

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

**HOSTEL RULES AND REGULATIONS**

**JANUARY 2024**

## **1. General:**

- i. Students can stay in the hostel if they are full-time registered, but rooms depend on availability. Cancelled registration means no accommodation. Leaving the Institute means leaving the hostel.
- ii. Hostel admission is based on discretion, and students must follow all hostel rules.
- iii. B. Tech and Dual Degree students can use the hostel during working semesters but not during vacations, unless approved for academic or hostel-related activities.
- iv. PG students can stay for up to two years and must leave after their project viva voce examination.
- v. Ph.D. scholars can stay up to five years but must leave the hostel when they leave the Institute, paying full semester charges.
- vi. All students must pay fees/deposits during registration. Non-payment can lead to room cancellation and eviction.
- vii. The Hostel Administration can deny facilities or remove residents for disciplinary reasons.
- viii. The management can enter and clear rooms for rule violations or security concerns.
- ix. Students must use the allotted rooms, with no room change requests during an academic year unless they have written permission from the Warden/Hostel administration.
- x. Project staff/contract staff/permanent staff might get temporary hostel rooms based on availability, paying applicable charges, but they're governed by the same rules as regular students.
- xi. Cooking in hostel rooms is not allowed, and if any cooking equipment or items are discovered, fines and disciplinary action will be imposed on the students and occupants.

## **2. Responsibility of the hostel residents:**

- i. Students are responsible for the furniture, electrical fixtures, and facilities in their hostel rooms. Misuse or damage will lead to penalties and disciplinary actions. Residents must cover the costs of any damage.
- ii. A list of room inventory is provided to each student, and they are accountable for its safety and return.
- iii. Students may need to shift rooms or blocks when informed by the hostel authorities for administrative reasons, and they must comply.
- iv. When leaving the hostel during summer/winter vacation, residents should vacate the room and keep their luggage's in the cloak room in the respective hostels.

- v. Hostel residents must report disciplinary matters or problems, involving themselves or others, to the Warden/Hostel administration through the student secretary or directly.
- vi. If a room-mate or other inmates are absent, sick, hospitalized, in trouble, or engaged in inappropriate behaviour, inform the student secretary and the Warden/Hostel administration.

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

- i. Maintain courteous and respectful behaviour inside and outside the campus.
- ii. All students must have their Institute-issued identity card with them at all times when they are on campus, during holidays, and in the evening.
- iii. Avoid loud noises like playing loud music, disruptive behaviour within the hostel and do not play outdoor games inside the hostel.
- iv. Maintain a calm and silent atmosphere during nighttime; don't disturb fellow residents.  
**Be considerate of others' study time.**
- v. Prohibit pets and do not feed stray animals on the premises.
- vi. Avoid keeping a large amount of cash or valuables in your room; you are responsible for their safety.
- vii. Electric points in rooms are for mobile/laptop charging and mosquito repellent only.
- viii. Obtain written permission for any authorized electric appliances; unauthorized ones will be confiscated and disciplinary action initiated.
- ix. The use of routers or any network devices is strictly prohibited, and any found will be seized, leading to strict consequences.
- x. Parties, group meetings, and religious/caste-based gatherings are not allowed without prior permission.
- xi. Management reserves the right to break open rooms in case of rule violations, security concerns, or prolonged absences.
- xii. Do not keep televisions or AV gadgets in common areas/hostel rooms; use the designated TV room.
- xiii. Do not download or share pirated or restricted content on computers; such violations will result in severe consequences.
- xiv. Efficient use of electricity and water is encouraged.
- xv. Residents should lock their rooms and lockers with high-quality locks and consider insuring their valuables.
- xvi. Debit/credit card PINs, OTPs, CVVs should not be shared with anyone, even friends.

#### ***4. Maintenance of Rooms/Common Areas:***

- i. Keep rooms, common areas, washrooms and surroundings clean; avoid pasting notices/scribbling on walls.
- ii. Residents are not allowed to repaint or make alterations in their rooms.
- iii. Residents should promptly report any electric / civil or water supply issues should be brought to the notice of the caretaker through the complaint registers [civil, electrical, network, etc] available near the security desk and don't attempt to repair it on your own. You may even convey your issues to SAC-Hostel affairs if your issues are not solved. There are electricians and plumbers available around the clock for repairs.
- iv. All residents are urged to use water and electricity wisely and report any wastage or leaks to the hostel administration.
- v. Use washrooms properly and don't forget to flush after every use.
- vi. Don't throw food waste in the wash basin.
- vii. Especially in the girl's hostel, Wrap the sanitary napkins using the news papers available in the washroom area and dispose them properly in to the dustbin/use the sanitary disposal machine. Don't flush out sanitary napkins into the toilet closets.

#### ***5. Utilization of resources:***

- i. All inmates are required to use available resources such as power, elevators, washing machines, RO water, water coolers, geysers, etc., in accordance with the provided guidelines.
- ii. RO water and water coolers are provided exclusively for drinking purposes and should not be misused. Penalties will be imposed on the entire floormates for such misuses.
- iii. Washing machines are designated for clothes washing only and should not be used for any other purposes. Penalties will be imposed on the entire floormates for such misuses.
- iv. The elevators are shared by all floors. Please avoid holding the lift on a specific floor for an extended period, as this inconveniences others. Use them considerately. The particular floormates will be penalised.

#### ***6. Complaints and Representations:***

- i. A "Suggestion Book" is available in the hostel office for students, parents, and visitors to provide feedback on improving services and facilities.
- ii. Valuable suggestions are reviewed periodically by the Warden/Hostel administration, and actions taken will be communicated to the concerned individuals.

- iii. Anonymous suggestions or complaints will not be considered.
- iv. For any other grievances, written applications should be submitted to the Warden directly.

**7. *Fire Hazards and Safety:***

- i. No combustible materials like gasoline, paint thinner, or oil lamps are allowed in hostels.
- ii. Firecrackers, candles, or lamps are strictly banned in and around the hostel premises.
- iii. Residents must turn off the main switch outside their rooms while locking and leaving the rooms to prevent fires.
- iv. *In case of a fire, residents should sound the alarm, contact security/warden/hostel administration, and alert on-duty security guards.*

**8. *Possession & using of banned items inside the campus/hostels:***

- i. Substance abuse, alcohol, smoking, tobacco, narcotics, and related items are strictly prohibited in the hostels and on the Institute campus.
- ii. Possession of these banned items will result in serious consequences, including involvement of the police.
- iii. Littering in rooms and common areas will lead to fines and disciplinary measures.
- iv. Students must use designated disposal facilities for garbage.

**9. *Zero tolerance on ragging:***

- i. RAGGING IN ANY FORM, WHETHER INSIDE OR OUTSIDE THE CAMPUS, IS STRICTLY PROHIBITED.
- ii. STRICT ACTIONS, INCLUDING SUSPENSION OR WITHDRAWAL FROM THE HOSTEL/INSTITUTE, WILL BE TAKEN AGAINST OFFENDERS.
- iii. PUNISHMENT FOR RAGGING CAN INVOLVE IMPRISONMENT AS DEFINED BY RELEVANT LAWS, AND IT'S CONSIDERED A CRIMINAL OFFENSE BY THE SUPREME COURT.

**10. *Hostel timings:***

- i. Students staying in the hostel must follow the timings as mentioned below:
  - **Exit time:** Morning @ 7:00am onwards
  - **Entry time:** Till Night @ 10:30pm
- ii. **Restricted Areas:** Students are not allowed to visit or loiter in areas that have been identified as out of bounds, dark or remote.

- iii. **Institute Main Gate Closure at 10:00 pm:** The main gate of the institute is closed for entry/exit at 10:00 pm. If a student arrives late, they must submit their ID card at the gate and meet the wardens on the following working day to provide a written explanation. If a student is **late five or more times in a semester**, their parents will be informed to meet with the hostel warden.
- iv. **Loitering After 10:30 pm:** Students found loitering on campus after 10:30 pm are subject to questioning by security staff. They must surrender their ID card to security and report to the hostel administration or warden the next working day, providing a written explanation and facing disciplinary action.
- v. **Surprise Checks:** Periodical surprise checks and roll calls may be conducted by the wardens, hostel administration after 10:30 pm, with students advised to be present in their hostel rooms.
- vi. **Late Night/ early morning Travel:** Students who wish to travel to places like a railway station or airport for late-night (**after 10:30pm**) or early-morning (**before 7:00am**) flights or trains, must obtain prior permission at least one day in advance from the warden or hostel administration. They must produce the obtained permission at the gate while leaving the campus.
- vii. **Academic Bay Usage:** Final year B. Tech/DD students, final year M. Des/M. Tech students and Research Scholars can use the academic bay for project work after 10:00 pm, but they must request permission in writing through their project advisors. **This permission is valid for a maximum period of one semester.**
- viii. **Outside Campus Late at Night:** If a student is found outside campus areas late at night, in out-of-bound areas, or during curfew times, they may be questioned or checked by civil and police authorities. The institute and hostel authorities will not be held responsible for any legal actions taken against the student for violating the law and order.

#### ***11. Sickness:***

- i. Wardens and Hostel administration can be reached 24/7 by phone in case of emergencies. Their contact numbers are available with Security Guards in all hostels.
- ii. If a resident becomes ill, their room-mate, friend, or student secretary should immediately inform the medical care unit. The unit will arrange for medical attention or hospital transfer, and they will report such cases to the Warden/Hostel administration.
- iii. Information about residents falling ill or being admitted to the hospital should be promptly communicated to the Warden.

## ***12. LEAVE RULES – Absence from Hostel:***

- i. Students are not allowed to be away from their rooms during the night without prior permission from the warden. This rule is likely in place to maintain order, discipline, and safety within the hostel during night hours.
- ii. Inmates leaving the hostel for more than a day especially in case of a night stay outside (beyond 11:59PM of the corresponding day) should follow the procedure below:
  - The soft copy of the duly filled in leave application form (<http://old.iiitdm.ac.in/docs/hostel/leaveformformat.pdf>) should be communicated to the Wardens (e-mail ids are available at the security desk of the respective hostels) at least 2 days in advance via email copying [hostel-leave@iiitdm.ac.in](mailto:hostel-leave@iiitdm.ac.in).
  - The date and time of the intended departure and return should be mentioned clearly.
  - Write the complete address details in the leave application.
  - Parents contact numbers must be entered in the leave form.
  - Mention the proper subject and request in the mail body. Put your digital signature in the leave form. Before sending for approval, check the dates properly.
  - The Wardens will grant approval via email to the respective resident.
  - Make an entry in the IN-OUT register maintained in the respective Hostels
  - Additionally, make an entry at the Institute Main gate, indicating the respective reasons for leaving hostel. This is essential for tracking students and ensuring their safety.
- iii. Please be informed that the maximum duration of leave allowed is 7 days.
- iv. In case of more than 7 days; the inmate has to submit an email request to wardens with cc [hostel-leave@iiitdm.ac.in](mailto:hostel-leave@iiitdm.ac.in) with necessary parental consents in case of a planned event and proceed only on warden's approval.
- v. In rare, exceptional cases like medical emergencies, inmates may leave without immediate approval, considering the gravity of the situation. If any student requires leave exceeding 7 days, kindly request the parents to send a consent message or WhatsApp to the ***Girls hostel 8778400261 / Boys hostel 6374549756***
- vi. In the event of a medical emergency for inmates, no prior permission is needed. The Institute's Medical Care Unit will provide immediate treatment, with the consent of the parents or guardians, as referred by the Institute Medical Unit.

- If friends are accompanying an ill inmate for medical care, they can proceed without formal approval, but they should promptly inform the Institute Hostel Office through an SMS, WhatsApp message, or a direct phone call due to the urgent nature of the medical emergency.
- vii. During any absence, it is mandatory to document the departure and return date and time, the destination, and the contact information for the student's guardian or parent.
  - viii. For longer absences in the hostel without prior permissions through proper channel, the warden will verify to the academic section of the institute and then intimate the parents.
  - ix. Any violations if established shall merit hostel disciplinary proceedings. Hostel Office Team shall perform regular random checks to ensure the fairness of the process.
  - x. **Regular Weekend Visits:** Inmates must provide a consent letter from their parents for weekly home visits. They should email their respective wardens, including the consent letter, to request permission. **This permission is valid for one semester.**
  - xi. When leaving the hostels for **summer or winter vacation**, inmates are required to:
    - Make an entry in the respective Hostels Register, specifying the reason as summer or winter vacation.
  - xii. For PhD Scholar Inmates they should intimate through email to the respective wardens copying the hostel authorities while leaving the hostel for one-night stay or above outside.
  - xiii. Exits from the hostel which have not had prior approval of wardens will also not be eligible for Mess ADC reimbursements as per rules [unless otherwise it is a genuine case as approved by the Wardens and Chief Warden].

These rules and procedures are established to ensure a structured and safe living environment for students and to keep the institution informed about the whereabouts of its students. They serve the dual purpose of maintaining order and providing administrative oversight.

### ***13. Vehicle and Parking:***

- i. Hostel students are not allowed to keep vehicles on campus. If they use vehicles off-campus, it's at their own risk, and the Institute/hostel authorities are not responsible for any accidents or incidents. The Institute doesn't take responsibility for vehicles parked outside the campus.
- ii. Ph.D. day scholars can use powered vehicles but are not allowed to lend their vehicles to other students.



#### ***14. Visitors, Parents & Guardians:***

- i. Visitors, including parents and guardians, allowed in visitors' lounge during visiting hours in the respective hostels.
- ii. Parents/guardians can stay in guest houses/rooms with prior permission obtained from hostel authorities.
- iii. No proxy roommates allowed. Residents cannot let others use their rooms. Visitors and non-residents must leave at night. Residents should report unauthorized individuals to the Warden.
- iv. Age restrictions apply for visiting opposite-sex hostel rooms. Male relatives above 12 years are not allowed to visit ladies' hostel rooms under any circumstances, and similarly, female relatives above 12 years cannot visit gents' hostel rooms.

#### ***15. Courier/Parcels:***

- i. The security guards may receive prepaid parcels during academic hours or when students are unavailable for valid reasons.
- ii. Inmates should retrieve their parcels by registering their request at the security desk.

#### ***16. Guest Accommodation:***

This is to inform you that we allow your mother/sister to stay in Girls hostel or Jasmine guest room and your father/brother in Boys hostel or in guest room in emergency medical situations only. The hostel is not for staying for your family members for their personal use.

#### ***Instructions to be followed:***

1. If they are coming just to meet you for any personal reason, book a guest room of the campus or arrange one outside the campus.
2. Send the mail request for guest accommodation two days before except for medical emergencies.
3. If your sister/Aunt (brother/uncle) is coming to stay in a guest house, give your parent's consent. Other than medical emergencies, they can't stay in your room.

#### ***17. During Vacation Period Hostel Stay:***

Students seeking summer/winter hostel accommodation for internships or projects must submit a request.

- The request should be approved by their guide, faculty advisor, HOD, and wardens.
- All necessary approvals must be submitted to the Hostel Office.

- The approval will be based on the request's merit.
- A demand for ADC will be kept for the approved list of students.
- When an inmate is taking an approved leave for **more than 10 days continuously** during vacation, only eligible to apply for ADC refund. Mess reduction is allowed for **N-5 days during vacation**, where N is the total number of days absent from the mess. i.e. for an approved leave of 11 days ADC refund is SIX days bill amount.

### **18. Internship/Workshop/Any other events by Faculty during vacation**

Faculty members can utilize hostel accommodation for their approved outreach activities during semester holidays. The responsibility of the participants, applying for their stay and making the necessary payments rests entirely with the faculty.

### **19. MESS RULES:**

- i. Every student must be a member of the mess and should do biometric registration.
- ii. Once a student joins the mess, they are considered a permanent member for the entire semester.
- iii. The mess has specific meal timings, and students are expected to strictly adhere to these timings. Self-service is the practice.
  - Breakfast: 7:15 – 9:00 am
  - Lunch: 12:00 – 2:00 pm
  - Dinner: 7:15 – 9:00 pm
- iv. Non-vegetarian items are served on specified days of the week.
- v. These rules pertain to student conduct in the mess, including restrictions on entering the kitchen, cooking in the mess or rooms, taking food outside the mess, and wasting food. They also cover cleanliness, interaction with mess staff, and the requirement to show ID or mess cards.
  - All diners shall produce Mess token to dine every time in the mess.
  - After eating food, diners shall leave the cup, plate, spoons, food wastes etc. in the designated bins.
  - Students are not permitted to enter the kitchen or store room of the mess on any account.
  - Students are not permitted to cook any food on their own accord in the mess or in their rooms.

- Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
  - No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
  - Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards (with the approval of Warden and Assistant warden) should not be removed or edited by the diners. Disciplinary action will be levied to those who have pasted.
  - All diners shall interact with the mess staff in the dining hall in a courteous manner.
  - Students should not bring any pet animals into the mess halls or encourage such practice.
- vi. A "Suggestion Book" as well as an online complaint form is available for students and visitors to provide feedback on food quality, cleanliness, and other aspects of the mess. Your complaints should help us to improve the above-mentioned aspects. Anonymous suggestions or complaints are not considered.

These rules and procedures are put in place to ensure a structured and orderly dining environment for students and to maintain cleanliness, safety, and accountability in the mess facilities.

### **19. Refund Rules for Mess Reduction:**

- i. Mess reduction is permissible under the following circumstances with proper application and prior approval of wardens:
  - a. Approved leaves during Semester or Vacations
  - b. Periods of serious illness requiring hospitalization
- ii. In the event of sudden illness, residents are required to promptly report their departure from the hostel.
- iii. Applications for mess reduction must be initiated at the time of departure or in three days via an online google form and confirm your refund by physically reporting to the hostel admin office.
- iv. When an inmate is taking an approved leave for more than 10 days continuously during the semester, only eligible to apply for ADC refund. **Mess reduction is allowed for N-10 days during the semester**, where N is the total number of days absent from the mess. i.e. for an approved leave of 11 days ADC refund is ONE day bill amount.

- v. Residents must adhere to the specified application process and seek approval in advance to be eligible for mess reduction.
- vi. Any deviation from the approved guidelines may result in the denial of mess reduction benefits.
- vii. The administration reserves the right to assess each case individually and make decisions based on the merits of the situation.
- viii. Residents are encouraged to communicate any circumstances affecting their mess attendance promptly to facilitate the application process.
- ix. This refund rule is subject to periodic review and may be amended or updated by the hostel administration as deemed necessary. Residents will be informed of any changes through official communication channels.

*These rules and regulations are put in place to ensure the safety and discipline of students residing on campus. Students are expected to follow these guidelines to maintain a secure and conducive environment for academic and personal growth.*

**Hostel FORMS and links:**

- 1. Student Leave Approval Form**  
<http://old.iiitdm.ac.in/docs/hostel/leaveformformat.pdf>
- 2. Guest Request Form -**  
<http://old.iiitdm.ac.in/docs/hostel/Guest Request Form.pdf>
- 3. Hostel Late Night Entry Request Form**  
<http://old.iiitdm.ac.in/docs/hostel/Hostel Late Night Entry Request Form.pdf>
- 4. Hostel Request Form During Vacation**  
<http://old.iiitdm.ac.in/docs/hostel/Hostel Request Form During Vacation.pdf>
- 5. Day Scholar Conversion Form**  
<http://old.iiitdm.ac.in/docs/hostel/DAY SCHOLAR CONVERSION FORM.pdf>

## DECLARATION FORM

I, \_\_\_\_\_ Roll No: \_\_\_\_\_  
hereby declare that I have read IIITD&M Hostel Rules thoroughly and I will follow the  
rules during my stay at IIITD&M.

Date:

Signature of Student  
Mobile No: