

HOSTEL RULES AND REGULATIONS



HOSTEL MANAGEMENT COMMITTEE
NATIONAL INSTITUTE OF ADVANCED MANUFACTURING TECHNOLOGY
RANCHI - 834003

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HOSTEL RULES AND REGULATIONS

1. INSTITUTE HOSTELS

The National Institute of Advanced Manufacturing Technology (NIAMT), Ranchi has five hostels for boys and one for girls. The hostels have been named after famous personalities. Each hostel has been provided with internet connection, a kitchen with comfortable dining hall, one or more water purifier(s), and facilities for indoor games. Newspapers, magazines, and TV with DTH are also available in each hostel.

2. HOSTEL MANAGEMENT

2.1 The following officers constitute the Hostel Management Committee (HMC).

- a) Chief Hostel Warden
- b) Wardens
- c) Deputy Registrar

2.2. Each hostel is managed by a Warden who is regular faculty of the Institute and one or more Caretaker(s).

2.3. The hostel students, called as “residents” hereafter, can approach their respective Caretaker / Warden for help, guidance, and grievance redressal. Chief Hostel Warden may be approached when the Caretaker / Warden could not provide necessary support / redressal.

3. ACCOMMODATION

3.1. The NIAMT is a fully residential Institute. All the students taking admission in any of the courses offered by the Institute are expected to stay in the hostel.

3.2. Hostel accommodation is available to B. Tech. and Advanced Diploma (ADC) students for the entire duration of the course, only during a working semester. No B. Tech. or ADC student will have a right to occupation of a room during vacation. But he / she may be permitted to stay on request (see Rule 4.6 and Rule 4.8).

3.3. Hostel accommodation is available to M. Tech. students for a maximum length of stay for two years.

3.4. Hostel accommodation is available to PhD scholars throughout the year subject to a maximum 5 years. The PhD scholars shall vacate the hostel even in the middle of a semester once they are relieved from the Institute. However, they have to pay establishment charges for the entire semester. PhD scholars are excluded from Rules 4.6 to 4.9. However, during vacation, they will also dine in the designated vacation mess only.

3.5. Hostel accommodation may be provided to the project staff who are registered for and working towards a research degree at the Institute based on their request for rooms for a limited period, which may be extended, if rooms are available. They need to pay applicable charges as decided by the HMC. The project staff residing in the hostels are governed by the same rules, applicable to regular students at the Institute. Project staff availing hostel accommodation are not eligible for HRA, if any, and they should keep the Institute informed about the same.

4. CONDITIONS OF ALLOTMENT

- 4.1. Respective hostel Warden will make the room allotment. He / she may deny accommodation to a student based on his / her previous record in the hostel / Institute.
- 4.2. Room change will not be allowed without any proper and genuine reason. Any such changes would require the approval of Chief Hostel Warden.
- 4.3. If the status of any resident changes during the period of stay in the hostel, he / she must inform the HMC office immediately and vacate the hostel if HMC finds that he / she is not eligible for hostel accommodation.
- 4.4. Hostel facility given to the student is binding for the full academic year and will not be allowed to change his / her status in between the academic year as day scholar or vice-versa. Only in exceptional circumstances, if the student wants to leave the hostel, he / she may leave it with due permission of Chief Hostel Warden by applying through the respective Course Coordinator and hostel Warden and duly signed by their parents. All such requests must be submitted before the start of ensuing academic session. After the start of the academic session, no-such requests will be entertained except on exceptional circumstances or medical ground(s).
- 4.5. If a resident is allowed to leave the hostel due to some non-medical reason(s), his / her mess / hostel security will not be refunded, and he / she has to clear all the mess / hostel dues up to the date of his / her actual stay. They will not be considered again for allotment of hostel during entire length of their study in the campus.
- 4.6. Residents can retain their room during odd semester vacation. They can stay in the room during this period with advance permission for doing any course work / project work / Institute work / hostel work. Approval from their HOD / Dean (Academic) / Dean (SAA) / Hostel Warden, as the case may be, must be submitted along with the application seeking such permission. Staying in the hostel room without permission will be treated as offence and will attract penal action.
- 4.7. Residents must vacate their rooms during the summer vacation, clear all the dues and obtain a no due certificate which should be produced during the subsequent academic year to secure a hostel room.
- 4.8. Residents may be allowed to stay in the hostel during summer vacation for attending summer term / training offered by the Institute, if any / repeat examinations / campus placements / project work / industrial training / internship, after proper approval from their HOD / Dean (Academic) / Dean (SAA) / Chairman (ILC), as applicable. For stay during the summer vacation, the students must apply at least 15 days before the start of summer vacation. A separate room will be allotted for this purpose, only for the period the permission is sought for. No extensions will be allowed.
- 4.9. The residents staying in the room during summer vacation, except those pursuing summer term / training offered by the Institute, will have to pay room charges at the rate as prescribed by the HMC. They must also dine in the designated vacation mess.
- 4.10. Occupancy of rooms shall be given to the students on the submission of following documents:
 - a) No dues certificate from the previous hostel (not applicable for first year students).
 - b) Registration slip (Admission slip for first year students)
 - c) Undertaking by parents and students / scholars.

