11 Any hostel resident can apply for conversion to day scholar at any time and move out of the hostel only after getting prior approval from the competent authority. However, no refund of hostel fee is possible in such cases.

## **2. Responsibility of the Hostel Residents**

- 2.1 The student allotted a room in the hostel will be fully responsible for the furniture and electrical fittings/provisions made available in the room. Damage / misuse of facilities provided in the hostel rooms and common areas, mess and dining areas will attract penalty and disciplinary action against the defaulters. Any damage to hostel / institute property will be made good/replaced by the residents who are responsible for such damage. This includes driving in nails, defacing of walls, damage to fixtures and furniture, CCTV, Wi-Fi routers etc. A fine will also be levied in addition to disciplinary action. The fine will be charged to the occupants of the room / block.
- 2.2 Every student will be provided with the list of inventory, furniture and fixtures provided in their respective room and obtained with an undertaking that they are fully responsible for its safety and return to the hostel administration while vacating. The student of the room will be fully responsible for the replacement of worn-out tube light / lamp provided in the respective room.
- 2.3 The rooms allotted to the students at the time of admission are for a limited period of up to one semester or less. The residents are required to shift to other blocks / rooms as and when informed by hostel authorities. This shifting may be necessitated due to administrative reasons and students shall co-operate. The residents must occupy rooms specifically allotted to them.

The residents shall not change over to any other room unless obtaining written permission of the Warden / Hostel Administration.

- 2.4 The residents who wish to vacate the hostel must meet the Warden for necessary formalities/advice and vacate after obtaining the approval from the hostel administration office.
- 2.5 Students should not post any content including photographs on social media that brings a bad reputation to the institute.

### **3. Hostel life/Safety and security**

- 3.1 All residents must maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 3.2 All residents should carry their valid Identity Cards issued to them by the Institute.
- 3.3 The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
- 3.4 The students are requested to avoid shouting or making all types of noises which are likely to distract the attention of those who may be studying in their rooms or hostel libraries.
- 3.5 Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
- 3.6 The students are advised not to keep large amounts of cash or valuables in the room. The student is responsible for the safety of his / her belongings inside the room.
- 3.7 Cooking inside the hostel rooms is strictly prohibited. If any cooking utensils, table fans, air coolers, iron boxes, heater, induction, stove, cooking items etc., are found inside the room/common areas, the students/occupants of the entire block/room will be held responsible and fine will be levied. They are also subjected to disciplinary action.
- 3.8 The electric points provided in each room need to be used only for mobile phone, laptop charging and mosquito repellent. Use of any other electric appliances in the hostel is not permitted.
- 3.9 For the use of any authorized electric appliances (viz., Kettle for preparing hot water) permission in writing must be obtained from the Warden / Hostel Administration. Any unauthorized electric appliance found in any of the rooms without permission will be confiscated and disciplinary action initiated.

- 3.10 Partying in the rooms, corridors or anywhere in the hostel is not permitted whatever the occasion. The residents of the hostels are not permitted to convene any meetings of any sort on the Hostel premises, dining areas etc., without the prior permission of the Chief Warden / Hostel Administration. Forming groups in the name of religion, caste, region, language or on any other criteria is strictly prohibited in our Institute/Hostels. Disobedience of this rule will be severely dealt with.
- 3.11 Playing of loud music and disturbing the quiet atmosphere by any other means is not permitted in the hostels as it disturbs the fellow hostel mates. You may use earphones while listening to music. Playing any kind of outdoor games inside the hostels/corridors is also not permitted.
- 3.12 Anything which interferes with the students' studies must be always avoided. Calm and silence must be observed during night times, especially after 10.00 PM on all the days. No noise of any sort will be permitted during late night times. Serious action will be taken on the breach of this rule. The residents must not go to other rooms and disturb the inmates. The complaints of other hostel inmates and security guards will be investigated, and disciplinary action will be taken accordingly.
- 3.13 The Chief Warden / Warden / Hostel Administration or his representative may enter any room for verification at any time.
- 3.14 The Hostel Administration reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any other valid reason. This will however be carried out by the security person in the presence of the hostel Warden, caretaker and one more person at the discretion of the Hostel Administration / Chief Warden. On such occasions, the items in the room will be listed by these officials and kept in the storeroom. A verbal report followed by a written report will be sent to the higher authorities.
- 3.15 No televisions/other audio/visual gadgets are permitted to be kept in the common areas/hostel rooms by the students. Students must watch television in the common television room provided in the hostels. The student secretary will be fully responsible for proper utilization of television provision, the safety of the television, Set-Top box and its data card. Any violation of rules/Damage to the television, Set-Top Box, Data Card etc., will attract fine and disciplinary action.
- 3.16 The students should not download / screen / propagate any pirated / restricted / unauthorized / Unlicensed movies & videos on their computers inside their hostel rooms, common areas and the Institute campus. Any violation will be dealt with very severely. Punishment for the same will be decided by authorities.
- 3.17 The residents must lock the rooms and their lockers with their own locks. Branded Locks should be used. Number locks should be avoided. It is the responsibility of the Hostel residents to safeguard their valuables and if required get their laptops and valuables insured by themselves.

- 3.18 All residents must take care of their Debit/Credit cards. They must not disclose their PIN/OTP/CVV etc., to anybody.
- 3.19 Students are advised to follow with the delivery persons to collect their online orders and purchases carefully. Hostel management will not be responsible for any missing/damaged items.

#### **4. Visitors, Parents & Guardians**

- 4.1 All visitors, including parents/guardians must be entertained only in the visitors' lounge during visiting hours (7 AM to 9 PM). **The visitors including parents/guardians will be allowed to stay in guest house rooms only.**
- 4.2 Proxy or dummy roommates are forbidden. Strict action will be taken if accommodation is held as a proxy. They are liable to be removed from the hostel. The residents are not permitted to allow their rooms to be used by others. All visitors and non-residents including students from other hostels must leave the hostel/other students' rooms before 12 midnight and not enter until 6 AM. All residents are advised to extend their fullest co-operation to see that no unauthorized persons enter or stay in the hostel premises. If hostel staff or security happens to find any such person, the matter should be brought to the notice of the Warden/Hostel Administration immediately for further action.
- 4.3 The visitors including parents and guardians must obtain prior permission from the Warden / Hostel Administration of the Institute, even to enter the visitors lounge in the hostels. The male relatives above the age of 12 years are not permitted to visit girls Hostel rooms under any circumstances. Similarly, female relatives above the age of 12 are not permitted to visit boys' hostel rooms.

#### **5. Possession & Consumption (Usage) of banned items inside the institute Campus/hostels**

- 5.1 Substance abuse, consumption of alcohol, smoking or chewing of tobacco, narcotic drugs etc., and its related products is strictly banned in the hostels and in the Institute Campus. Even possession of any such banned items will be strictly dealt with. If necessary, the Institute/hostel administration will hand over such confiscated banned items and the defaulter to the Police authorities.

## **6. Fire Hazards and Safety**

- 6.1 Combustible materials such as gasoline, gas stoves, induction, etc. are not permitted to store or keep in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the Hostel premises throughout the year. The residents must switch off all lights and fans, and electrical appliances before leaving their rooms. This is necessary to avoid an inadvertent fire. If the student is found not adhering to this condition will lead to disciplinary action.

***In case of Fire:** Residents must raise an alarm and call the security officer/warden/hostel administration. They should also alert the Security guards on duty and caretaker at the hostel immediately.*

## **7. Zero tolerance on ragging and un-lawful activities**

- 7.1 RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND / OR WITHDRAWAL FROM THE HOSTELS / INSTITUTE IS ONE OF THE ACTIONS TAKEN PROMPTLY. PUNISHMENT FOR RAGGING UNDER THE RELEVANT LAWS CAN BE UPTO IMPRISONMENT.
- 7.2 All hostel inmates must report any disciplinary matter or problems concerning them or their roommate/neighbor(s) coming to their notice to the Warden/Hostel administration through hostel student secretary or directly.
- 7.3 In the case of either roommate or other inmates experiencing any kind of physical/mental trouble, or indulging in any bad practices, the same must be immediately brought to the notice of the student secretary / Warden / Hostel administration.

## **8. Out of Bound Areas and Restricted Timings**

- 8.1 All students during the period of their course while leaving the Campus during holidays, at evening times etc., should invariably possess the Identity Card issued by the Institute. The hostel timings will be strictly adhered to. All residents will return to the institute by 10.30 PM and hostel rooms by 12 midnight. The students should not visit/loiter in any such notified out of bound/remote areas where there is no human traffic and construction works are going on.
- 8.2 The institute main gate will be closed for students for entry at 10.30 PM and exit at 10 PM. Those who report late must submit their ID cards at the main gate, failing which they will not be permitted to enter the Campus. The late comers at the respective hostels must meet the respective warden in person on the next working date and explain in writing the reasons for late coming. If the number of such delays is 5 or more per semester, the parents will be invited to meet the hostel warden or chief warden as the case may be.
- 8.3 Any student found loitering in the Campus after 12 midnight is liable to be questioned by Security staff. They are liable to surrender their Identity Card to security staff on duty, if demanded to do so. Such a student should report to the chief warden on the next working day to explain the reason in writing and pay the fine ordered if any and/or to face any disciplinary action as deemed necessary by the competent authority.
- 8.4 Periodical surprise checks/roll call after 12 midnight will be conducted by the warden/hostel administration/hostel caretaker. The students are advised to be present in their hostel rooms and respond to such checks or calls.
- 8.5 The students who wish to go to places like Railway station, Bus terminus, Airport, etc. for the late night/early morning flight/train/bus must get prior permission at least one day in advance from the Warden/Hostel administration. They should produce the written permission at the gate while leaving at late night/early morning hours.
- 8.6 The final year B.Tech/Dual Degree/M.Des/M.Tech students who want to use the academic bay for project works/institute activities after 12.00 midnight must make a request in writing to chief warden forwarded through project advisors/PICs. Such a request is valid for one week and must be renewed on a weekly basis. There is no time restriction for research scholars to carry out research activities at academic bay. Research scholars are supposed to take prior permission from guide, warden, and chief warden once in every semester for the late night research activities in the laboratory.



8.7 Every student should give biometric attendance every day as per the timings specified by the hostel administration from time to time.

## **9. Vehicle Usage and Parking**

9.1 The hostel residents except the students under PwD category are NOT permitted to keep any type of motor vehicle on the Campus. If any hostel student is using any motor vehicle outside the Campus it is at his/her own risk and cost, and the Institute/hostel authorities will not be responsible for any such accident/incidents happening because of the usage of motor vehicles by the hostel students. The institute or hostel administration does not take responsibility for any vehicles parked outside the Campus. Parking of any type of motor vehicle by the hostel residents in the hostel corridors, porticos, institute Campus area is strictly prohibited, and such vehicles will be ceased without any notice. The hostel residents should not take vehicles from anyone.

9.2 The Ph.D. day scholars are permitted to use power vehicles, and their vehicles must be parked near Gate A. They should not lend their vehicles to other students under any circumstances.

## **10. Maintenance of Rooms**

10.1 The rooms have been painted as per schedule and will be maintained regularly by the hostel administration. Residents are not permitted to re-paint or do any alteration of any nature.

10.2 Residents must bring to the notice of the hostel administration/wardens for any failures/breakdown in the electric, network and water supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The services of an electrician, network technician and a plumber are available round the clock for attending to any defect in the electric, plumbing systems or fittings. Contact numbers of duty electrician, network technician, and plumber are displayed in the respective hostel notice boards.

10.3 Water and electricity are essential but scarce commodities. All residents are requested to use them judiciously and preserve them. Leakage of water in the bath/rest rooms, tanks and washing machines, and misuse of electricity should be immediately reported to the security persons/hostel administration.

