

## **Guidelines to the Students :-**

### • **Do's**

- ✓ Carry "Identity Card" always with you.
- ✓ Present in your own allotted room after 11.00 PM.
- ✓ Late entry to the hostels without permission is a violation of hostel rules. Permission from warden and the entry of details related to late coming in the register with security personnel are mandatory for such cases.
- ✓ Use mobile phones sensibly without disturbing others.
- ✓ Keep the room neat and tidy. Always keep valuables under lock and key.
- ✓ Avoid the wastage of electric power and potable water.
- ✓ Inform your parents the mobile numbers of your friends, wardens and faculty advisor.
- ✓ Follow instructions of the authorities and security personnel with utmost decency.
- ✓ Observe study time strictly in the night during 8:30 to 10.30PM.
- ✓ Use of motorized vehicles are not permitted in the academic area and hostel premises.
- ✓ All student activities related to sports, cultural or technical clubs must be between 5am-8am, 6pm-8pm on weekdays and no activities will be permitted beyond 12 am on holidays.

### • **Don'ts:-**

- × Smoke, consume alcohol, use drugs, intoxicate by any means, or tempt others for the same.
- × Keep lethal weapons or hazardous articles in your possession/room.
- × Engage in undesirable/punishable activities (verbal or Physical abuse).
- × Convene meeting/conduct celebrations in the hostel without Prior permission.
- × Enlist other inmates as members of any forums without prior Approval.
- × Disturb others by shouting, reading loudly, playing music and games.
- × Disfigure the hostel premises and damage any hostel property.
- × Allow a non-inmate for staying in the hostel room without prior permission.
- × Stay away from your allotted room after 11.00PM without any valid reason.
- × Cook or use electric iron, heaters, etc. inside the rooms.

1. Residents will be personally responsible for the safety of their belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a very short period.
2. Residents are duty bound to report to the Assistant to Wardens/ Warden / Institute authorities in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
3. Residents are required to park the bicycles only in the space provided for them in an orderly manner. No vehicles should be parked near the entrance or in the corridors.
4. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable.
5. Any case of theft should be reported promptly to the Security Officer through Hostel Administration.
6. If students create law and order problems outside the campus, they are answerable to the police or city administration on their own. In such cases, they will also be answerable to IIITL administration as per the institute norms.

7. IIITL authorities will do its utmost to protect you as long as you are on the right side of the law. Do not overstep the social and moral limits, help us to help you.
8. The inmates are expected to behave politely with fellow students, institute & hostel officials and show extreme decency in all their activities. They should strictly follow the instructions given by the hostel authorities and Security personnel.
9. Ragging in any form is banned in the Institute and hostels and is a punishable offence (refer Honorable Supreme Court's directives with respect to this). Information about ragging should be immediately reported to the authorities. The matter will also be reported to the police for further action.
10. No inmate shall engage himself/herself in undesirable/punishable activities such as forming groups of any sort, verbal or physical abuse, activities that cause disturbance to others etc. They are expected to maintain conducive atmosphere for the academic excellence.
11. The inmates are not permitted to convene meeting/conduct celebrations of any sort anywhere in the hostel or its premises without permission of warden. They should not collect fund of any sort or enlist other inmates as members of any forums without the approval of the warden.
12. Abuse of drugs, consumption of alcohol, intoxication by any means and smoking are strictly prohibited in the campus. Disciplinary action along with heavy fine including reporting the matter to the police/shadow police will be done against persons found indulging in such activities.
13. Acts of shouting, reading aloud, playing music, games etc which are likely to disturb the inmates should not be done in the hostel premises.
14. All inmates will have to take adequate care to prevent the theft of their valuables. The hostel authorities will not be responsible for any loss of such properties.
15. It is essential to keep the rooms locked when no inmate is present inside. It is also advisable not to keep valuable items like mobile phones, tablet phones, PCs, cameras (stills and motion), etc. with the inmates. Institute/hostel authorities/wardens are not responsible for any loss/damage/theft of any items kept by the inmates.
16. Disfiguring the hostel buildings, damaging of the hostel properties, removal of furniture and electrical/telephone fittings, damaging common room facility, water filter/cooler etc. shall be deemed as serious offences and shall invite disciplinary actions including heavy "common fine" and/or "personal fines" as decided by the wardens council.
17. Stay of a non- inmate in the hostel without written permission will be considered as a serious offence and fine will be charged to the inmate as decided by the wardens council.
18. Mobile phones should be used judiciously and without disturbance to others. Avoid using mobile phones in common areas and mess halls.
19. Inmates should see that lights, fan etc are switched off when these are not required or when they leave the room. Residents are **not permitted** to use **heaters, electric iron** and similar

appliances of any kind consuming electrical in the rooms. Close water taps after use. Heavy fine will be imposed for using the above item inside the hostel.

20. Use of loud speakers and high power audio systems is prohibited.
21. Cooking inside the hostel room is strictly prohibited and shall attract heavy penalty.
22. Visit to other hostels, except for dining, should be recorded in the visitor's register available in the hostel.
23. All inmates of Girls/Boys hostels are expected to be back in their respective hostels before 11 P.M. Latecomers should show their identity card and then enter their name, roll number, room number, time of arrival, and the reason for late arrival in the register available with the security personnel or hostel official.
24. Those who are not able to reach before 11:00PM or want to leave before 6:00AM should obtain permission from the warden and should enter their name, roll number, room number, time of arrival/departure, and the reason for such causes in the register available with the security personnel.
25. The inmates should keep their rooms neat and tidy, and their valuables under lock and key. They should make the room available for periodic inspections by the hostel officials. They must also endeavor to keep the hostel buildings and premises neat and clean.
26. No inmate shall absent himself/herself for any night from the hostel without prior permission of the warden. If a student finds it necessary to leave the hostel urgently, he/she must inform the same to the warden and before his/her departure should submit a written request to the warden through the steward/matron of the respective hostel.
27. Inmates should not possess or keep lethal weapons or hazardous articles. Fire crackers are banned in the hostels.
28. Littering in the hostel surroundings and premises is not permitted. Water materials should be promptly deposited in the designated location. Misconduct or breach of any of the rules of the hostels will lead to disciplinary actions including *suo motu* expulsion from hostels. Matters of indiscipline shall be reported to the Director for further action. Head of the Department and parent/guardian will also be informed of the same.
29. Inmates are advised not to keep any motorized vehicles in the campus. They are not permitted to use motorized vehicles (two wheelers/four wheelers) inside the campus. Students with physical disability have to obtain a special permission from chief warden for the personnel usage of motorized vehicles by them. Anyone who is found guilty of violating this rule will face disciplinary action and / or expulsion from the hostel.
30. The inmates are free to discuss their problems in the institute/hostel with their wardens and faculty advisors (FA).

31. Keep informed the parents the mobile phone numbers of your friends, wardens, faculty advisers and hostel and mess committee members of your hostel.
32. Parents/guardians are requested to inform their address/telephone numbers and any changes promptly to the office of the hostel where their ward is staying.