- 4.11. Each resident is required to submit a duly completed personal data form at the time of admission into the hostel, and a personal data update form at the beginning of every subsequent academic year in case they need to make changes in their personal data. The phone number of the parent must be provided and that of local guardian are optional. Email of the parent, if available, may be provided. Any change of address / phone number of parent / local guardian, at any point of time during the academic year, must be intimated to HMC office in writing.
- 4.12. Residents will be generally provided with minimum furniture and fittings in their room consisting of one each of cot, table, chair, ceiling fan with regulator and, a tube light fitting.
- 4.13. Accommodation will not be provided to a student whose registration is cancelled. Any student who is removed from the rolls of Institute will automatically cease to be a member of the hostel.
- 4.14. Before vacating the rooms, residents should fill up the "Room Vacating Slip" in triplicate. The electrical installations including the fan should be handed over intact, in addition to the furniture. The personal locks must be removed while vacating the room.

5. EXEMPTION FROM HOSTEL RESIDENCE

- 5.1. A student whose parents normally live within 5 KM radius from the Institute, and he / she wants to be a day scholar may be exempted at the discretion of Chief Hostel Warden upon submission of relevant proofs by the student concerned. The exempted students will have to pay the hostel establishment charges at the prevailing rates.
- 5.2. Married students and research scholars who are provided quarters in the campus are exempted from hostel stay. They need not pay any seat rent or establishment charges towards the hostel fees. However, such students will have to apply for an exemption to the Chief Hostel Warden in the prescribed format. In case, they are allotted a room in the hostel in the first instance, the charges are payable for one semester even if they vacate the hostel in the middle of a semester, and the refund of the charges paid by them is not permissible.
 - 5.2.1. If they wish to come back to the hostel during the semester at a later date, then the full semester charges are payable once again. In such cases, hostel accommodation is provided only to the student / scholar and not to the spouse or children.

6. GENERAL GUIDELINES AND INSTRUCTIONS

- 6.1. Residents are responsible to keep their belongings (wallet, laptop, mobile, etc.) safe. They are advised to keep their suitcase(s), trunk(s), bag(s), cupboard, and room locked every time they are out, even for a shorter period. The institute will not be responsible for any loss, damage, or theft of personal belongings. Any case of theft should be reported promptly to Security Office.
- 6.2. Switch-off the lights, fans, etc. while leaving the room. Close all water taps after use to avoid water wastage.
- 6.3. If any resident is unwell, his / her roommate or immediate neighbour should immediately inform the Institute Health Centre Staff / Hostel Caretaker / Hostel Warden / Chief Hostel Warden, so that the due care may be taken for providing treatment to the concerned student.

- 6.4. Residents who have availed education loan or scholarship should make proper arrangements to ensure timely payments as informed by Institute authorities from time to time. The Institute shall not be responsible for the late-payment to the concerned student. They should also ensure that only the requisite amount is paid to the Institute. Refund of any excess amount paid may only be sent back to the sending authority upon claim by the resident and not to the concerned resident's account.
- 6.5. A resident can claim the refund of hostel caution money within three years of completion of his / her regular study at the Institute. Caution money will be forfeited after the expiry of this period.
- 6.6. All types of hostel charges shall be deposited to the designated account only by digital mode. Residents are advised to keep the proof of payment safe for further use. The Institute shall not be responsible for any failed transactions.
- 6.7. Residents are advised to follow mess / common room / TV room timings strictly as specified by the hostel authority / hostel committees.
- 6.8. Residents shall approach the Estate Maintenance Section through their Warden for any routine maintenance works (civil, carpentry and electrical) to be carried out in their rooms. For problems other than routine maintenance work, they should contact the respective Caretaker or Warden. If they are not reachable, Chief Hostel Warden may be contacted. The contact will be made in the contact number and/or email ID available in their hostel notice board only. Any other official contact numbers or email ID should not be used for this purpose.
- 6.9. The Chief Hostel Warden / Warden / Caretaker or other Institute authorities can inspect any room at any time.

7. CODE OF CONDUCT

- 7.1. All residents are required to maintain the standards of behaviour expected from students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 7.2. All residents are required to carry their valid Identity Cards issued to them by the Institute.
- 7.3. The rooms, common areas, and surroundings should be kept clean and hygienic. Notices shall not be pasted on doors and walls and the doors and walls shall not be scribbled with.
- 7.4. Residents should cooperate in carrying out the maintenance work and vacate their rooms fully when the HMC requires the rooms for this purpose. On such occasions, HMC will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
- 7.5. Residents should not screen pirated / unauthorized / unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by the authorities.
- 7.6. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to repair the damage, if any. He / she is required to fill in the inventory of the furniture and other items available and hand over the furniture and other materials in good condition when he / she changes / vacates the room / hostel.

- 7.7. The cost of damage / loss to hostel property will be recovered from the resident responsible for such damage or loss, if identified, or from all residents of the hostel, as decided by the Warden. In case the amount of recovery is more than security / caution money, appropriate legal action will be initiated against the defaulters.
- 7.8. The residents shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he / she will be charged a penal rent as decided by the Warden.
- 7.9. The resident shall not remove any fittings from any other room and get them fitted in his / her room.
- 7.10. Ragging of students admitted to the Institute is totally banned. Any violation of this by students will be dealt with very severely. Anti-ragging measures are given in Annexure "A".
- 7.11. Smoking and consumption of alcoholic drinks and / or narcotic drugs anywhere in the hostel premises is strictly prohibited. Residents shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this rule. The HMC reserves the right to take direct disciplinary action amounting to even expulsion from the hostel at short notice.
- 7.12. Employing unauthorized persons for their personal work, such as washing of clothes, etc. is not permitted. Members of hostel staff should not be asked to enter the hostel room on any account.
- 7.13. Any resident who is found indulging in undesirable activities such as physical assault, damage to property, etc. will be liable to the following punishments:
 - a) He / she will be expelled from the hostel.
 - b) A record of his / her misconduct will be made in the personal file.
 - c) The cost of damage will be fully recovered from him / her together with penalty.
 - d) He / she will also be fined commensurate with the offence committed.
 - e) He / she will be denied the privilege of appearing in campus interviews during the final year.
 - f) No recommendations will be given to him / her for studies abroad.
- 7.14. Any resident who is found hosting / harbouring an offender will be also liable to punishments mentioned in rule 7.13.
- 7.15. Residents should not participate in any anti-national, anti-Institutional, anti-social or undesirable activity inside or outside the campus.
- 7.16. Use of powered vehicles is banned. The residents violating this rule are liable for punishment. Powered vehicles brought into the Institute campus will be confiscated and huge penal charges will be levied. The confiscated vehicles will be released only upon completion of their course.
- 7.17. The residents when they go out should plan to return to hostels before 9.00 PM. Those returning after 9.00 PM must enter the details in the register kept at security office. The security personnel may do frisking in case they find anything suspicious with the latecomers.
- 7.18. Residents going out of the campus after 7.30 PM must enter their details in the register kept at the security office. They should also enter their details in the register on their return to campus.
- 7.19. Residents shall not normally leave the campus after 9.00 PM, except for medical emergencies.

- 7.20. Day scholars are not allowed to reside in any of the hostels during off-working hours under any circumstances. Hence, no resident shall accommodate the day scholars in their rooms.
- 7.21. Residents are expected to obey the hostel rules and regulations during their stay. Violation of the hostel rules by residents will attract heavy fine for the first time, followed by suspension from hostel, if repeated.
- 7.22. Any resident found misbehaving / indulging in an activity that spoils the repute of the Institute will be immediately suspended from the hostel with the consent of Chief Hostel Warden.
- 7.23. Residents individually or as group shall not discriminate other residents according to their caste, creed, language, economic status, etc. anywhere in the Institute campus. Such offences will be considered as major indiscipline acts and dealt with accordingly.
- 7.24. Residents of same or opposite sex shall not involve in any immoral activities anywhere in the Institute campus. Such an activity will be considered as act of major indiscipline and will attract appropriate penal action against the concerned. See B5.12.

8. COLLECTIVE RESPONSIBILITIES

- 8.1. Residents shall keep their rooms, corridors, staircase, and bathrooms spotlessly clean and tidy all times. Any resident found to be living untidy and un-hygienically may be penalized by hostel authority or hostel committees.
- 8.2. General damage to the hostel property will be the collective responsibility of all residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- 8.3. Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 8.4. Residents are duty bound to report to Caretaker / Warden / Chief Hostel Warden in case they notice any unwanted incident or undesirable activity going on in the hostel or on campus.
- 8.5. Residents shall not arrange any functions or meeting or gatherings of any type inside or outside the hostel or within Institute campus without specific permission of respective Warden / Chief Hostel Warden.
- 8.6. The residents should not arrange for any picnic outside without specific permission from Dean (SAA). The application requesting such permission shall be routed through the CHW along with the list of students. The permission must be obtained a priori and submitted to HMC office.
- 8.7. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy, and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
- 8.8. The authority of NIAMT is confined to Institute campus only. If our students create law and order problems outside the campus, they are answerable to the police and / or the other law enforcing authorities. The Institute will in no way be able to help them.
- 8.9. Residents are expected to maintain discipline in the hostel and not to cause inconvenience to the fellow residents. The time period from 10.00 PM to 6.00 AM is treated as silence hour and the residents are expected to maintain silence and not disturb others during these hours.

- 8.10. Residents are not allowed to play in the rooms / corridors, except the board games like chess, carrom, etc.
- 8.11. The residents should avoid moving to uncommon places in the Institute zone and also should not indulge in misconduct in the residential zone.
- 8.12. Residents are not allowed to celebrate parties (like birthday) inside the hostel. If found, they will be subjected to a fine of Rs 1000/- per head per occasion.
- 8.13. Residents are not allowed to use the hostel terrace. If found, they will be subjected to a fine of Rs. 5000/- per head per occasion.

9. ADDITIONAL / SPECIFIC RULES, REGULATIONS, AND GUIDELINES FOR KALPANA CHAWLA CHATRAWAS

- 9.1. Residents are expected to be back in their hostel by 9.00 PM on all days. Following penalty will be applicable for late arrival without prior permission (Refer Section 10 for rules and procedure to obtain permission for late arrival).
 - a) Rs. 100.00 for first time.
 - b) Rs. 500.00 for second time.
 - c) Suspension from the hostel for third time.
- 9.2. Any other violation will be dealt with on case-by-case basis.
- 9.3. Residents desirous of leaving the hostel premises between 6.00 AM and 8.00 AM must make an entry in the register kept at the security booth in the hostel entrance.
- 9.4. If any resident wishes to be away from the hostel during weekend, holidays, or any other time, she must take prior permission from the hostel authorities by submitting a "sign out" form before they can leave the hostel.
- 9.5. Jewels and other costly items are not to be possessed in the hostel. The Institute and hostel authorities are not responsible for loss of any of their belongings.
- 9.6. Residents are not allowed to organize their own personal trips without prior permission from Warden and parents. No last-minute permission is granted. Should be intimated at least a day before leaving.
- 9.7. Prior permission must be obtained for accommodating lady guests. The guests may be allowed for a maximum of 3 days only, on payment of Rs. 70/- per guest per night (only lodging).

10. RULES AND PROCEDURE TO OBTAIN LATE ARRIVAL PERMISSION FOR GIRLS

- 10.1. Late arrival permission may be given to the individuals, members of clubs and festivals till 11.00 PM. Habitual application for late arrival will not be entertained.
- 10.2. The residents requesting late arrival must get permission from the Warden indicating the venue and number of students requesting late arrival before 4 PM on the day of extension.
- 10.3. During the permitted hours, residents must stay within the respective buildings or location for which they have obtained permission. Random checks will be conducted during the permitted hours for ensuring discipline. They must also carry their college ID cards with them.

- 10.4. If the behaviour of any individual / team during late arrival hours is found to be unacceptable, the hostel authorities have the right to cancel all future late arrival permissions for them.
- 10.5. If any student violates any rule during late arrival hours and exposes herself to harmful acts, it will be the sole responsibility of the student of her safety.
- 10.6. Procedure for obtaining late arrival permission for festival teams:
- a) In the event of festival teamwork, the members of each team are expected to obtain written permission from the Overall coordinator / Chairman of the Festival, Hostel Warden and Staff Advisor of the Festival.
 - b) A copy of permission letter must be submitted to the respective caretaker and get it attested. It will be cross-checked at the security booth when they return.
 - c) A minimum of three girls will be permitted for obtaining the late arrival permission from each team (minimum count can vary based on strength of girl students organizing the festival).

11. ADDITIONAL RULES AND REGULATIONS FOR NIRALA CHATRAWAS

- 11.1. Students should enter the hostel before 9:30 pm. Latecomers shall be subjected to a fine of Rs. 200/- for the first instance with doubled charges for the subsequent days of repetition, eventually leading to major disciplinary action.
- 11.2. Students going out of the campus for any reason must make an entry in the IN/OUT register.
- 11.3. Ragging is a punishable crime under Indian Penal Code. To eliminate such incidents, first year students are not allowed to visit senior's hostels. If the first-year students are found to visit the senior hostels, they will be suspended from the hostels considering the fact that such visits are aiding the ragging activities. See Annexure "A" for anti-ragging regulations and measures.

12. HOSTEL COMMITTEES

- 12.1. The general administration of the hostel and hostel mess will be managed by respective hostel committees consisting of residents. The hostel committees will be working under supervision of respective hostel Warden. These committees will be selected at the beginning of each semester and have a tenure of one semester only.
- 12.2. All the hostels will have the following committees consisting of students from respective hostels to involve the students into hostel administration and for smooth functioning of the hostels: (a) Hostel up-keep committee; (b) Mess committee; (c) TV room committee; (d) Sports committee; and (e) Discipline committee.

13. GUESTS

- 13.1. A guest of a resident may be permitted, with the prior approval by the Warden of the respective hostel, to stay in the hostel room for not more than a week on payment of necessary charges as fixed by HMC from time to time. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room. For this purpose, every person other than resident of the hostel will be considered as a guest for definition.

13.2. No overnight guests are permitted in a student's room without permission of the Warden. No person of the other sex either guest or otherwise shall be permitted to stay overnight in any part of the hostel.

13.3. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.

14. VISITORS

14.1. All visitors to the hostel including the parents / guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.

14.2. All visitors including the parents / guardians / siblings are allowed up to the visitor lounge of the hostel only.

14.3. Visitors are not allowed after 8.00 PM during working days and after 9.00 PM on weekends and holidays.

15. USE OF APPLIANCES

15.1. Use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron, etc. are forbidden. Such appliances, if found will be confiscated and a fine will also be imposed. Private cooking in hostel rooms and premises is strictly forbidden.

15.2. The use of audio systems which may cause inconvenience to other occupants is not allowed. Use of personal TV, VCR and VCD / DVD is prohibited. Students should not hire objectionable media from any source.

16. ISSUES, GRIEVANCES AND REDRESSAL

16.1. The legitimate issues and grievances of students can be represented in writing or email to the respective hostel Warden. The complaints and grievances must clearly include the name of the complainant without which the same will be invalid and no further action will be taken. It will be the responsibility of concerned officials to keep the confidentiality of identity of complainant(s). The complaints / grievances received will be addressed at the earliest possible time depending on the gravity of issues and grievances. If the redressal does not happen within a reasonable time, the same may be elevated to the Chief Hostel Warden.

16.2. The authority to deal with grievances related to mess rebate lies with respective hostel Warden. If still it is unresolved, then it should be reported to Chief Hostel Warden.

16.3. Any kind of agitation, hooliganism, rampage, etc. in the guise of issues and grievances is strictly banned. Strict actions leading to rustication / expulsion may be taken against the erring students after giving an opportunity by way of a show cause notice to defend themselves.

17. MESS RULES

17.1. No resident is allowed to stay in the hostel without being a member of the mess. The residents must keep their identity, and mess cards and show them to the mess operator on demand.

- 17.2. Students must dine in their respective hostel mess only. Once a student joins a mess, he / she shall be deemed to have become a permanent member of that mess throughout the semester. A vacation mess will be run for residents who will be staying in the hostel during the vacations with permission.
- 17.3. Residents who 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.
- 17.4. Chief Hostel Warden may permit late joining of mess for a maximum period of 10 days from the date of reopening of the Institute for valid reasons. Afterwards they will be charged as stated above. Such permission should be obtained in advance and the same must be intimated to the HMC before the reopening date. If approved, such residents will forfeit mess reduction under Rule 19.1(e) during that semester.
- 17.5. Residents should sign the "Mess Joining Register" kept in the mess at the time of their joining.
- 17.6. Residents should sign the "Mess Leaving Register" kept in the mess whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.
- 17.7. Residents are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.
- 17.8. Residents must come to the hostel mess in a proper dress to maintain the decorum.
- 17.9. If any student accommodates the defaulters / day scholars to dine in his / her mess account, the hostel authorities will impose a suitable disciplinary action / penalty as per the Institute rules.
- 17.10. The mess timings displayed in the respective hostel notice board should be strictly adhered to.
- 17.11. The system of self service will be followed in all the messes.
- 17.12. The quantity of food will be unlimited except in the case of special items as detailed in the menu.
- 17.13. Residents can entertain their parents as guests in their respective mess on prior intimation and on production of guest tokens. Residents are not permitted to dine in any mess as self-guest.
- 17.14. Residents other than the Mess Committee members are not permitted to enter the kitchen or storeroom of the mess on any account.
- 17.15. Residents on no account whatsoever will be permitted to take food outside the mess. They are also not allowed to carry mess utensils such as plate, spoon, tumblers, etc. anywhere outside the mess. Suitable fine may be imposed for violation.
- 17.16. No food will be served in the rooms of the hostel for any resident unless a certificate is produced from the Institute SMO the effect that the residents' condition requires the food to be served in their rooms.
- 17.17. No diner shall waste food. Paying mess bill does not entitle a diner to waste food. Defaulters may be penalized.
- 17.18. Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.
- 17.19. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- 17.20. If any resident is medically ill and requires a special diet (e.g. Oil-less food) he / she can request the Warden to arrange for the same at the mess. This facility may only be available for shorter periods and not for the entire semester.

- 17.21. All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 17.22. Residents should not bring any pet animals into the mess hall or encourage such practice in the hostel room.
- 17.23. Any dispute regarding the quality and quantity of food will be amicably solved by the respective mess committee and mess contractor in the presence of concerned Warden. Any procession, demonstration, etc. related to the mess issues may invite appropriate disciplinary action by the hostel authority.

18. MESS CHARGES

- 18.1. All messes will have a common menu duly approved by the Chief Hostel Warden. The menu will be prepared and notified before the commencement of an academic session. No changes in the menu will be allowed during an academic session.
- 18.2. Mess charges include the cost of breakfast, lunch, evening snacks and tea, and dinner as per the approved menu. The mess charges will be notified well before the commencement of each semester.
- 18.3. Extra items can be purchased separately using the prepaid tokens which will be available in the HMC Office. Only digital payments will be accepted.
- 18.4. The mess menu and charges for the vacation mess will be notified at least 15 days before the start of the vacation.
- 18.5. Residents are allowed to avail mess rebate as per the rules described under "Mess Reduction Rules". However, no rebate will be allowed in vacation mess.
- 18.6. Guest charges will be at the rates as notified in the mess.
- 18.7. Bringing utensils and / or taking mess food outside the mess and dining in any mess during the mess rebate period by the respective resident are deemed to be offences and will attract a fine of Rs. 500/- every occasion. Repeated offenders will be recommended for disciplinary action.

19. MESS REDUCTION RULES

- 19.1. Mess reduction is admissible to the residents on the following grounds only:
 - a) Approved study holidays and semester vacation declared by the Institute.
 - b) Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, project or research work, etc.
 - c) Periods availed by students for attending external interviews / industrial training / internship on the recommendation of the Training and Placement Section of the Institute. In case the internship is availed during a working semester, the approval of Dean (Academic) must also be enclosed with the mess reduction form.
 - d) Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
 - e) A maximum of 10 (ten) days in a semester for valid reasons. Permission of the respective Associate Dean is a must to avail the mess reduction through this route.

- 19.2. Application for mess reduction must be submitted in the prescribed format, at least three days in advance. Other modes, such as email, etc. will not be accepted. An acknowledgement may be obtained from the HMC for having applied for mess reduction.
- 19.3. In addition, residents applying for mess reduction should also sign the "Mess Leaving Register" kept in the messes at the time of their leaving the mess.
- 19.4. It is mandatory that the resident will not be staying in the hostel or Institute guesthouse during the period for which he / she has applied for mess reduction.
- 19.5. Residents proceeding on medical leave from the campus should produce a Medical Certificate issued by the Institute SMO at the time of their leaving. In case of sudden illness, the information on leaving the mess should be made available to HMC office immediately and the application for mess reduction should be submitted within the next three days.
- 19.6. Residents 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 HMC by email before the expiry of approved holidays, the probable date of re-joining the mess along with a medical certificate from a Medical Officer not lower in rank than that of a Civil Assistant Surgeon. No mess reduction will be given if advance intimation is not provided and/or proper medical certificate is not produced.
- 19.7. No resident can claim mess reduction unless he / she had intimated his / her absence in advance by applying for mess reduction and signed the "Mess Leaving Register" at the time of his / her leaving the mess.
- 19.8. The mess rebate will be applicable for the entire day and not for single meal, i.e., breakfast, lunch, evening tea or dinner.
- 19.9. Residents will be entitled for mess reduction of (N - 2) days, where N is the total number of days of absence from the mess. Applicable rate of rebate will be 80% of prevailing food charges. In case of Institute vacations, such as the mid-semester and semester-breaks, the applicable rate of rebate will be 100% of prevailing food charges for the entire vacation period. Rules 17.3 and 17.4 shall apply upon reopening of the Institute after such vacation.
- 19.10. At the time of joining the mess after availing mess reduction, residents should sign the "Joining Register" kept in the mess.
- 19.11. Defaulter resident (the resident after informing the mess operator regarding his / her absence from the hostel and unable to take food / diet but in practice takes the food / diet in any other mess in the Institute during the mess rebate period) will be charged as per guest rates and a suitable fine will be imposed. Repeated defaulter will be debarred for any mess rebate during the entire period of their stay in the Institute.

20. HOSTEL AND MESS FEES PER SEMESTER

- 20.1. The details of hostel fees (includes the seat rent and establishment charges) shall be updated at the Institute website and hostel notice boards well before the beginning of every semester.
- 20.2. The mess fees for the whole semester will be payable in the form of "mess advance", which will also be notified along with the hostel fees.

- 20.3. The hostel fees and mess advance must be paid along with the Institute fees in the beginning of each semester. Any leftover amount in the mess advance will be adjusted in the subsequent semester.

21. RIGHTS OF HOSTEL MANAGEMENT COMMITTEE

- 21.1. Any breach of these rules will invite an enquiry that will be conducted by Hostel Management. If the student is found guilty, 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, amounting to even expulsion at short notice from the hostel.
- 21.2. The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.

22. Rules are subject to revision from time to time, with the approval of the Director.

ANNEXURE “A”: ANTI-RAGGING REGULATIONS AND MEASURES

We at NIAMT follow the policy of *zero tolerance to ragging*. Ragging in any form is totally banned in the entire Institute, including its departments, all its premises (academic, residential, sports, canteen etc.) whether located within the campus or outside and in all means of transportation of students whether public or private. All the students are advised to read the regulations related to ragging described below.

- A1. With reference to the UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 (under Section 26 (1)(g) of the University Grants Commission Act, 1956), vide notification F.1-16/2007 (CPP-II) dt. 17.06.2009, ragging is a punishable crime. In view of the directions of the Hon'ble Supreme Court in the matter of “University of Kerala v/s. Council, Principals, Colleges and others” in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009. This has come to effectiveness to prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.
- A2. In view of the above an anti-ragging squad is active and our campus is ragging free. Hence any such activities if occur will be viewed with due seriousness and the student will be subjected to subsequent actions as per the stipulated act.
- A3. What constitutes Ragging? Ragging constitutes one or more of any of the following acts.
- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
 - b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
 - c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
 - e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
 - f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
 - g) Any act of physical abuse including all variants of it: sexual abuse, gay assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
 - h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
 - i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
 - j) In case of any such instances either directly been contacted by the senior, being a victim or if the student happens so witness any such incident which can be categorically defined under ragging as above as a campus resident, he/she should immediately report to the appropriate authority (Warden / Chief Hostel Warden / Anti-ragging Squad) for further course of action. Such informants will be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- A4. Freshers should clearly desist from doing anything with or against their will, even if ordered to by the senior students and that any attempt of ragging shall be promptly reported to the above authorities as the case may be.
- A5. First year UG students are for the very same reason lodged in separate hostels fenced and the access of seniors are denied on these first-year hostels. Any senior student found in those hostel premises for whatsoever reason without prior permission shall be subjected to disciplinary action.
- A6. The students who are found indulge in such activities shall be punished appropriately after following the procedure and in the manner prescribed hereinunder.
- A6.1. The Anti-Ragging Committee of the Institute shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of Anti-Ragging Squad.
- A6.2. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments.
- a) Suspension from attending classes and academic privileges.
 - b) Withholding/ withdrawing scholarship / fellowship and other benefits.
 - c) Debarring from appearing in any test / examination or other evaluation process.
 - d) Withholding results.
 - e) Suspension / expulsion from the hostel.

- f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - g) Cancellation of admission.
 - h) Rustication from the Institute for period ranging from one to four semesters.
 - i) Expulsion from the Institute and consequent debarring from admission to any other Institute for a specified period.
- A7. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- A8. An appeal against the order of punishment by the Anti-Ragging Committee shall be made to the Vice-Chancellor of the Jharkhand University of Technology, Ranchi.
- A8.1. In case of rustication from the Institute for period ranging from one to four semesters, appeal may be made to the Chairman, BOG of the Institute.
- A9. All senior students, hostellers, and day scholars are required to sign an anti-ragging undertaking form.

ANNEXURE “B”: DISCIPLINE RULES APPLICABLE TO HOSTEL RESIDENTS

The residents are required to maintain good discipline and congenial environment and cultivate human values among themselves while staying in the hostel. Keeping in mind the objective of inculcating and sustaining values and character among students, past record shall be a relevant factor in determining the nature of corrective action for misconduct. The residents are evaluated for their general behaviour inside and outside the hostels. It is required that every resident should follow the discipline rules in true spirit.

B1. Inquiry Authority

- B1.1. Chief Hostel Warden (CHW) is empowered to constitute inquiry committee to resolve student related problem within the hostel system. If deemed fit, he / she may recommend / refer to the Student Conduct and Disciplinary Committee (SCDC) to initiate an inquiry.
- B1.2. In cases of alleged sexual harassment, the inquiry shall be held by a committee decided by the Director / Chief Hostel Warden in consultation with the Chairperson, Institute Women Cell and give its recommendation to SCDC.

B2. Review Authority

- B2.1. If a resident with respect to whom corrective or penal action(s) has been taken by the CHW or Chairman, SCDC may request the Director to review such action(s), if he / she feels aggrieved of such decision, within fifteen days of receiving a communication of action(s). The reasons for requesting the review shall be clearly and fully set out in the request along with all supporting documentation.
 - B2.1.1. The decision of the Director, NIAMT on the review shall be final. Where the Director so deems necessary, he / she may delay the implementation of the decision of CHW / Chairman, SCDC pending completion of the review for such period as it deems fit.

B3. Procedure to Conduct Inquiry

- B3.1. If any Warden, caretaker, security or resident is of the view that a resident may have engaged in any misconduct, he / she may complain it to the CHW preferably in writing. The CHW, as the case may-be, may inquire or constitute a committee to inquire or refer to SCDC.
- B3.2. Where two or more residents are concerned and involved in any alleged misconduct, a joint inquiry may be conducted regarding such misconduct or misbehaviour as against all of them in a common proceeding.
- B3.3. CHW may place a resident against whom an allegation of misconduct has been made under expulsion from hostel pending inquiry, if he / she is satisfied that such expulsion is necessary (a) to ensure that a fair inquiry is conducted into the allegations under these guidelines without direct or indirect interference in the process by, or on behalf of, such resident; (b) for the safety and well-being of any resident and / or residents against whom the allegations are made; or (c) for the best interests of the Institute, for reasons to be set out in writing.

B4. Minor Indiscipline Acts

- B4.1. Disturbing by making undue noise or otherwise in the hostels and riding powered vehicles in the campus.
- B4.2. Intimidating and threatening any member of NIAMT family.
- B4.3. Defacing the hostel and mess buildings by writing slogans and pasting bills.
- B4.4. Any type of markings on hostel inventory, walls, doors, etc.
- B4.5. Not recording the entry in the movement register of the respective hostel while moving outside the Institute.
- B4.6. Not following the mess / hostel rules.
- B4.7. Moving in the residential area of faculty / staff without any genuine reason.
- B4.8. Keeping any other person in the hostel room without permission of the competent authority.
- B4.9. Failure to observe Institute regulations, including: (a) being outside the campus without required permission / information of designated authorities; (b) returning to the hostel / campus without prior permission after the designated hour by which they should have returned; and (c) staying overnight outside the campus (without prior permission / information).
- B4.10. Any other acts of indiscipline decided by the competent authority not befitting to the resident.
- B4.11. Direct or indirect involvement in any act of minor indiscipline stated above will invite:
 - a) Monetary fine imposed by CHW / SCDC as the case may be. Fine limits for various officials are as follows:

CHW	up to 10,000/-
SCDC	up to 15,000/-
 - b) Rustication from hostel premises for a specified period imposed by CHW / SCDC, as the case may be.
 - c) Any other action deemed fit by the Competent Authority.

B5. Major Indiscipline Acts

- B5.1. Cases of alleged sexual harassment.
- B5.2. Use of any automobile inside Institute premises. Only for genuine medical reasons the students are allowed to use automobile after the approval of CHW.
- B5.3. Non-deposition of any fine by the resident, imposed by hostel authority, within stipulated time.
- B5.4. Impersonation.
- B5.5. Conduct that cause serious physical or emotional harm to any person, whether or not a member of the Institute community or could reasonably be considered as likely to cause such harm, including ragging, violent behaviour of any kind such as assault, fighting, injuring others, manhandling and other such undignified forms of behaviour; outraging or attempting to outrage the modesty of any person; possession of weapons or any other gadget which can be used / treated as weapons, explosives or any other similar materials that are inimical to the safety of any member of the Institute community; threatening the lives or peace of others on the campus or ill its precincts.
- B5.6. Dishonesty including lying, theft or fraud.

- B5.7. Taking out processions and holding demonstration inside the Institute campus.
- B5.8. Wilful disobedience of instructions of the Hostel and Institute authorities.
- B5.9. Disrupting peace and order in the hostels including riotous or disorderly behaviour.
- B5.10. Wilfully damaging hostel property and wilfully causing loss to the Institute.
- B5.11. Maliciously bringing down or maligning the status or reputation of the Institute.
- B5.12. Immoral activities in the campus.
- B5.13. Conduct that are hazardous to human health, sorely and the well-being including consumption or possession of alcohol in the Hostel / Institute premises, consumption of drugs, narcotics / psychotropic or similar substances; entering the Hostel premises after consuming and while under the influence of alcohol, drugs, narcotics / psychotropic or similar substances; bringing, or being party to any effort or scheme to bring, alcohol or any of the aforementioned substances into the campus; supplying drugs or narcotics / psychotropic substances including to a member of the Institute community regardless of where the supply occurs; being under the influence of alcohol or any of the aforementioned substances within the Institute precincts.
- B5.14. Keeping any other person / student in the hostel room who has been expelled from the Hostel / Institute.
- B5.15. Direct or indirect involvement in the fighting case leading to physical injury to any person.
- B5.16. Repeatedly committing minor misconduct on more than four occasions during the resident's stay at NIAMT shall fall under the category of major misconduct.
- B5.17. Direct or indirect involvement in any other acts of indiscipline decided by competent authority not befitting to the resident.
- B5.18. Possession of powered vehicles without the approval of the competent authority/
- B5.19. Direct or indirect involvement in any act of major indiscipline stated above will invite following actions as deemed fit by the authority concerned:
- a) Use of automobile inside the Institute premise may invite impounding of the vehicle for the minimum period of 3 months and a minimum fine of Rs. 5000/- (Five thousand only) on each student riding the automobile after approval from CHW / Chairman, SCDC.
 - b) Minimum fine of Rs. 5000/- (Five thousand only) each as proposed by Chief Hostel Warden.
 - c) Any other action OR monetary fine as decided by CHW / Chairman, SCDC.
 - d) Resident can be put "ON-BOND". The following disciplinary action may be taken by CHW / SCDC, as the case may be:
 - i) A bond of Rs. 50,000/- (Fifty thousand only) to be deposited in office of Chief Hostel Warden by the parents of involved students.
 - ii) An undertaking under self-declaration from the Parents of the student(s) regarding the good behaviour of their ward.
 - iii) Debarred to organize or participate in any Institutional event and cannot represent Institute in any outside event.
- B5.20. In case of any major involvement OR involvement in any minor / major indiscipline activity after being "ON-BOND", the resident can be put on "CONDUCT PROBATION" and the SCDC may take the following disciplinary action. Conduct Probation will remain for the entire duration of

the stay in the Institute and bond will be released at the time of final exit from the Institute; for promotion, this action will remain active.

- a) Rustication from the Institute premises for the minimum period of One Year.
- b) The earlier bond of Rs. 50,000/- will be forfeited, if any.
- c) A bond of Rs. 75,000/- (Seventy-five thousand) to be deposited in CHW Office by the parents of the concerned students.
- d) An undertaking under self-declaration from the Parents of the student(s) regarding the good behaviour of their ward.
- e) Debarred to organize or participate in any Institutional event and cannot represent Institute in any outside event.

B5.21. After "Conduct Probation", involvement in any of the above acts of minor / major indiscipline or any other activity as is considered indiscipline by the competent authority will culminate into expulsion from the Institute with the approval of the Director.