## **11. Complaints and Representations**

11.1 Suggestion Book is maintained with the hostel office. Students/Parents/Visitors can enter their valuable suggestions regarding improving the quality of services and facilities provided in the hostels and guest house rooms. This suggestion book will be perused periodically by respective Wardens and Chief warden for remedial action.

11.2 Suggestions from the hostel residents are given due consideration and the outcome/action taken will be intimated to the concerned student/parent/visitor. No cognizance of anonymous suggestions/complaints will be taken.

11.3 For other complaints, if any, applications shall be submitted in writing addressed to the Warden/Chief Warden (mail ID: [hosteloffice@iiitdm.ac.in](mailto:hosteloffice@iiitdm.ac.in)). Complaints will be resolved expeditiously by the Wardens / Chief Warden / PIC-Mess. The PIC-Mess/Caterer will take the advice and assistance of the Chief Warden in resolving the issues. For investigation of any of the complaints the Chief Warden may call the concerned resident or Caterer/Mess employees to the hostel administration office.

## **12. Sickness**

12.1 Caretakers / Assistant Wardens / Wardens / Chief Warden / Security Officer are available round-the-clock on telephone and may be contacted in case of any emergency. Their telephone numbers are available with the Security Guards of all the hostels, medical care unit and in the main gate.

12.2 If a resident falls sick, he/ she or roommate/friend/student secretary must immediately inform the medical care unit nurse on duty who will make arrangements to attend/shift/evacuate the student to the hospital and look after him/ her.

12.3 Either the roommate or friend or the medical care unit nurse/Ambulance driver will in all cases of sickness report to the concerned Caretaker and Warden in case of evacuation of the student to the hospital for Out-Patient/Emergency/Trauma treatments.

12.4 Information regarding any resident falling sick or getting admitted in the hospital must be relayed by the Caretaker to Warden/Chief Warden/Registrar/Dean-SA/Dean-AC of the Institute on priority.

12.5 Please refer to Annexure-A for SOP to be followed for any health related issue.

12.6 Students shall avail YourDost counselling facility (online/offline) for assistance regarding emotional wellness.

12.7 Please refer to Annexure-C for SOP to be followed for any information regarding emotional wellness.

## **13. Absence from Hostel**

13.1 No student should stay away from his/her room during the night unless there is a prior written permission of the respective warden.

13.2 Any student who wishes to leave the Campus temporarily or otherwise, should obtain the permission of the warden in writing. A hard copy leave should be submitted at the respective hostel office to the caretaker at least 48 hours before the intended departure. The caretaker will obtain the approval of the warden. The students should not approach the warden directly to get signature on leave request form as the caretaker as to maintain proper leave register at the hostel office. However, PhD scholars are allowed to leave the hostel immediately after submission of leave form to the caretaker without waiting for the approval of the warden.

Those applying for permission must state the date and time of his/her intended departure and return as well as the destination and enter all these details in the IN-OUT register maintained in every hostel at the security desk.

13.3 When a resident of the hostel wishes to leave the hostel/station on vacation/ holidays or otherwise the student will submit to the Warden / Hostel administration a signed application on the laid down format duly signed by local-guardian/guide/faculty advisor. Once permission is accorded by the Warden / Hostel administration the student resident shall make necessary entry in the IN-OUT Register available in every hostel at the security desk and at the main gate as well.

13.4 It is mandatory in all such absences to record departure/return date and time and place to which they are going along with the Name of the guardian/parent, complete postal address and telephone/mobile number under the supervision of the respective hostel caretaker. The details of absentees for longer periods will be sent by the Warden to the academic section of the Institute for necessary action through the hostel administration office.

13.5 Please refer to Annexure-B (detailed guidelines) for SOP to be followed for any information regarding hostel leave approval.

## **14. MESS RULES**

14.1 No student is allowed to stay in the hostel without being a member of any of the mess. Separate dining area for Vegetarians and Non-vegetarians Ground and Second floors in the Institute Mess are reserved for Vegetarians and the first and third floors are reserved for non-vegetarians. One caterer serves food on the ground and first floors, and another caterer serves food on the second and third floors.

14.2 Once a student joins a mess, he / she shall be deemed to have become a permanent member of the institute mess throughout the semester. The students will be allocated to a particular caterer at the beginning of the semester by the hostel administration office with the help of PIC-Mess. However, the students can move from one caterer to the other caterer after one month by selecting the desired option when the SAC-Mess affairs circulate the option form one or two weeks before the end of the month for next month. If the form is not filled in by the student or filled after the maximum limit of the diners for the caterer is reached, the student continues to be the member of the same mess wherever he is dining.

14.3 Those students who are absent themselves on the date of reopening of the Institute after any semester vacation will be deemed to have joined the mess and will be charged accordingly.

14.4 The mess fee collected by the hostel administration is non-refundable even if the student is not dining in the mess. However, refund of mess fee will be permitted only by the competent authority based on the written request submitted with proper proof of serious prolonged illness requiring hospitalization, institute approved internship in industry, overseas internship, etc. and approved prior intimation of respective hostel warden for the period of absence.

14.5 The mess timings should be strictly followed as per the communications given by PIC Mess/Hostel Office.

14.6 The students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the PIC-Mess and respective Warden by an email before expiry of the approved holidays, the probable date of rejoining the mess along with a medical certificate from a Medical Officer.

No mess fee refund will be possible without advance intimation and approval.

14.7 Mess refund is admissible to the residents of Hostels on the following grounds:

- a) Approved Semester Vacation declared by the Institute.
- b) Period of absence due to serious prolonged illness requiring hospitalization, subject to the production of medical certificate in genuine cases for a period more than fifteen days with prior approval.
- c) Institute Approved Internship in Industry and Overseas Internship during regular semester period with a prior intimation and approval of Dean-AC. The application should be forwarded by the Warden with proper attachments to the hostel administration office at least three working days before the start date.

14.8 Any absence of a student from the mess exceeding 24 hours, should be intimated to the Hostel Caretaker in the prescribed form so as to regulate the supply of provisions even though the student is not eligible for mess fees refund.

14.9 In case of any health issue after eating mess food, it should be immediately brought to the notice of PIC-Mess and the hostel administration. PIC-Mess will make necessary arrangements for testing the quality of food served by the caterer with the help of hostel administration.

14.10 No student can claim mess reduction arbitrarily except the cases mentioned in sec 14.7 and a student will be entitled for mess fee refund only for N-5 days where N is the total number of days absent from the mess within a semester.

14.11 The students are not permitted to enter the kitchen or storeroom of the mess on any account. Only authorized student representatives appointed by the PIC-Mess and notified by the hostel administration office can verify the brands of items being used for cooking by the caterer.

14.12 Students are not permitted to take away food outside from the mess in whatever circumstances may be. The students should not take away mess utensils such as plate, spoon, tumblers, etc., to their rooms from the mess.

- 14.13 The students should assist the mess caterer to keep the mess and surroundings neat and clean. No notices shall be posted on the walls. Notices put up on the noticeboards (with the approval of the Chief Warden) should not be removed by the diners. Fine will be imposed on those who are pasting the notices.
- 14.14 All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 14.15 The diners shall leave the cup, plate, spoons, food waste, etc. in the designated bins after eating the food.
- 14.16 All diners shall produce a Mess card or biometric attendance before dining every time in the mess.
- 14.17 The students should not bring any pet animals to the mess halls
- 14.18 A Suggestion Book / Google Feedback Form is available with the Mess Manager/Caterer. Students/visitors may enter their suggestions regarding quality, quantity and variety of food, cleanliness in the mess and dining area. This suggestion book will be perused periodically by PIC-Mess and Hostel administration for appropriate action. Suggestions of students are given due consideration and the action taken will be intimated to the concerned student. No cognizance of anonymous suggestions/ complaints will be taken.

## 15. Dos and Don'ts

### Do:

- Lock your room with a good, branded lock.
- Lock your room always, even when going out for short durations.
- Take special care of your valuable belongings.
- Always maintain discipline inside and outside the Campus.
- Ensure to keep your Institute Identity card always when you leave the Campus.

### Do not:

- Cook in your rooms, use/keep banned items.
- Keep or feed pets in your room or Campus.
- Play loud music anywhere (in your room or Campus).
- Play or create disturbance in the corridors.
- Conduct or attend parties (in your room or in common places, dining areas etc.)
- Get involved in any un-lawful activities/ violate any rules and regulations of the institute.

All instructions/ notices sent to students through email and displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the noticeboard regularly to acquaint themselves with the latest information. The declaration form signed by the parent and the student must be submitted at the time of every semester enrollment.

## **Annexure - A**

### **IIITDM KANCHEEPURAM**

#### **HOSTEL OFFICE**

#### **Standard operating procedure on Medical Issues for Students**

IIITDM Kancheepuram Hostel Administration is committed to providing all possible health care facilities to the students of the institute.

The following are the steps taken to serve the IIITDM Kancheepuram students in a better and more organized way.

#### **Primary HealthCare Facility**

- a) Provision of Primary HealthCare Centre in the vicinity of Hostels. This facility services range from providing first aid, basic treatments to referral services.
- b) The Primary HealthCare Centre is manned with Paramedical staff round the clock. Students are at liberty to visit the Centre at any time.
- c) Visiting Doctors will be available for Consultation on Specific time every day.
- d) An ambulance is made available at the HealthCare Centre for emergency referrals / situations.
- e) The Institute has liaison with the following Hospitals based on the vicinity of the Campus.
  - i. Kathir Memorial Hospital - 1 Km Appx
  - ii. Tagore Medical College and Hospital - 3 Km Appx
  - iii. Bharat Medical College and Hospital - 11 Km Appx
  - iv. Chettinad Super Speciality Hospital, Kelambakkam - 13 Km Appx

#### **Group Medical Insurance Policy**

- a) All students are covered under the Group Medical Insurance Policy. All students are advised to download / keep Insurance Policy Cards printed.

Existing insurance policy details are given below:

Policy No	Provider	Third Party Handler & Contact Nos	Validity	Sum Insured
414890/48/2025/200	The Oriental Insurance Company Limited	1. Ms. Kowsalya P - 8050736841 2. Mrs. Jyothi PR - 7825881144 3. Mr. Balaji AK - 7204254940	31.08.2024 to 30.08.2025	Self Only Policy - 1 Lakh

#### **Hostel Office Assistance**

- a) Hostel caretakers can be reached 24/7 in case of emergencies. Their contact numbers are made available to all students.
- b) Security Guards on duty can be approached in case of medical emergency in all hostels.
- c) If a student becomes ill, their roommate, friend or student secretary should immediately inform the caretaker and Health Centre. Caretakers will report such cases to the Warden/Hostel administration immediately.
- d) In case of any medical support, the patient needs to visit the Institute health center immediately.
- e) Non-emergency cases patients should visit the health center for proper management.

### **Standard Operating Procedure for Emergency Cases**

- a) Soon the case is reported, the patient should be referred to a nearby Hospital for immediate treatment in Ambulance. A security guard or hostel caretaker may accompany the patient to the hospital.
- b) Hostel Administration / Warden should be intimated regarding the situation.
- c) Hostel administrators / Wardens will extend necessary assistance to the patient regarding hospital admission/ initial payments / insurance policy etc.
- d) Parents should be informed about the situation of the patient.
- e) In case of emergency requirement, then the patient may also directly visit a nearby hospital at the patient's discretion / convenience. Like in case the student is away from the Campus etc.
- f) In the event of sickness of a student, Parents shall be intimated by email and phone call immediately and based on the advice of the doctors in the medical center, the student will be admitted to the nearest hospital. Parent/local guardians must take over their ward at the earliest. This point will be added in the SOP of Medical issues of students.

### **NOTE:**

- Students should not indulge in SELF MEDICATION.
- Roommates / buddies / Friends will play a crucial role in helping the needy. Ensure to report any medical assistance required.
- Students are covered under group medical insurance.
- The out-patient charges need to be borne by the students.
- On a case-by-case basis, depending on the medical emergency, the institute hostel office may bear the initial hospitalization charges, which will need to be paid by the parents/guardians if the insurance does not cover that specific expenditure.



## **Annexure - B**

### **IIITDM KANCHEEPURAM**

#### **HOSTEL OFFICE**

1. Hostel leave rules and SOPs are framed to ensure safety and security of every resident in the hostel. This will encourage students to be responsible for their leave requests and hostel stay. Further, parents/guardians feel assured that their wards are in a regulated and safe environment.

#### **1. General Leave Rules**

- Students must submit a leave request in advance through the prescribed format (written application or online portal).
- Leave will be granted only with the approval of the hostel warden or relevant authority.
- Emergency leave can be requested in case of medical or urgent personal matters.
- Students must provide valid reasons for leave along with supporting documents if required (e.g., medical certificate for sick leave).

#### **Standard Operating Procedure for Hostel Leave**

1.1 Any student intending to leave the campus, whether temporarily or otherwise, must obtain a hard copy of the written leave form (**H1- Form**) signed by their respective hostel warden. A hard copy of the leave form must be submitted to the caretaker at the respective hostel office at least 48 hours before the intended departure. The caretaker will seek the warden's approval and inform the student of the request's status. Students are not allowed to approach the warden directly for a signature on the leave request form, as the caretaker is responsible for maintaining a proper leave register at the hostel office. However, PhD scholars are allowed to leave the hostel immediately after submitting the leave form to the caretaker without waiting for the approval of the warden. Students applying for leave permission must provide the date and time of their intended departure and return, along with the destination (students are only allowed to go to their home or the registered local guardian's home), and record all these details in the IN-OUT register maintained at the security desk of each hostel.

1.2 No student is allowed to leave their room at night without prior written permission from the respective warden. Students who are members of institute clubs/sports etc. have to submit a written approval letter endorsed by the respective PIC well in advance (preferably 3 days in advance- **H2 Form**).

1.3 When a hostel resident wishes to leave the hostel or station for vacation, the student must submit a signed application in the prescribed format (**H3 Form**) to the respective hostel caretaker. The student must make the necessary entry in the IN-OUT Register available at the security desk and main gate of the hostel.

1.4 It is mandatory in all such absences to record the departure/return date, time and place to which they are going along with the Name of the guardian/parent, complete postal address, and telephone/mobile number to be submitted to the respective hostel caretaker .

1.5. The only permitted destination is either the parent's home or the registered local guardian's home. If a student wants to change the local guardian address, a hard copy of the parent's consent needs to be submitted to the hostel office. After verification, the same will be added/updated in the hostel database.

1.6 Leave requests for long leaves for the planned external internship should be made with prior approval from the PIC Internship and other officials as mentioned in internship permission application form(**P4 Form** available in institute website). Approved copy of P4 form and hostel leave form (**H1 Form**) must be submitted to the respective hostel caretaker at least 3 days before the departure. It is the responsibility of the student to inform the PIC Mess with the (**H8 Form**) hard copy to the hostel office by the student for availing mess rebate.

1.7 Students who have registered 'Chennai or nearby areas' as their home/local guardian address during admission are eligible for weekend leave each semester, provided they submit a written consent letter from their parents (to be endorsed by the respective hostel warden) to the hostel caretaker. This consent letter for weekend visits is only valid for one semester. However, hostel warden approval is not required for such students for weekend visits to home/guardian residences. Also, if such students want to take leaves on any other day the standard procedure for leaves will apply.

1.6 Planned leave applications such as festival/weekend/family functions, Institute holidays etc. (less than 7 days) should be given 2 days in advance. (**Form H1**)

1.7 Leave requests equal to/longer than 7 days during the semester need faculty advisor/supervisor recommendation and written consent from parents. (**Form H5**)

1.8 The email procedure for leave applications is not allowed. Students must strictly submit a hard copy of the leave application in the prescribed format to the respective hostel caretaker.

1.9. In case of medical emergency/Family calamity, the student's parents shall contact the respective hostel caretaker/ assistant warden/ warden for information/approval through message or call through their registered mobile number and specify the emergency. The student has to mention their leave in the hostel register and main gate register. After returning, the student must submit the necessary documents to the hostel office to justify the nature of the medical emergency / an extension of leave for medical reasons. (**Form H6-** after coming back to campus)

2.0. In case of parents visiting the hostel to pick up their ward, the leave form can be handed over to the respective hostel caretaker in person.

Note:- All hostel related forms are available in hostel website and the hardcopy of the same should be submitted to their respective hostel office

Annexure c

## **SOP for Emotional Wellness**

### **Emotional Wellness:**

- Emotional wellness means understanding your feelings and knowing how to deal with them in a healthy way.
- It's about handling stress, relationships, and tough days without feeling overwhelmed.
- When you're emotionally well, you're more confident, focused, and at peace with yourself.
- ❖ **At IIITDM Kancheepuram, your emotional well-being is a priority.**
- ❖ **In collaboration with YourDOST, India's leading emotional wellness platform, we bring you confidential, easy-to-access support-right when you need it.**

### **PART 1: Self-Help Resources – Anytime, Anywhere**

Start your wellness journey with **YourDOST's Resource Corner**, available 24/7. These scientifically curated tools are designed to help you build awareness, resilience, and emotional strength—at your own pace.

#### **▪ Explore:**

- **Self-assessments:** Understand your mental and emotional state with guided tests
- **Articles & blogs:** Expert-written pieces on anxiety, relationships, career stress, self-care, and more
- **Worksheets & guides:** Practical tools to build healthy habits
- **YourDOST Warrior Stories:** Real journeys of healing and growth
- **Wellness Videos:** Short, relatable videos created by experts to help you manage emotions, study stress, overthinking, and more

## **PART 2: Personalized Support Services – Confidential & Expert-Led**

When you need one-on-one guidance or immediate emotional support, YourDOST's expert team is here for you—on campus and online.

### **Services You Can Access**

Service Type	Description	How to Access
<b>1-on-1 Counseling</b>	Speak confidentially with a licensed counselor or psychologist	Click on <a href="https://yourdost.com/in-person-counselling/f2f/iiitdmk">https://yourdost.com/in-person-counselling/f2f/iiitdmk</a> Book a session
<b>Emotional Wellness Helpline</b>	Call for immediate support from trained mental health professionals	Dial <b>[08047360601]</b> – available from [time range]
<b>Face-to-Face Counseling</b>	In-person counseling available on campus on scheduled days	Visit <b>[Alumni Room , A-103]</b> on campus <b>Every Monday &amp; Wednesday during 4pm to 7pm</b>
<b>Live Chat Support</b>	Instant chat support with professionals for real-time emotional assistance	Use the chat feature after login at yourdost.com

All services are **free, confidential**, and **professionally managed**.

No issue is too small—talk to us before it feels too heavy.

### **Need Help Logging In?**

1. Visit [www.yourdost.com](http://www.yourdost.com)
2. Sign up using your **[college domain] email ID** (e.g., **yourname@iiitdm.ac.in**)
3. Browse resources or **book a session** with an expert
4. If you face any login issues, reach out to your college SPOC or email [campus@yourdost.com](mailto:campus@yourdost.com)

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,  
DESIGN AND MANUFACTURING, KANCHEEPURAM  
CHENNAI 600127**

**DECLARATION FORM FOR HOSTEL STUDENTS**

I, \_\_\_\_\_ Roll no: \_\_\_\_\_

hereby declare that I have read IIITDM Kancheepuram Hostel Rules mentioned in the booklet pages from 1 to 16 and sections 1 to 15 and Annexure A & B thoroughly and I will follow the rules during my stay at IIITDM Kancheepuram hostels.

Date:

Signature of Parent

Signature of Student

Mobile No:

Mobile No: