

Hostel Rules and Regulations



**Council of
Wardens**

IIIT ALLAHABAD

Prepared By

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1. Preliminary

1.1 Short Title and Commencement

1. These Regulations shall be called the **Hostel Regulations, 2026**.
2. They shall extend to all hostels established, administered, or recognized by the Institute under the supervision of the Council of Wardens.
3. They shall come into force on such date as may be notified by the Competent Authority.
4. These Regulations shall constitute the primary governing framework for the administration, discipline, management, and welfare of residents in Institute hostels.

1.2 Scope and Applicability

1. These Regulations shall apply to:
 - a) All students allotted accommodation in Institute hostels;
 - b) All functionaries appointed for hostel administration, including Wardens, Assistant Wardens, Caretakers, and members of the Council of Wardens;
 - c) All persons permitted to reside temporarily in hostels in accordance with approved provisions; and
 - d) All hostel-level committees constituted under these Regulations.

2. Hostel accommodation is a facility extended by the Institute in furtherance of academic and residential objectives and shall be governed strictly by these Regulations and such directions as may be issued from time to time by the Council of Wardens.
3. All residents shall comply with the provisions of these Regulations as a condition of allotment and continued occupation of hostel accommodation.

1.3 Objectives of Hostel System

The objectives of the Hostel System shall be:

1. To provide a safe, disciplined, and academically conducive residential environment for students.
2. To promote community living based on mutual respect, cooperation, and institutional values.
3. To facilitate holistic development through participation in academic, co-curricular, and extra-curricular activities.
4. To ensure transparent, accountable, and efficient governance of hostels through defined authority structures and administrative procedures.
5. To safeguard the health, safety, welfare, and well-being of resident students.

1.4 Definitions

In these Regulations, unless the context otherwise requires:

1. “Council of Wardens” or “CoW” means the body constituted by the Institute for regulating and supervising hostel administration and discipline.
2. “Chairman, Council of Wardens” or “Chairman (CoW)” or “Chairman” means the person appointed to preside over the Council of Wardens and exercise overall supervisory authority over hostel administration.

3. "Warden" means a faculty member appointed to administer and supervise a specific hostel under the authority of the Council of Wardens.
4. "Assistant Warden" means a person appointed to assist the Warden in supervision and administration of a hostel.
5. "Caretaker" means the person designated for day-to-day operational management of a hostel under the supervision of the Warden.
6. "Guard" means a security or support staff member deployed at the hostel premises responsible for access control, entry-exit monitoring, and first-level emergency response during night hours.
7. "CoW Office" means the administrative office functioning under the Council of Wardens for maintaining records and facilitating execution of hostel-related decisions.
8. "Hostel Committee" means a committee constituted from among resident students to assist hostel authorities in matters of discipline, cleanliness, and coordination.
9. "Mess Committee" means a committee constituted from among resident students to assist in supervision and functioning of the hostel mess.
10. "Resident" or "Hosteller" means a student formally allotted accommodation in a hostel and whose name is entered in the official hostel records.
11. "Guest" means a person permitted in writing by the Warden to temporarily reside in hostel premises subject to prescribed conditions.
12. "Competent Authority" means the authority empowered under the Institute Statutes or delegated administrative framework to take a final decision in a given matter.
13. "Institute" means the Indian Institute of Information Technology, Allahabad.
14. "IHC" means the Institute Health Centre, being the primary medical facility of the Institute available to residents.

15. "Schedule" means a Schedule appended to these Regulations, which forms part of these Regulations and may be amended by resolution of the Council of Wardens without requiring amendment of the principal Regulations.
16. Words importing the singular shall include the plural and vice versa, and words importing any gender shall include all genders, unless the context otherwise requires.

2. Governance, Administration and Monitoring

This Chapter establishes the institutional authority structure governing hostel administration, defines the roles and responsibilities of all hostel functionaries, and prescribes the operational framework for supervision, inspection, record-keeping, and compliance review. All hostel administration shall function strictly within the hierarchy and mechanisms prescribed herein.

PART A GOVERNANCE FRAMEWORK

2.1 Institutional Authority and Administrative Hierarchy

1. The hostels of the Institute shall function as an integral component of the Institute's residential and student-welfare framework. Hostel administration shall operate under the overall authority of the **Director** and under the student-welfare supervision of the **Dean (Student Affairs)**, in accordance with the Statutes, Ordinances, and Regulations of the Institute.
2. For the purpose of hostel governance, the following administrative hierarchy shall apply:

**Director → Dean (Student Affairs) → Chairman, Council of Wardens →
Wardens → Assistant Wardens → Caretakers / Guards → Hostel
Committee, Mess Committee**

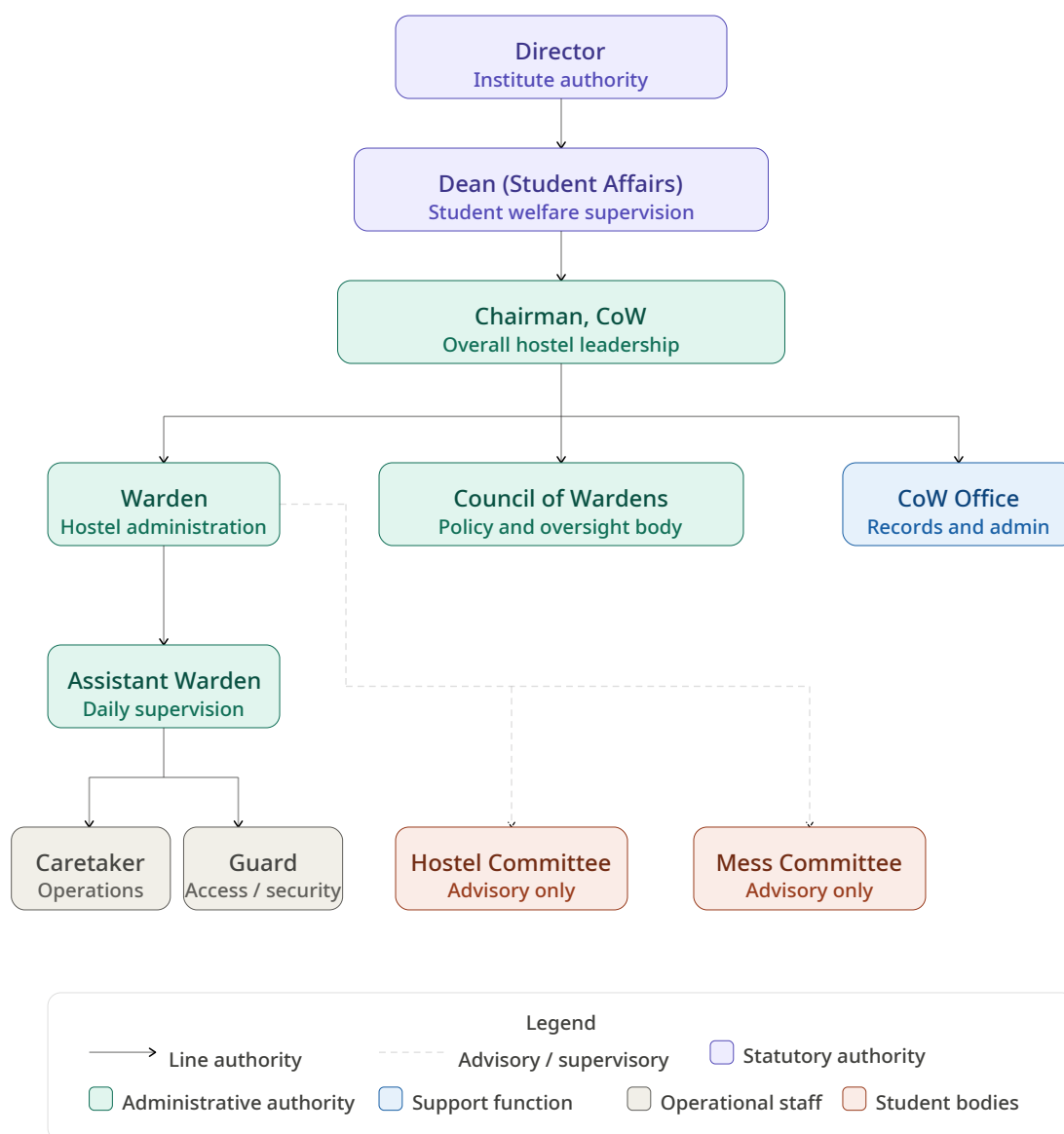


Figure 2.1: IIITA Hostel Governance and Administrative Hierarchy

3. This hierarchy establishes the chain of command for decision-making, supervision, reporting, and accountability. The Hostel Committee and Mess Committee shall function in an advisory capacity under the supervision of the Warden and shall not exercise independent administrative authority.
4. Nothing contained in these Regulations shall alter, limit, or redefine the statutory powers of the Director or the Dean (Student Affairs). Hostel governance under these Regulations shall be exercised through the Council of Wardens

in alignment with institutional authority.

2.2 Council of Wardens

1. The Council of Wardens (CoW) shall be the principal body responsible for the regulation, supervision, and administration of all hostels of the Institute.
2. The Council shall function under the supervision of the Dean (Student Affairs) and within the institutional authority structure.
3. The Council shall consist of the Chairman, Council of Wardens; Wardens of all hostels; Assistant Wardens; and such other members as may be nominated by the Institute from time to time.
4. The Council shall frame, implement, and review policies relating to hostel accommodation, discipline, mess administration, welfare, safety, and operational management. It shall ensure uniform enforcement of these Regulations across all hostels.
5. The Council shall have authority to interpret the provisions of these Regulations and to resolve ambiguities arising in their implementation. It may recommend amendments to these Regulations for consideration by the competent authority.
6. The Council shall maintain a structured monitoring system for hostels, including review of inspection reports, operational records, grievance registers, and disciplinary proceedings.

2.3 Chairman, Council of Wardens

1. The Chairman, Council of Wardens, shall provide overall leadership, coordination, and supervision of hostel administration.
2. The Chairman shall preside over meetings of the Council and ensure implementation of decisions taken therein.

3. The Chairman shall coordinate among Wardens, monitor discipline standards, and oversee welfare and safety within hostels.
4. The Chairman shall ensure maintenance of student accommodation records and relevant databases through the CoW Office and may communicate with parents or guardians in matters concerning discipline, welfare, or serious misconduct.
5. In circumstances requiring urgent intervention to preserve order, safety, or institutional reputation, the Chairman may take interim administrative measures consistent with these Regulations, subject to subsequent review by the appropriate authority.
6. The Chairman may conduct periodic or surprise inspections of any hostel to review compliance with these Regulations and may issue directions for corrective measures.

2.4 Wardens

1. Each hostel shall be placed under the charge of a Warden appointed for that purpose. The Warden shall be responsible for the administration, discipline, and management of the assigned hostel.
2. The Warden shall oversee room allotment, occupancy management, inventory verification, and vacation procedures in accordance with approved policies.
3. The Warden shall maintain discipline within the hostel, address grievances raised by residents, and monitor compliance with hostel rules, including entry/exit registers, attendance records, and visitor registers.
4. The Warden shall supervise hostel-level committees, including the Mess Committee and Hostel Committee, and ensure adherence to standards of hygiene, food quality, and operational efficiency.

5. In cases of indiscipline, the Warden shall take appropriate action as per the disciplinary framework and shall report serious matters to the Chairman, Council of Wardens, or refer them to the competent authority.
6. The Warden shall conduct periodic inspections of hostel premises and review maintenance and operational issues affecting residents.

2.5 Assistant Wardens

1. Assistant Wardens shall assist the Wardens in supervising day-to-day administration and monitoring of hostel functioning.
2. They shall verify registers, review mess attendance and billing records, monitor maintenance complaints, and conduct inspections of hostel premises.
3. Assistant Wardens shall facilitate communication between residents and hostel authorities and assist in enforcing discipline and compliance with hostel rules.
4. They shall report significant operational or disciplinary concerns to the Warden and support implementation of decisions taken by hostel authorities.

2.6 Caretakers

1. Caretakers shall be responsible for day-to-day operational management of hostels under the supervision of the Warden and Assistant Warden.
2. They shall maintain accurate records of room occupancy, inventory of furniture and fixtures, visitor entries, and entry and exit of residents.
3. Caretakers shall supervise sanitation, cleanliness, and general upkeep of hostel premises and coordinate routine maintenance requirements with appropriate authorities.
4. They shall ensure that no unauthorised person resides in the hostel and shall promptly report irregularities, maintenance deficiencies, or incidents affecting discipline or safety.

5. Caretakers shall act as first institutional responders in emergency situations, including medical emergencies, and shall ensure timely activation of the emergency response chain as prescribed in Schedule IV.

2.7 Guards

1. Guards shall be deployed at hostel premises and shall be responsible for access control, entry-exit monitoring, and security of hostel premises.
2. Guards shall act as first institutional responders during night hours in the absence of or alongside the Caretaker, and shall initiate the emergency response chain without waiting for administrative approval.
3. Guards shall not permit entry of unauthorised persons and shall report any suspicious activity, security breach, or emergency to the Caretaker and Warden immediately.

2.8 CoW Office

1. The CoW Office shall function as the administrative arm of the Council of Wardens and shall maintain official records relating to hostel administration.
2. The Office shall process room allocation data, maintain complaint and grievance registers, preserve disciplinary documentation, maintain financial and mess-related records, and facilitate communication between hostel authorities and institutional offices.
3. The CoW Office shall support the Chairman and Wardens in implementation of policies, monitoring of compliance, and maintenance of transparency in hostel governance.

2.9 Hostel Committee

1. A Hostel Committee may be constituted from among resident students to assist hostel authorities in matters relating to discipline, cleanliness, and co-

ordination within the hostel.

2. The Committee shall function in an advisory and supportive capacity and shall report observations or concerns to the Warden. It shall not exercise independent administrative authority.

2.10 Mess Committee

1. A Mess Committee may be constituted from among resident students to assist in supervision of mess operations.
2. The Committee shall review menu preparation, monitor food quality and hygiene, verify adherence to approved standards, and assist in ensuring transparency in mess billing and operations.
3. The Committee shall function under the supervision of the Warden and shall not exercise independent financial authority.

2.11 Grievance Redressal and Reporting

1. Residents may approach the Caretaker, Assistant Warden, or Warden for assistance, guidance, or grievance redressal. Representations to higher authorities shall ordinarily be made through the proper channel.
2. Hostel authorities shall maintain a structured system for recording complaints and monitoring their resolution.
3. Serious matters affecting discipline, safety, or institutional interest shall be escalated to the Council of Wardens and, where required, to the appropriate institutional authority.
4. Where an authority is dissatisfied with the functioning of a subordinate functionary, such concerns may be reported in writing to the next higher authority for review.

2.12 Administrative Accountability

1. All hostel functionaries shall act within the scope of authority assigned under these Regulations. No functionary lower in the administrative hierarchy shall act in contravention of directions issued by a higher authority.
2. The governance structure established herein shall ensure clarity of authority, defined reporting lines, and accountability at each level of hostel administration.

3. Accommodation, Allocation and Occupancy

This Chapter establishes the complete framework governing hostel accommodation from eligibility through to vacating. It covers the conditions of allotment, the allocation process, occupancy responsibilities, vacation and internship provisions, room change rules, vacating procedures, and the treatment of unauthorised occupancy. All provisions shall be read in conjunction with the governance framework prescribed under Chapter 2.

Hostel accommodation is a privilege extended by the Institute in furtherance of its academic and residential objectives. It is not a matter of right. Continued occupation shall be subject to compliance with these Regulations and with directions issued by hostel authorities from time to time.

PART A ELIGIBILITY

3.1 General Eligibility

1. Hostel accommodation shall be available only to students who are duly registered in an academic programme of the Institute and whose registration remains valid.
2. A student whose registration is cancelled, suspended, or otherwise terminated shall automatically cease to be eligible for hostel accommodation and shall vacate within the period prescribed by hostel authorities.
3. Accommodation may be extended, subject to availability and written approval,

to research scholars, project staff, workshop participants, or other categories of persons as specifically permitted under these Regulations.

4. The specific provisions governing duration of allotment, vacation stay entitlements, internship-related absence, and special conditions applicable to each category of resident shall be as prescribed in **Schedule II** to these Regulations, as amended from time to time by the Council of Wardens.

3.2 Mandatory Residential Clause

1. The Institute shall function as a residential institution. All students admitted to regular academic programmes shall ordinarily reside in Institute hostels.
2. Payment of prescribed hostel fees shall be mandatory for all eligible students unless specifically exempted by the competent authority under exceptional circumstances.
3. Day scholar status shall not ordinarily be permitted unless explicitly approved in writing under institutional policy.

PART B ALLOCATION

3.3 Annual Allocation Process

1. Room allocation shall ordinarily be carried out on an annual basis in accordance with academic scheduling and hostel capacity.
2. The availability of accommodation shall be assessed prior to allocation based on inputs from Wardens and the CoW Office.
3. Allotment of rooms shall be approved through the prescribed administrative process under the supervision of the Council of Wardens and communicated officially to residents.
4. All allotments shall be recorded in the central allotment register maintained by the CoW Office.

5. No resident shall occupy any room other than the room formally allotted. Allocation shall remain subject to verification of eligibility and clearance of outstanding dues.

3.4 Transparency and Criteria

1. Room allocation shall be carried out in a fair, transparent, and non-discriminatory manner.
2. Allocation criteria may include year of study, programme category, availability of single or double occupancy rooms, and administrative considerations.
3. The Council of Wardens may frame or revise allocation guidelines from time to time in the interest of equitable distribution and administrative efficiency.
4. No student shall claim a particular room as a matter of right. Allocation criteria, where applicable, shall be notified prior to the commencement of the allocation cycle.

3.5 Special Permissions

1. In exceptional circumstances, hostel authorities may grant temporary or special permission for allotment or retention of accommodation, subject to written approval.
2. Such permissions shall be time-bound and shall not create any permanent or continuing entitlement.
3. All special permissions shall be recorded and maintained in official hostel records.

PART C OCCUPANCY

3.6 Room Inventory and Handover at Entry

1. At the time of taking possession of a room, the resident shall verify the inventory of furniture, electrical fittings, and other fixtures provided and acknowledge receipt by signing the prescribed inventory record.
2. The resident shall be responsible for the condition of the room and all inventory items throughout the period of occupancy.
3. Any damage to hostel property shall be assessed and recovered from the responsible resident in accordance with applicable provisions.
4. All room possessions and handovers shall be recorded in the official allotment register.

3.7 Duration of Stay

1. Hostel accommodation shall be granted for the duration of the academic programme, subject to annual verification of eligibility and compliance with these Regulations.
2. The right to occupy a room shall cease upon completion of the academic programme, withdrawal, suspension, or termination of registration.
3. Residents shall vacate hostel rooms within the period prescribed after the cessation of eligibility unless an extension is specifically granted in writing.

PART D VACATION AND INTERNSHIP

3.8 Vacation Stay

1. Undergraduate students shall ordinarily vacate hostel rooms during long vacation periods declared by the Institute.

2. Permission to retain accommodation during vacation may be granted to students engaged in academic work, project work, institutional assignments, or other approved activities, subject to written application and approval by the Warden.
3. Postgraduate students and research scholars may retain accommodation during vacation periods subject to approval and availability.
4. The decision of the hostel authorities regarding vacation stay shall be final, subject to institutional review provisions.

3.9 Internship and Long-Term Absence

1. Students proceeding on internship outside the Institute shall ordinarily vacate hostel accommodation for the duration of such internship.
2. Prescribed hostel charges may continue to apply in accordance with financial provisions notified by the Institute, irrespective of physical occupancy.
3. Mess charges shall not be applicable during the approved period of absence, subject to compliance with rebate procedures under Chapter 9.
4. Failure to vacate the hostel during internship without prior written approval shall constitute unauthorised occupancy and shall attract action under these Regulations.

PART E ROOM AND HOSTEL CHANGE

3.10 Room Change Policy

1. A room once allotted shall ordinarily not be changed during the academic year.
2. In exceptional circumstances, a room change may be permitted upon written application and recommendation of the Warden.

3. Room change shall not result in an automatic change of hostel unless specifically approved by the competent authority.
4. Frequent or unjustified requests for room change may be declined in the interest of administrative stability.
5. All approved room changes shall be recorded in the central allotment register and communicated to the CoW Office.

3.11 Hostel Change Restrictions

1. Inter-hostel transfers shall ordinarily not be permitted once allocation is finalised.
2. Requests for change of hostel shall be considered only in rare and exceptional circumstances and shall require approval at the appropriate administrative level.
3. The decision of hostel authorities regarding hostel change shall be final, subject to institutional review provisions.

3.12 Room and Hostel Change Rules

The following table summarises the default rules, permissible grounds, and approval requirements for all categories of room or hostel change:

Type of Change	Default Rule	When Allowed	Approval Required	Recorded By
Room Change	Not ordinarily permitted	Exceptional circumstances health, safety, administrative reasons	Warden, with CoW Office update	CoW Office and Warden

Hostel Change	Not permitted after allocation	Rare, exceptional cases only	Chairman CoW or Dean (Student Affairs) depending on severity	CoW Office
Temporary Shift	Not a right	Repairs, emergencies, or administrative need only	Warden	Warden and Caretaker
Mutual Exchange	Not ordinarily permitted	Only if justified and administratively feasible	Warden	CoW Office
Unauthorised Change	Strictly prohibited	Never	Disciplinary action	Warden and CoW Office

PART F VACATING

3.13 Vacating and No-Dues Process

1. A resident shall vacate the hostel room upon completion of the academic programme, termination of registration, or upon direction of the hostel authority.
2. Before vacating, the resident shall ensure that all furniture, fixtures, and electrical installations are returned in proper condition and shall surrender the room keys to the Caretaker.
3. The resident shall complete the prescribed no-dues formalities and obtain certification from the Caretaker and Warden confirming clearance of all outstanding dues and return of inventory.
4. Personal belongings shall not be retained in hostel rooms after issuance of no-dues clearance unless specific written permission is granted for temporary storage.

5. Failure to vacate within the prescribed period shall attract penal charges and disciplinary action in accordance with Chapter 6.

PART G UNAUTHORISED OCCUPANCY

3.14 Unauthorised Occupancy

1. Occupation of any hostel room without formal allotment or written approval shall constitute unauthorised occupancy.
2. A resident who allows an unauthorised person to reside in the hostel whether in the resident's own room or elsewhere in the premises shall be liable for disciplinary action.
3. Unauthorised occupants shall be required to vacate immediately upon identification and may be subject to financial recovery and penalties as prescribed under the disciplinary framework in Chapter 6.
4. Charges for unauthorised stay shall be recovered in accordance with applicable financial provisions under Chapter 10.
5. Retention of a room beyond the permitted period following programme completion, internship, or vacation shall also constitute unauthorised occupancy for the purposes of these Regulations.

4. Hostel Amenities and Facilities

This Chapter defines the common facilities and amenities provided for the academic, recreational, and residential welfare of residents. These facilities are intended to support a healthy, disciplined, and community-oriented hostel environment. All residents shall use such facilities responsibly, in accordance with these Regulations and directions issued by hostel authorities from time to time. Misuse, damage, or unauthorised use of any facility shall attract financial recovery and disciplinary action under Chapter 6.

4.1 Reading Room and Study Area

1. Each hostel shall, where possible, provide a designated reading room or study area for academic use.
2. The reading room shall be maintained as a quiet, disciplined environment and shall be accessible during hours notified by hostel authorities.
3. The facility shall be used strictly for academic and study-related purposes. Newspapers, magazines, and other reading material provided therein shall not be removed without authorisation.
4. Residents shall maintain cleanliness and shall not deface furniture, walls, or study materials.

4.2 Indoor Games and Recreation

1. Hostels may provide indoor recreational facilities such as table tennis, chess, carrom, or other approved games.
2. Use of such facilities shall be subject to prescribed timings, proper conduct, and careful handling of equipment.

3. Damage to equipment or misuse of recreational facilities shall attract financial recovery and disciplinary action.

4.3 Television Lounge

1. A common television lounge may be provided for residents, subject to prescribed usage timings.
2. Use of the lounge shall not disturb study hours or examination periods and shall not involve display of objectionable or inappropriate content.
3. Hostel authorities may regulate or restrict usage during examination periods or under special circumstances.
4. Residents shall maintain decorum and cleanliness in the lounge area at all times.

4.4 Guest Rooms

1. Guest rooms, where available, may be allotted subject to prior written approval of the Warden, availability, payment of prescribed charges, and compliance with visitor and access control provisions under Chapter 6.
2. Guest room usage shall be temporary and shall not exceed the prescribed duration.
3. Residents shall not accommodate guests in personal hostel rooms without prior written authorisation from the Warden.

4.5 Dining Infrastructure

1. Hostel dining halls and associated kitchen infrastructure shall be maintained for common use under the supervision of hostel authorities.
2. Residents shall adhere to prescribed mess timings, maintain orderly conduct in dining areas, avoid wastage of food, and refrain from removing utensils, crockery, or food items without authorisation.
3. Kitchen and store areas shall remain restricted to authorised personnel only. Residents shall not enter these areas without express permission.

4.6 Drinking Water and Sanitation

1. Safe drinking water facilities shall be provided in hostels as per institutional arrangements. Residents shall use water facilities responsibly and report any malfunction or hygiene concern to the Caretaker without delay.
2. Common toilets, wash areas, and sanitation facilities shall be used responsibly and kept clean. Damage, deliberate blockage, or unsanitary practices shall attract disciplinary action.
3. Residents shall avoid contamination or misuse of water and sanitation infrastructure in any form.

4.7 Notice Boards and Communication Systems

1. Designated notice boards shall be provided in each hostel for official communication.
2. Only notices authorised by hostel authorities may be displayed on official boards. Residents shall not paste unauthorised notices on walls, doors, or common areas, remove official notices, or deface information boards.
3. Digital communication systems, where implemented, shall be treated as official modes of communication. Residents shall remain responsible for regularly checking officially notified information and shall not claim ignorance of notices so communicated.

4.8 Reporting of Damage and Facility Issues

1. Residents shall promptly report any damage, malfunction, or misuse of hostel facilities to the Caretaker or Assistant Warden.
2. Failure to report known damage may invite collective liability where individual responsibility cannot be determined.
3. All hostel amenities shall remain subject to periodic inspection under Chapter 8 (Maintenance and Infrastructure).

5. Student Participatory Governance

This Chapter establishes the framework for structured student participation in hostel administration. It recognises the role of residents in supporting discipline, welfare, mess management, and community life, while affirming that all student bodies shall operate strictly within the administrative hierarchy prescribed under Chapter 2.

Student participation shall be advisory and facilitative in nature. It shall not substitute or supersede institutional authority at any level.

5.1 Hostel Committee

1. A Hostel Committee may be constituted in each hostel to assist in matters relating to cleanliness and maintenance monitoring, welfare initiatives, cultural and recreational activities, community coordination, and collection and communication of resident feedback.
2. The composition, tenure, and mode of selection of the Hostel Committee shall be determined by the Warden.
3. The Hostel Committee shall function under the supervision of the Warden and Assistant Warden and shall not exercise independent administrative, disciplinary, or financial authority.
4. Minutes of meetings, where held, shall be recorded and submitted to the Warden.

5.2 Mess Committee

1. A Mess Committee may be constituted to assist in monitoring mess operations.
2. The Mess Committee may provide feedback on menu planning, monitor food quality and hygiene, review service standards, and participate in discussions relating to

procurement under the cooperative mess model.

3. The Mess Committee shall under no circumstances enter into contractual arrangements, authorise financial expenditure independently, or commit the Institute to any procurement decision without approval of hostel authorities.
4. All recommendations of the Mess Committee shall be subject to approval by the Warden before implementation.

5.3 Feedback and Representations

1. Residents may provide feedback regarding hostel facilities, maintenance issues, mess quality, welfare concerns, and administrative processes through written representations, prescribed registers, or digital grievance or helpdesk systems where implemented.
2. All representations shall ordinarily follow the prescribed administrative hierarchy:

Caretaker → Assistant Warden → Warden → CoW Office

3. Constructive participation is encouraged. Misuse of feedback mechanisms for false, frivolous, or malicious complaints shall attract disciplinary consequences under Chapter 6.

5.4 Conflict Resolution among Residents

1. Minor interpersonal conflicts or disputes among residents shall ordinarily be addressed at the hostel level through the Warden or Assistant Warden.
2. The Hostel Committee may assist in facilitating informal resolution of such disputes in appropriate cases, under the supervision of the Warden.
3. Where a conflict involves allegations of misconduct, harassment, or violation of hostel rules, it shall be referred to the appropriate authority for formal action under the disciplinary framework in Chapter 6.
4. Residents shall not resort to self-help, intimidation, or coercive measures to resolve disputes. Any such conduct shall itself constitute a violation of these Regulations.

5.5 Limits of Student Authority

1. No student committee, student representative, or individual resident shall claim administrative authority over other residents, issue directions binding on hostel administration, or act as a channel for communicating official decisions unless specifically authorised in writing by the Warden.
2. Student bodies shall not hold funds, enter into agreements, or make procurement decisions on behalf of the Institute except where explicitly permitted and supervised under the cooperative mess framework in Chapter 9.
3. Violation of these limits shall be treated as a disciplinary matter under Chapter 6.

6. Conduct, Access and Discipline

This Chapter establishes an integrated residential code governing the behaviour of hostel residents, regulating access to and movement within hostel premises, and prescribing the disciplinary framework applicable to violations. It is structured in three parts. Part A sets out behavioural standards applicable to all residents. Part B governs access, movement, visitors, and guest stay. Part C establishes the disciplinary mechanism, including the offence-to-penalty matrix, procedure, and appeals. All three parts are enforceable under the same disciplinary framework and shall be read as one integrated code.

All residents shall comply with the provisions of this Chapter as a condition of continued hostel occupation.

PART A BEHAVIOURAL STANDARDS

6.1 General Conduct

1. All residents shall conduct themselves in a manner befitting students of a premier academic institution and shall uphold standards of integrity, dignity, courtesy, and mutual respect at all times.
2. Residents shall maintain harmonious relations with fellow students, hostel authorities, staff members, and all persons within the campus.
3. Residents shall comply with all instructions issued by hostel authorities in the interest of discipline, safety, or administration.
4. Residents shall not engage in discriminatory behaviour on the basis of caste, religion, gender, disability, or any other protected characteristic.
5. Residents shall refrain from any conduct that disturbs the peace, safety, or orderly functioning of hostel life.

6. Residents shall not engage in any act of intimidation, coercion, physical violence, or threat directed at any person within or outside the hostel premises.

6.2 Statutory Definition and Punishable Ingredients of Ragging

For the purposes of these Regulations and in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, ragging means the following:

Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student; indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student; or asking any student to do any act or perform something which such student will not in the ordinary course do, and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

The following shall constitute punishable ingredients of ragging:

- Abetment to ragging
- Criminal conspiracy to rag
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt or grievous hurt
- Wrongful restraint or wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences

- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Attempts to commit any or all of the above mentioned offences against the victim or victims
- Physical or psychological humiliation
- All other offences following from the statutory definition of ragging

Any act falling within the above definition or involving the above ingredients shall be treated as ragging regardless of whether it is described as a tradition, initiation, or a matter of consent by the parties involved.

6.3 Anti-Ragging Provisions

1. Ragging in any form is strictly prohibited within hostel premises and across the campus.
2. Ragging shall include any act that causes or is likely to cause physical or psychological harm, humiliation, fear, or distress to any student, whether as part of initiation, tradition, custom, or otherwise.
3. Any act of ragging shall attract severe disciplinary action in accordance with institutional regulations and applicable law, including expulsion and referral to law enforcement authorities.
4. All residents shall submit the prescribed anti-ragging undertaking at the time of hostel admission, in compliance with institutional requirements and applicable regulatory directions.
5. Failure to report a witnessed or known incident of ragging, whether as victim or bystander, shall itself constitute a violation of these Regulations and may invite disciplinary action.

6.4 Identity and Security Obligations

1. All residents shall carry their valid Institute Identity Card at all times within campus and shall produce the same upon request by any authorised person.
2. Identity cards shall not be lent, transferred, or misused for any purpose.
3. Residents shall ensure that hostel premises are not accessed by unauthorised persons and shall cooperate with security procedures, including entry and exit recording systems, verification checks, and inspection requirements.
4. Residents shall not duplicate, transfer, or misuse hostel access privileges, access cards, keys, or any entry mechanism, and shall not tamper with security systems or access control devices.

6.5 Cleanliness and Property Responsibility

1. Residents shall maintain cleanliness and hygiene within their rooms and in all common areas of the hostel. Waste shall be disposed of only in designated bins.
2. Defacement of walls, doors, furniture, or fixtures including writing, painting, or pasting unauthorised notices is prohibited.
3. Residents shall not remove furniture or fixtures from their designated locations or alter structural fittings without prior approval from hostel authorities.
4. Residents shall be responsible for any damage caused to hostel property during their period of occupancy and shall bear the cost of repair or replacement as determined by hostel authorities.
5. Where responsibility for damage cannot be individually determined, collective liability may be imposed on the concerned wing, floor, or hostel, as deemed appropriate by the competent authority.

6.6 Noise and Community Discipline

1. Residents shall maintain an environment conducive to study and rest. Use of audio systems, musical instruments, or electronic devices at volumes causing inconvenience to other residents is prohibited.

2. Residents shall respect quiet hours as notified by hostel authorities. Quiet hours may be extended during examination periods.
3. Disruptive behaviour in hostel corridors, common areas, staircases, or surrounding premises shall be subject to disciplinary action.

6.7 Prohibited Activities

The following activities are strictly prohibited within hostel premises:

- Smoking or use of tobacco products in any form
- Consumption, possession, or storage of alcoholic beverages or narcotic substances
- Gambling in any form
- Intimidation, violence, or physical assault
- Wilful damage to hostel property
- Entering hostel premises in an intoxicated state
- Use of abusive, threatening, or obscene language
- Cooking within hostel rooms using open flame, induction, or any electrical cooking device not specifically authorised
- Employment of unauthorised persons for personal domestic work
- Unauthorised gatherings, assemblies, or activities disruptive to hostel discipline or institutional functioning
- Possession of weapons, hazardous materials, or dangerous substances of any kind

Engaging in any prohibited activity shall attract disciplinary action in accordance with Part C of this Chapter.

6.8 Electrical Appliances

1. Use of unauthorised electrical appliances in hostel rooms is prohibited.

2. High-load devices including immersion heaters, electric stoves, induction cookers, air-conditioners, and refrigerators shall not be used without specific prior approval where applicable.
3. Permissible appliances, if any, shall be notified by hostel authorities from time to time.
4. Unauthorised appliances may be confiscated and penalties imposed as per the disciplinary framework.
5. Residents shall switch off all electrical appliances when leaving rooms and shall ensure safe usage at all times to prevent fire or electrical hazards.

6.9 Institutional Reputation

1. Residents shall not engage in any activity, whether within or outside campus, that brings disrepute to the Institute.
2. Participation in unlawful, anti-social, or anti-national activities shall invite strict disciplinary action in addition to action under applicable law.
3. Residents shall remain mindful that conduct outside campus, when linked to their identity as students of the Institute, may fall within the purview of institutional discipline.
4. Residents shall not misuse the Institute's name, logo, seal, or identity for any unauthorised purpose.

7. Safety, Health, Welfare and Emergency Management

This Chapter sets forth the provisions governing the safety, health, and welfare of hostel residents, and establishes the structured response mechanisms for medical emergencies, fire incidents, public health crises, and security threats. It is structured in four parts following a preventive-to-responsive sequence. Part A defines resident safety responsibilities. Part B covers health, welfare, and infection control. Part C prescribes emergency response protocols. Part D establishes the emergency communication framework.

The Institute shall make reasonable arrangements for health and safety support. Residents shall equally bear responsibility for their personal wellbeing and for compliance with prescribed safety measures. Medical response shall not be delayed for administrative approval at any stage preservation of life and health shall take precedence over procedural formalities at all times.

PART A RESIDENT SAFETY RESPONSIBILITIES

7.1 General Safety Obligations

1. Residents shall take reasonable care to ensure their own safety and the safety of fellow residents at all times.
2. Residents shall immediately report hazards including electrical faults, water leakage, structural damage, fire risks, gas leakage, or suspicious activity to the Caretaker or Warden without delay.
3. Residents shall not engage in any conduct that compromises the safety of hostel premises, including tampering with fire safety equipment, emergency exits, alarms,

electrical systems, or access control mechanisms.

4. Use of inflammable, explosive, or hazardous materials within hostel premises is strictly prohibited.
5. Corridors, staircases, and emergency exits shall not be obstructed under any circumstances. Obstruction of emergency exits shall be treated as a serious safety violation.
6. Residents shall participate in fire drills, safety inspections, and emergency preparedness exercises as required by hostel authorities. Participation shall be mandatory.

7.2 Safety Responsibilities Reference Table

The following table summarises the key areas of resident safety responsibility:

Area of Responsibility	Resident Obligations	Purpose
Personal Health and Medical Care	Seek timely medical assistance; report illness or injury to hostel authorities; maintain valid health insurance where applicable	Ensures early intervention and enables institutional support
Emergency Reporting	Immediately report medical emergencies, hazards, suspicious activity, or safety threats to Caretaker or Warden	Enables rapid response and prevents escalation
Fire and Electrical Safety	Do not tamper with fire extinguishers, alarms, or emergency exits; avoid overloading electrical sockets; report electrical faults promptly	Prevents fire hazards and ensures functioning of emergency systems
Hazard Prevention	Avoid storing inflammable, explosive, or hazardous materials; keep corridors, staircases, and exits unobstructed	Maintains safe evacuation routes and reduces accident risk

Hygiene and Cleanliness	Maintain cleanliness in rooms and common areas; dispose of waste only in designated bins	Supports public health and maintains sanitary conditions
Infection Control	Comply with quarantine, isolation, vaccination, and public health directives; report symptoms of contagious illness	Prevents spread of infectious disease
Security Compliance	Carry valid Institute ID; do not allow unauthorised persons into hostel; follow entry and exit procedures	Ensures campus security and prevents unauthorised access
Emergency Cooperation	Follow evacuation instructions; cooperate with safety drills and inspections	Ensures preparedness and smooth functioning during emergencies
Infrastructure Responsibility	Report structural damage, leaks, or hazards promptly; avoid altering fixtures or equipment	Protects hostel infrastructure and prevents accidents
Communication and Welfare	Inform authorities of serious personal or safety concerns; participate in welfare interactions when required	Enables timely support and strengthens the welfare framework

PART B HEALTH, WELFARE AND INFECTION CONTROL

7.3 Medical Facilities and Health Centre

1. The Institute shall provide access to medical consultation and basic health-care services through the Institute Health Centre (IHC) at 0532-292-2310, which shall remain operational and manned 24×7.
2. No prior approval is required for a resident to visit the IHC. Residents requiring medical attention shall report directly to the IHC or inform hostel authorities in case of illness or injury.
3. Residents shall maintain updated personal health information including blood group, known allergies, pre-existing medical conditions, emergency contacts, and valid insurance details and shall provide this to hostel authorities upon admission or on request.
4. Medical treatment beyond routine consultation may be subject to prescribed charges and institutional policies. The Institute shall not be responsible for consequences arising from a resident's failure to seek timely medical assistance.
5. Emergency hospitalisation shall be governed by Section 7.7 and Schedule IV of these Regulations.

7.4 Sick Diet

1. Provision of sick diet in the hostel mess may be made upon submission of a medical recommendation from the IHC or designated medical authority.
2. Sick diet shall be provided for the prescribed period only and shall not be treated as a permanent alternative to regular mess meals.

7.5 Infection Control and Public Health

1. Residents shall comply with all public health advisories, quarantine measures, isolation protocols, vaccination requirements, and safety guidelines issued by the Institute or competent public authorities.
2. In the event of a contagious illness or public health emergency, the Institute may impose temporary restrictions on movement, gathering, or visitor access within hostel premises.
3. Where medically required, temporary relocation or isolation of affected residents may be implemented. Residents shall cooperate fully with such measures.
4. Non-compliance with quarantine, isolation, or public health directives shall attract disciplinary action under Chapter 6.
5. Mental health emergencies shall be treated as medical emergencies and shall be handled in coordination with the IHC. Residents experiencing or observing signs of acute mental health distress shall inform hostel authorities immediately.

7.6 Welfare Oversight

1. Wardens and Assistant Wardens shall periodically interact with residents to assess welfare conditions, including accommodation concerns, health-related issues, and general wellbeing.
2. Residents may approach hostel authorities at any time for assistance in matters affecting personal safety, mental wellbeing, or emergency situations.
3. The Council of Wardens may periodically review welfare conditions and recommend measures to enhance safety and residential support systems.
4. Hostel authorities shall treat welfare concerns raised by residents with sensitivity and confidentiality. Residents shall not be discouraged from raising legitimate welfare concerns.

PART C EMERGENCY RESPONSE PROTOCOLS

7.7 Emergency Hospitalisation

The Institute shall ensure a structured and humane medical response in all cases of hostel resident hospitalisation. No hospitalised resident shall be left unattended during the admission process. The detailed operational protocol governing emergency hospitalisation including the response chain, escort responsibilities, insurance activation, parent communication, night-time emergency response, and post-admission documentation shall be as prescribed in **Schedule IV** to these Regulations, as amended from time to time by the Council of Wardens.

7.8 Fire and Hazard Response

In the event of fire, smoke detection, gas leakage, electrical short-circuit, or any hazardous condition:

- Any resident who detects the hazard shall immediately alert nearby occupants and inform the Caretaker or Guard without delay.
- Fire alarm systems, where installed, shall be activated immediately.
- Residents shall evacuate using designated emergency exits only. Elevators shall not be used during fire evacuation.
- Hostel authorities shall immediately inform Institute Security and emergency response services, coordinate evacuation to designated assembly points, and conduct a headcount verification.
- No resident shall tamper with fire safety equipment except in genuine emergency use.
- Periodic fire drills shall be conducted. Participation shall be mandatory for all residents and hostel staff.
- Following any fire or hazard incident, a brief incident report shall be prepared by the Warden and submitted to the CoW Office.

7.9 Public Health Emergency

1. In the event of a contagious disease outbreak, epidemic, or declared public health emergency, the Institute may impose temporary measures including isolation or quarantine of affected residents, restriction on movement and gatherings, suspension of visitor access, mandatory health screening, and temporary closure of common areas.
2. The Institute may temporarily suspend hostel operations or require evacuation of premises where necessary for public safety.
3. Residents shall comply with all advisories issued by the Institute or competent public health authorities. Non-compliance shall attract disciplinary action.
4. The Warden shall maintain a record of residents affected and actions taken during the emergency period.

7.10 Security Threat or Suspicious Activity

1. Any resident observing suspicious activity, unauthorised access, threats, or potential security risks shall immediately inform the Caretaker, Warden, and Institute Security.
2. Upon receiving such information, hostel authorities may initiate:
 - Immediate identity verification procedures
 - Temporary access restrictions or lockdown of affected areas
 - Escalation to higher institutional authority or law enforcement
3. Residents shall cooperate fully with security checks and emergency instructions issued by hostel authorities or Institute Security.
4. False reporting of a security threat with malicious intent shall constitute a disciplinary offence under Chapter 6.

PART D EMERGENCY COMMUNICATION FRAMEWORK

7.11 Notification Chain

The following communication hierarchy shall be followed during all emergencies:

Resident → Caretaker / Guard → Assistant Warden → Warden → Chairman, CoW → Dean (Student Affairs) → Director (*extreme condition*)

1. No step in this chain shall be bypassed except where urgency demands simultaneous notification at multiple levels.
2. During emergencies, official communication shall be coordinated through designated authorities to prevent misinformation.
3. Residents shall not engage with media or publish emergency-related information on public platforms without prior authorisation from the competent authority.

7.12 Emergency Contact Display

1. Emergency contact numbers including those of the IHC, Institute Security, ambulance services, fire services, and the Warden and Assistant Warden of each hostel shall be prominently displayed in each hostel at all entry points, common areas, and notice boards.
2. Hostel authorities shall ensure that displayed contact information is verified and updated at the beginning of every semester. Failure to update contact details shall be treated as an administrative lapse.

8. Maintenance and Infrastructure Management

This Chapter establishes the framework for reporting, coordination, supervision, and monitoring of maintenance and infrastructure within hostel premises. It defines the responsibilities of residents, hostel authorities, and designated institutional sections to ensure safe, functional, and hygienic residential facilities.

The objective of this Chapter is to ensure timely resolution of infrastructure deficiencies, prevent deterioration of hostel assets, and maintain institutional accountability at every level of the maintenance chain.

8.1 Resident Responsibilities

1. Residents shall not alter structural components of rooms, drill or modify fixtures without approval, interfere with electrical, plumbing, or network systems, or damage infrastructure or common facilities in any manner.
2. Residents shall promptly report any maintenance deficiency, structural concern, hazard, or damage to the Caretaker or Assistant Warden. Failure to report known damage may result in escalation of liability.
3. Accidental damage shall be reported immediately. Damage resulting from unauthorised alteration or misuse shall be recoverable from the responsible resident in addition to disciplinary action under Chapter 6.

8.2 Maintenance Reporting Workflow

1. Residents shall report maintenance issues through the prescribed complaint mechanism, which may include a digital helpdesk, written register, or designated reporting channel as notified by the Institute.
2. Maintenance issues include but are not limited to electrical faults, plumbing or drainage problems, structural damage, sanitation deficiencies, network connectivity failures, water supply disruptions, and damage to common facilities.
3. Upon receipt of a complaint, the following process shall apply:
 - The Caretaker shall record the complaint in the prescribed system without delay
 - The Assistant Warden shall verify the issue, classify it as routine or urgent, and forward it to the concerned institutional section for resolution
 - The Assistant Warden shall monitor progress until formal closure
4. Routine complaints shall ordinarily be resolved at the operational level without requiring intervention of higher authorities.
5. Escalation to the Warden shall occur where the complaint involves a safety risk or structural danger; where the concerned section fails to act within the prescribed service-level timeline; or where the issue affects multiple residents or indicates systemic failure.
6. Escalation beyond the Warden shall occur only in cases of persistent non-compliance, critical infrastructure risk, or repeated institutional inaction.
7. Where complaints reach the Warden or Chairman, CoW due to failure of resolution at operational levels, such cases may be reviewed for administrative accountability of the concerned section.

8.3 Coordination with Institute Works Department

1. Structural, civil, plumbing, and electrical works requiring technical intervention shall be forwarded to the Institute Works Department (IWD) or the designated infrastructure authority.
2. The Warden shall act as the nodal supervisory authority for hostel-related maintenance coordination with IWD and other technical sections.
3. The Caretaker shall facilitate inspection of reported issues and provide necessary access to technical personnel.
4. The concerned institutional section shall assess the reported issue and undertake corrective measures in accordance with established procedures. Estimated timelines shall be provided where feasible.
5. Hostel authorities shall monitor progress and ensure follow-up until completion. Nothing in this Chapter shall transfer technical responsibility from designated institutional departments to hostel authorities.

8.4 Network and Utility Maintenance

1. Network connectivity, internet infrastructure, and associated hardware within hostels shall be maintained by the designated institutional IT or network services section.
2. Residents shall not tamper with routers, wiring, switches, access points, or any network hardware. Unauthorised modification of network infrastructure shall constitute a disciplinary violation under Chapter 6.
3. Electricity supply systems, backup power arrangements, and utility distribution shall be monitored periodically by the designated technical authority.
4. In case of a large-scale outage affecting multiple residents, hostel authorities shall immediately notify the concerned institutional section and track resolution until restoration.

8.5 Water Supply and Sanitation

1. Adequate water supply and sanitation facilities shall be maintained in hostel premises at all times.
2. Residents shall promptly report leakage, contamination, drainage blockage, foul smell, or sanitation concerns to the Caretaker.
3. Periodic inspection of water storage systems, washrooms, and drainage lines shall be undertaken by designated authorities.
4. Water quality testing, where prescribed by institutional policy, shall be conducted at appropriate intervals.
5. Residents shall use water and sanitation facilities responsibly. Solid waste shall not be disposed of in washbasins, toilets, or drainage lines. Practices causing blockage, contamination, or misuse of water resources shall attract disciplinary action.

8.6 Preventive Maintenance

1. The Institute shall implement a preventive maintenance schedule for hostel infrastructure, to be communicated to hostel authorities in advance of each cycle.
2. Preventive maintenance shall include periodic inspection of electrical installations, plumbing lines, water storage tanks, structural integrity of buildings, fire safety systems, emergency lighting, and common area fixtures.
3. Records of all preventive maintenance activities shall be maintained and made available for audit or review.
4. Wardens shall periodically review preventive maintenance compliance and escalate deficiencies to the appropriate authority.

8.7 Infrastructure Audit

1. The Council of Wardens may conduct or recommend periodic infrastructure audits of hostel premises.
2. Infrastructure audits shall cover structural safety, electrical safety compliance, fire safety preparedness, sanitation standards, accessibility and safety features, and utility reliability.
3. Audit findings shall be documented and corrective measures initiated in coordination with the relevant institutional department.
4. Where serious deficiencies are identified, temporary restrictions on use of affected facilities may be imposed in the interest of resident safety.

8.8 Accountability and Oversight

1. Wardens shall supervise maintenance performance within their hostels and ensure that complaints are tracked, escalated where necessary, and resolved within reasonable timeframes.
2. The Council of Wardens may periodically review maintenance records across hostels to assess responsiveness and identify systemic deficiencies.
3. Repeated failure by a concerned section to address maintenance issues within prescribed timelines may be reported to the competent institutional authority for administrative review.

9. Mess Administration and Billing

This Chapter establishes the complete framework governing the administration, operations, billing, rebate, and audit of hostel mess facilities. It defines the responsibilities of hostel authorities, student committees, and residents in ensuring quality, hygiene, financial transparency, and operational efficiency of mess services.

The mess shall function as a common facility intended to provide safe, hygienic, and nutritionally adequate meals to all resident members. It shall be administered as an institutional facility and shall not be treated as a commercial venture by any party.

PART A ADMINISTRATION

9.1 Compulsory Membership

1. All residents allotted hostel accommodation shall ordinarily be members of the hostel mess.
2. Exemption from compulsory mess membership may be granted only under exceptional circumstances and with written approval of the competent authority. Such exemption shall not be claimed as a matter of right.
3. Mess membership shall continue for the duration of hostel occupancy unless modified in accordance with prescribed rules.

9.2 Administrative Control and Supervision

1. The mess shall function under the overall supervision of the Warden.

2. The Assistant Warden shall oversee day-to-day mess operations including attendance verification, billing inputs, hygiene monitoring, and coordination with the service provider or mess staff.
3. The Caretaker shall facilitate operational arrangements, monitor cleanliness of dining areas, and report deficiencies promptly to the Assistant Warden.
4. The Warden shall review mess functioning periodically and intervene where systemic deficiencies are observed.
5. Mess services shall be operated in accordance with institutional tendering and contract management procedures, or cooperative arrangements as applicable, under the financial oversight of the CoW Office.

9.3 Mess Committee

1. A Mess Committee may be constituted from among resident students to assist in supervision of mess operations.
2. The composition, tenure, and method of selection of the Mess Committee shall be determined by the Warden.
3. The Mess Committee shall function in an advisory and supervisory capacity. It shall not exercise independent financial or contractual authority, and shall not commit the Institute to any expenditure or procurement decision without approval of the Warden.
4. Minutes of Mess Committee meetings shall be recorded and submitted to the Warden.

9.4 Menu Planning

1. A menu shall be prepared and periodically reviewed with the assistance of hostel authorities and the Mess Committee.
2. The menu shall aim to ensure nutritional adequacy, variety, cultural inclusiveness, and reasonable cost efficiency.

3. Any revision to the approved menu shall require concurrence of the Warden and shall be notified to residents in advance.

PART B OPERATIONS

9.5 Quality and Hygiene Standards

1. Mess operations shall comply with applicable food safety and public health regulations at all times.
2. The following standards shall be maintained:
 - Cleanliness of kitchen, food storage areas, and preparation surfaces
 - Proper food handling, storage temperature, and prevention of contamination
 - Sanitation of dining areas before and after each meal
 - Personal hygiene of mess staff
3. Assistant Wardens shall conduct periodic inspections of kitchen cleanliness, food storage conditions, food preparation practices, and dining area sanitation.
4. Surprise inspections may be conducted where necessary.
5. Residents shall report quality concerns through the prescribed complaint mechanism. Serious hygiene violations shall be reported immediately to the Warden.
6. Repeated non-compliance by a service provider shall attract administrative action as per institutional contract provisions, including termination of contract after following due procedure.

9.6 Mess Timings

1. Mess timings shall be notified by hostel authorities and shall be displayed prominently in the dining area.

2. Residents shall adhere to prescribed timings. Extension or alteration of timings shall not be claimed as a matter of right.
3. Modification of timings may be made during examination periods or under special circumstances, with prior approval of the Warden.

9.7 Dining Discipline

1. Residents shall maintain orderly conduct in dining areas at all times.
2. Wastage of food shall be avoided. Residents shall not remove utensils, crockery, cutlery, or food items from the dining area without authorisation.
3. Residents shall not enter kitchen or service areas without permission of authorised personnel.
4. Damage to mess property shall be assessed and recovered from the responsible individual in addition to any applicable disciplinary action.

9.8 Internship and Long-Term Absence Mess Deactivation

1. Students proceeding on approved internship or long-duration academic absence shall follow the prescribed procedure for temporary mess deactivation.
2. Such students shall remain liable for the fixed component of mess charges during the deactivation period, as prescribed under Part C.
3. Mess rebate during such periods shall be governed by the provisions of Part D.

9.9 Guest and Non-Boarder Usage

1. Authorised guests or non-boarders using mess facilities shall pay prescribed guest rates as notified by hostel authorities.

2. Guest usage shall not create any entitlement to regular mess membership or rebate benefits.
3. Guest meals shall be recorded in the prescribed register.
4. Add-on charges for special meals, festival menus, or optional items shall be notified in advance with the approval of the competent authority.

PART C BILLING

9.10 General Billing Principles

1. All residents who are members of the hostel mess shall be liable to pay prescribed mess charges for the duration of their membership.
2. Mess billing shall reflect the cost of providing meals, including food procurement, manpower deployment, utilities, operational overheads, and applicable statutory charges.
3. Residents shall not claim waiver or reduction of charges except in accordance with the rebate provisions prescribed in Part D. Dissatisfaction with menu or quality shall not constitute grounds for waiver of charges.

9.11 Billing Framework Fixed and Variable Components

Mess charges shall comprise two components:

Fixed Component: Representing committed costs including manpower, kitchen maintenance, utilities, and administrative charges shall remain payable for the full duration of mess membership regardless of attendance or absence. This component is not subject to rebate under any circumstances.

Variable Component: Representing the cost of food and consumables linked to verified attendance shall be determined on a per-head basis and shall vary

with actual utilisation. Mess rebate, where admissible, shall apply only to this component.

The detailed operational framework governing mess billing, cost structures, and model-specific administration shall be maintained by the CoW Office in accordance with institutional financial procedures.

PART D REBATE

9.12 General Principles of Rebate

Mess rebate shall be admissible only in accordance with the provisions prescribed herein. No resident shall claim rebate as a matter of right. Rebate shall apply exclusively to the variable component of mess charges. The fixed component shall remain payable during any rebate period regardless of the grounds of absence.

9.13 Eligibility and Grounds

Mess rebate may be granted only on the following grounds:

- Approved study holidays or semester vacation declared by the Institute
- Periods recommended by the Head of the Department for participation in sports, competitions, seminars, educational tours, academic visits, interviews, or similar approved academic purposes
- Period of absence due to serious illness requiring hospitalisation, subject to production of valid medical documentation
- Any other valid reason with prior written permission of the Warden

Rebate shall not be granted for casual, intermittent, or unapproved absence.

9.14 Minimum Continuous Absence

Rebate shall be admissible only where the resident remains continuously absent from the mess for a minimum of **four consecutive days**. Absence shorter than four consecutive days shall not qualify for rebate under any circumstances.

9.15 Advance Intimation Procedure

1. A resident intending to avail mess rebate shall complete the prescribed Mess-Off form, available from the CoW portal or from the Mess Manager.
2. The procedure shall be as follows:
 - Fill the prescribed form in duplicate
 - Obtain the signature of the Mess Manager acknowledging receipt and recording the announced period of absence in the Mess Rebate Register
 - Submit the signed copy to the CoW Office before commencement of absence
3. The Mess Manager shall maintain consolidated records of all duly acknowledged rebate forms and submit them to the CoW Office for cross-verification at the time of billing.
4. No rebate shall be processed without documented advance intimation in the prescribed format. Verbal, retrospective, or undocumented requests shall not be entertained.

9.16 Medical and Emergency Cases

Hospitalisation

1. The Caretaker shall immediately inform the Mess Manager and the Warden upon becoming aware of the hospitalisation.
2. Such intimation shall serve as provisional record of absence.

3. Medical documentation shall be submitted for formal processing upon discharge.
4. Procedural delay in submission of documentation may be condoned in genuine hospitalisation cases.

Sudden Illness Without Hospitalisation

1. Intimation shall be given to hostel authorities immediately.
2. The rebate form shall be submitted within three days of onset of illness.
3. Medical certificate may be required where deemed necessary by the Warden.

Sick Diet Cases

Where a resident remains in the hostel and avails sick diet through the mess, such period shall not qualify for mess rebate.

9.17 Rebate Claim Procedure

1. The CoW Office shall notify a mechanism to invite mess rebate claims for each semester, ordinarily immediately after the semester ends.
2. All residents shall submit rebate claims before the prescribed deadline. Claims submitted beyond the deadline shall not be entertained except in cases of hospitalisation or catastrophic circumstances.
3. In exceptional circumstances not covered by these provisions, the decision of the Competent Authority shall be final.

PART E AUDIT AND TRANSPARENCY

9.18 Billing Reconciliation

1. At the time of submission of monthly billing claims by the Mess Manager, the following process shall be followed:

- The Mess Manager shall present a consolidated statement of all duly acknowledged rebate forms for the billing period
 - The CoW Office shall match the Mess-Off slips submitted by residents against those submitted by the vendor or mess staff
 - Billing adjustments shall be made strictly on the basis of such recorded entries
 - No adjustment shall be made on the basis of verbal, retrospective, or undocumented claims
2. Attendance records used for billing inputs shall be verified by the Assistant Warden before submission.

9.19 Financial Statements and Transparency

1. Mess billing statements shall be prepared periodically and made available to residents for review.
2. Under the cooperative model, periodic financial statements of actual expenditure shall be prepared and made available in the interest of transparency.
3. All mess accounts whether under the contractor-based or cooperative model shall remain subject to institutional audit and financial oversight in accordance with applicable financial rules.

9.20 Dispute Resolution

1. Billing disputes shall be raised by residents within the prescribed period following issuance of the bill.
2. Disputes shall be resolved at the hostel level by the Warden in the first instance.
3. Decisions of the competent authority shall be final within the institutional framework.

4. All billing disputes shall be documented and records maintained by the CoW Office.

9.21 Audit Compliance

1. Mess accounts shall remain subject to institutional financial audit and review at such intervals as may be prescribed.
2. Audit observations shall be complied with within the prescribed timeframe by the concerned authority.
3. Where financial irregularity is identified during audit, the matter shall be referred for examination in accordance with institutional financial and disciplinary procedures.
4. The Council of Wardens may periodically review mess operational and financial performance across hostels and recommend systemic improvements where necessary.

10. Financial Governance

This Chapter establishes the framework governing all hostel-related financial obligations, fee structures, guest and non-student accommodation charges, statutory compliance, fine fund management, and financial oversight. All hostel financial matters shall be administered in accordance with institutional financial rules and applicable law.

10.1 Hostel Fee Structure

1. Hostel fees shall be determined by the Institute and notified from time to time. Where the Institute is declared residential in nature, hostel fee liability shall be governed accordingly.
2. The hostel fee structure may include, but shall not be limited to: room rent; establishment or maintenance charges; utility charges; mess-related commitments where applicable; security deposit or caution money; and any other component approved by the competent authority.
3. Payment of prescribed hostel fees shall be mandatory for all residents for the full duration of their hostel occupancy.
4. Hostel fees are subject to revision by the Institute from time to time. Residents shall be bound by the revised structure from the notified effective date.
5. Failure to pay prescribed dues within stipulated timelines may result in imposition of late fees, restriction of hostel privileges, or initiation of recovery proceedings in accordance with institutional policy.

10.2 Internship and Long-Term Absence Financial Rules

Where a student proceeds on approved internship or long-duration academic assignment:

Where Hostel Accommodation is Vacated

- Fixed charges shall remain payable irrespective of physical occupancy
- Mess charges shall not be applicable during the approved period of absence
- Security deposit adjustment shall follow the prescribed no-dues procedure

Where Hostel Accommodation is Retained

- Prescribed room rent and fixed establishment charges shall remain payable
- Mess charges shall be governed by the provisions of Chapter 9

The Institute may notify specific financial provisions applicable to internship students from time to time, which shall be binding on all concerned residents.

10.3 Guest Charges

1. Temporary accommodation of guests within hostel premises shall be subject to prior approval and availability as prescribed under Chapter 6.
2. Guest charges shall be determined and notified by the Institute and may vary depending on type of accommodation, duration of stay, and facility usage.
3. Guest charges shall be payable in advance or in such manner as prescribed. Applicable statutory taxes shall be levied in addition to notified charges.
4. Unauthorised guest stay shall attract financial recovery and disciplinary action under Chapter 6, independent of any other action.

10.4 Non-Student Accommodation Charges

1. Accommodation extended to project staff, visiting scholars, trainees, workshop participants, or other approved non-student categories shall be governed by rates notified by the Institute.
2. Such charges may include room rent, establishment charges, utility charges, and applicable statutory taxes.
3. Non-student residents shall be bound by hostel rules applicable to regular residents unless otherwise specified in writing by the competent authority.

10.5 Security Deposit and Recovery

1. Security deposit or caution money, where applicable, shall be refundable subject to clearance of all hostel and mess dues, no-damage certification, and completion of the prescribed no-dues procedure.
2. The cost of damages, unpaid charges, penalties, or other recoverable dues may be adjusted against the security deposit.
3. Where outstanding dues exceed the deposit amount, additional recovery proceedings shall be initiated in accordance with institutional policy.

10.6 GST and Statutory Compliance

1. Hostel fees, mess charges, guest charges, and other applicable payments shall be governed by prevailing statutory provisions including Goods and Services Tax where applicable.
2. Applicable taxes shall be charged as per law and shall be revised in accordance with statutory amendments without requiring amendment of these Regulations.
3. Residents shall comply with documentation requirements necessary for statutory and financial compliance as notified by the Institute.

10.7 Fine Fund Management

1. Fines imposed under the disciplinary provisions of Chapter 6 shall be recorded in the prescribed registers and collected only through authorised institutional financial channels.
2. Fine collection shall not be handled informally or in cash outside prescribed procedures.
3. Fine funds shall not be treated as discretionary expenditure by hostel authorities and shall be utilised strictly for approved hostel-related purposes.
4. Fine fund accounts shall be maintained transparently and shall remain subject to institutional audit.

10.8 Financial Records and Audit

1. All hostel-related financial records shall be maintained in physical or digital form as approved by the Institute, in accordance with institutional accounting procedures.
2. Such records shall include hostel fee collection registers, mess billing records, rebate adjustment records, guest charge records, non-student accommodation charges, security deposit ledger, and fine fund accounts.
3. Financial records shall be subject to internal audit, statutory audit, and administrative review at such intervals as may be prescribed.
4. The Council of Wardens may review financial compliance periodically but shall not override the financial authority of the competent institutional officer.

10.9 Residual Financial Authority

Any financial matter not expressly covered under this Chapter or elsewhere in these Regulations shall be governed by institutional financial rules and decided

by the competent authority. No financial obligation shall be created, modified, or waived by hostel authorities except within the scope of authority expressly conferred under these Regulations or by the competent authority.

11. Records, Documentation and Forms

This Chapter establishes the framework for maintenance of records, documentation standards, prescribed forms, and procedural compliance in hostel administration. Proper documentation is the foundation of transparency, accountability, and audit integrity across all hostel matters. All records shall be maintained accurately, updated periodically, and preserved for the duration specified under institutional record-retention policies.

11.1 General Principles

1. Each hostel and the CoW Office shall maintain prescribed records in accordance with institutional procedures.
2. Records may be maintained in physical or digital form as approved by the Institute, in accordance with institutional accounting and administrative procedures. Where digital systems are implemented, records maintained therein shall constitute valid official records.
3. No oral request, representation, or communication shall be treated as valid in matters requiring written documentation under these Regulations. The prescribed written or digital procedure shall be the only recognised form of formal communication in such matters.

11.2 Hostel-Level Records

The following records shall ordinarily be maintained at the hostel level:

- Room allotment and occupancy register

- Inventory register for furniture, fixtures, and installations
- Guest and visitor register
- Entry and exit register
- Maintenance complaint register or digital helpdesk log
- Mess attendance and billing records
- Mess rebate register
- Fine register
- Leave and internship status records
- Emergency incident records
- Inspection register

The Caretaker and Assistant Warden shall ensure proper maintenance of operational registers. The Warden shall periodically verify compliance. The detailed list of registers, responsible authorities, and supervisory officers shall be as prescribed in **Schedule I** to these Regulations.

11.3 CoW Office Records

The CoW Office shall maintain consolidated records including:

- Hostel allotment database
- Fee and deposit status, in coordination with the Finance Section
- Disciplinary records of residents
- Mess policy documents and billing summaries
- Approved rebate documentation
- Internship and leave status records
- Insurance and emergency hospitalisation documentation

- Committee constitution and tenure records
- Schedule amendments and CoW resolutions

The CoW Office shall coordinate with relevant institutional sections for financial and administrative documentation and shall maintain a secure, organised record system accessible to authorised officials.

11.4 Prescribed Forms

The Institute may prescribe standard forms for matters including but not limited to:

- Hostel admission and personal data declaration
- Room allotment and inventory handover acknowledgement
- Mess rebate claim (Mess-Off form)
- Guest stay request
- Internship and long-term absence declaration
- Room change request
- No-dues clearance
- Incident reporting

Use of prescribed forms shall be mandatory where notified. Forms shall be made available through the CoW portal or the CoW Office. Residents shall not submit alternate or self-created formats in place of prescribed forms.

11.5 Digital Systems and Communication

1. Where digital systems are implemented for fee payment, complaint registration, mess rebate submission, hostel allocation, or official communication, such systems shall constitute valid and primary modes of official record and communication.

2. Residents shall remain responsible for regularly checking official digital communication channels and shall not claim ignorance of notices or instructions communicated through authorised systems.
3. Digital records shall be maintained with appropriate backup, access control, and audit trail as per institutional IT policy.

11.6 Confidentiality and Data Protection

1. Personal, medical, and disciplinary records of residents shall be handled with strict confidentiality.
2. Access to sensitive records shall be restricted to authorised officials on a need-to-know basis.
3. Disclosure of personal data of residents shall be governed by institutional policy and applicable law. Unauthorised access to, or disclosure of, confidential records shall constitute a serious administrative and disciplinary violation.

11.7 Inspection and Audit of Records

1. Hostel and CoW Office records shall be subject to administrative inspection, internal audit, statutory audit, and review by the competent authority at such intervals as may be prescribed.
2. Failure to maintain records properly, accurately, or in the prescribed form may invite administrative action against the responsible functionary.
3. Audit observations relating to records and documentation shall be complied with within the prescribed timeframe.

12. Amendments, Interpretation and Residual Matters

This Chapter establishes the authority for amending these Regulations, prescribes the mechanism for interpretation of ambiguous provisions, addresses matters not expressly covered, and records the supersession of earlier instruments. It shall be read as the governing framework for the legal and administrative integrity of these Regulations as a whole.

12.1 Power to Amend

1. The Institute reserves the right to amend, modify, supplement, or repeal any provision of these Regulations at any time in accordance with its statutory authority.
2. Amendments to the principal Regulations shall be made by the competent authority and shall come into effect from the date specified in the amending notification.
3. Residents, hostel functionaries, and all persons to whom these Regulations apply shall be bound by amendments from the date of notification, without requiring individual intimation.
4. Schedules appended to these Regulations may be amended by resolution of the Council of Wardens without requiring amendment of the principal Regulations. Such amendments shall be recorded in the CoW Office and communicated to hostel authorities.

12.2 Interpretation

1. In case of doubt or ambiguity regarding the interpretation of any provision of these Regulations, the matter shall be referred in the first instance to the Chairman, Council of Wardens.
2. Where the matter involves a question of general application, or where the Chairman considers it appropriate, it may be placed before the Council of Wardens for a collective interpretation.
3. Where the matter requires a final determination, it shall be placed before the competent authority, whose interpretation shall be final and binding within the institutional framework.
4. An interpretation issued under this section shall be recorded by the CoW Office and shall constitute authoritative guidance for future application of the concerned provision.

12.3 Residual Clause

Any matter relating to hostel administration, resident conduct, discipline, financial obligations, or welfare that is not expressly covered under these Regulations shall be governed by:

- The Statutes, Ordinances, and Regulations of the Institute
- Institutional financial and administrative rules in force
- Applicable statutory provisions and judicial precedents
- Directions issued by the competent authority for the purposes of orderly hostel administration

No gap in these Regulations shall be construed as conferring a right or entitlement on any resident, or as limiting the authority of the competent authority to act in the interest of institutional order and welfare.

12.4 Supersession of Earlier Instruments

1. Upon coming into force of these Regulations, all previous hostel manuals, handbooks, circulars, administrative instructions, and orders inconsistent with the provisions of these Regulations shall stand superseded to the extent of such inconsistency.
2. Actions taken, penalties imposed, allotments made, and proceedings initiated under previous instruments shall remain valid and shall not be reopened solely by reason of the coming into force of these Regulations, unless specifically modified by the competent authority.
3. Where a matter is pending under a previous instrument at the time of commencement of these Regulations, it shall be disposed of in accordance with the previous instrument unless the competent authority directs otherwise.

12.5 Good Faith and Institutional Discretion

1. All authorities exercising powers under these Regulations shall do so in good faith and in the interest of institutional order, resident welfare, and administrative efficiency.
2. No action taken in good faith by a hostel authority within the scope of authority conferred under these Regulations shall be subject to challenge on procedural grounds alone, where the substantive intent is consistent with these Regulations.
3. The Institute shall not be liable for any loss, damage, or inconvenience arising from the application of these Regulations where such application is in good faith and within the prescribed framework.

12.6 Commencement

These Regulations shall come into force on such date as may be notified by the competent authority. Until such date, existing hostel rules and administrative in-

structions shall continue to apply.

Schedules

(Forming part of the Hostel Regulations, 2026)

All Schedules form an integral part of these Regulations. Each Schedule may be amended by resolution of the Council of Wardens without requiring amendment of the principal Regulations. All amendments to Schedules shall be recorded by the CoW Office and communicated to hostel authorities.

SCHEDULE I

REGISTERS AND RESPONSIBILITIES

(Under Regulation 2.14 Register and Record Maintenance)

This Schedule may be amended by resolution of the Council of Wardens to reflect changes in roles, responsibilities, digital systems, or administrative requirements, without requiring amendment of the principal Regulations.

A standardised system of registers and records shall be maintained in each hostel to ensure transparency, accountability, and audit compliance. The registers to be maintained, the authorities responsible for their maintenance and verification, and the supervisory authority for each register are prescribed below.

Register / Record	Maintained By	Verified By	Supervisory Authority	Remarks
Room Occupancy Register	Caretaker	Assistant Warden	Warden	Includes allotment and vacancy status
Room Allotment Record (Central)	CoW Office	Warden	Chairman, CoW	Master allocation data
Room Inventory Register	Caretaker	Assistant Warden	Warden	Furniture and fixtures
Entry / Exit Register	Guard / Caretaker	Assistant Warden	Warden	Includes late entries
Visitor Register	Caretaker	Assistant Warden	Warden	Mandatory for all visitors

Attendance Register	Caretaker	Assistant Warden	Warden	Especially applicable to first-year hostels
Complaint / Grievance Register	Caretaker / ERP System	Assistant Warden	Warden / CoW Office	Includes escalation tracking
Digital Helpdesk Record	ERP System / CoW Office	Warden	Chairman, CoW	Escalation and closure tracking
Mess Attendance Register	Mess Manager	Assistant Warden	Warden	Used for billing verification
Mess Rebate Register	Mess Manager / CoW Office	Assistant Warden	Warden	Cross-verification required
Mess Billing Records	Mess Manager / CoW Office	Assistant Warden	Warden	Subject to audit
Mess Committee Minutes	Mess Committee	Warden	Chairman, CoW	Advisory record
Disciplinary Record	Warden	Chairman, CoW	Council of Wardens	Confidential; restricted access
Inspection Register	Warden / Assistant Warden	Chairman, CoW	Council of Wardens	Periodic inspection entries
Fine Fund Register	Caretaker / CoW Office	Warden	Chairman, CoW	Subject to audit
Maintenance Complaint Log	ERP / Caretaker	Assistant Warden	Warden	Linked to service-level timelines

Emergency Incident Record	Warden	Chairman, CoW	Council of Wardens	Confidential; preserved for audit
Leave and Internship Status	Caretaker / CoW Office	Assistant Warden	Warden	Linked to mess and financial records
Insurance and Hospitalisation Record	CoW Office	Chairman, CoW	Dean (Student Affairs)	Confidential medical record
Committee Constitution Record	CoW Office	Chairman, CoW	Council of Wardens	Tenure and membership details

SCHEDULE II

CATEGORY-WISE ACCOMMODATION

(Under Regulation 3.1 General Eligibility)

This Schedule may be amended by resolution of the Council of Wardens to reflect changes in programme structures, institutional policy, or administrative requirements, without requiring amendment of the principal Regulations.

The following provisions govern duration of allotment, vacation stay entitlements, internship-related absence, and special conditions applicable to each category of resident.

Category	Eligibility and Duration	Vacation Stay	Internship / Long Absence	Special Notes
Undergraduate Students	Allotted for normal programme duration; annual renewal required	Must ordinarily vacate during long vacations; retention only with written approval	Must vacate during external internships; fixed hostel charges may apply; mess rebate applicable per Chapter 9	No vested right to retain room beyond academic requirements
Postgraduate Students (M.Tech / MBA)	Allotted for approved programme duration; annual renewal required	May retain during vacations with written approval	Same as UG unless programme requires continued presence	Subject to availability

Doctoral Scholars (Ph.D.)	Allotted for normative programme duration; subject to periodic review	May retain during vacations with written approval	Case-specific; subject to written approval of Warden	Extensions beyond normative duration require explicit competent authority approval
Project Staff / Research Assistants	Allotted only if vacancy exists; strictly time-bound	Not applicable unless specifically permitted in writing	Must vacate if project engagement ends	Governed by hostel rules applicable to regular residents
Workshop / Conference Participants	Temporary accommodation subject to availability and prior approval	Not applicable	Not applicable	Charges as notified; short-term stay only
Other Approved Categories	Case-specific written approval required	As per written approval	As per written approval	No permanent entitlement; subject to institutional discretion

SCHEDULE III

OFFENCE-TO-PENALTY MATRIX

(Under Regulation 6.18 Offence-to-Penalty Matrix)

This Schedule may be amended by resolution of the Council of Wardens including addition of new offence categories, modification of indicative penalties, or reassignment of authority without requiring amendment of the principal Regulations.

The following table provides an indicative classification of violations and corresponding penalties. The Council of Wardens and Wardens may modify penalties depending on the facts, gravity, and circumstances of each case, in accordance with the principles of proportionality prescribed under Chapter 6.

Category A Minor Violations

Addressable at hostel level by the Warden.

Offence	Indicative Penalty	Authority
Failure to maintain room cleanliness	Warning / Written Advisory	Warden
Minor noise disturbance	Warning / Fine	Warden
Failure to record entry / exit	Warning / Fine	Warden
First instance of unauthorised appliance use	Confiscation + Fine	Warden
Failure to display / carry Institute ID	Warning	Warden

Littering in common areas	Warning / Fine + Community Service	Warden
Unauthorised display of notices or defacement	Warning / Fine	Warden
Non-participation in mandatory safety drill	Warning / Fine	Warden

Category B Moderate Violations

Requiring formal disciplinary record; approval of Warden or Chairman, CoW.

Offence	Indicative Penalty	Authority
Repeated minor violations	Fine + Community Service	Warden / Chairman, CoW
Unauthorised room change	Fine + Reversal of allotment	Warden
Unauthorised guest stay	Fine + Disciplinary Warning	Warden / Chairman, CoW
Tampering with registers or records	Fine + Disciplinary Entry	Chairman, CoW
Misuse of hostel access privileges or keys	Fine + Suspension of privileges	Warden / Chairman, CoW
Violation of visitor / access control rules	Fine + Warning	Warden
Misuse of outpass system	Fine + Restriction of outpass	Warden
Cooking in room without authorisation	Confiscation + Fine	Warden

Non-compliance with quarantine or isolation directive	Fine + Disciplinary Entry	Chairman, CoW
Misuse of feedback or grievance mechanism	Warning / Fine	Warden

Category C Serious Violations

Requiring Council of Wardens or higher authority action.

Offence	Indicative Penalty	Authority
Consumption, possession, or storage of alcohol or narcotics	Suspension + Fine	Council of Wardens
Physical assault or intimidation	Suspension / Expulsion	Council of Wardens
Wilful damage to property	Recovery of cost + Suspension	Council of Wardens
Ragging in any form	Expulsion / Rustication + Legal referral	Competent Authority
Unauthorised occupancy or harbouring of outsider	Suspension + Financial recovery	Council of Wardens
Possession of weapons or hazardous materials	Immediate Suspension + Further action	Competent Authority
Tampering with fire safety equipment or emergency systems	Suspension + Recovery + Legal referral	Council of Wardens
Acts bringing disrepute to the Institute	Suspension / Expulsion	Council of Wardens
Violation of gender-specific access restrictions	Suspension + Disciplinary Record	Council of Wardens

False reporting of security threat	Fine + Suspension	Chairman, CoW / Council of Wardens
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Notes

1. Penalties listed are indicative. The competent authority may enhance or reduce penalties based on the specific facts and circumstances of each case.
2. Recovery of financial cost of damage shall be mandatory in addition to other penalties where applicable, regardless of category.
3. For Category C offences, interim suspension of hostel privileges may be imposed pending completion of disciplinary proceedings.
4. Multiple simultaneous violations shall be treated cumulatively and may result in enhanced penalties.
5. Prior disciplinary record shall be considered as an aggravating factor.

SCHEDULE IV

EMERGENCY HOSPITALISATION PROTOCOL

(Under Regulation 7.7 Emergency Hospitalisation)

This Schedule may be amended by resolution of the Council of Wardens to reflect changes in hospital tie-ups, insurance arrangements, contact roles, IHC procedures, or operational experience, without requiring amendment of the principal Regulations.

The Institute shall exercise reasonable care and best efforts in facilitating emergency medical response but shall not assume liability for independent medical decisions made by external healthcare providers. Medical response shall not be delayed for administrative approval. Preservation of life and health shall take precedence over procedural formalities at all times.

A. Immediate Medical Response

- In all cases of illness, injury, collapse, accident, or medical distress, the affected resident shall be taken to the Institute Health Centre (IHC) as the first point of medical evaluation.
- The first-level respondent being the roommate, a nearby resident, the Caretaker, Guard, or any responsible person present shall immediately escort or transport the resident to the IHC without delay. If multiple persons are present, one shall escort the resident while another simultaneously informs hostel authorities.
- No prior administrative approval shall be required to take a resident to the IHC.

- Where the resident is immobile, unconscious, severely injured, or otherwise unable to be transported:
 - The first-level respondent shall immediately inform the Caretaker or Guard
 - The Caretaker or Guard shall immediately contact the IHC at **0532-292-2310**
 - Ambulance activation shall not require approval from any administrative authority
 - Direct communication with the IHC shall be sufficient for ambulance activation

B. Trigger Condition for Protocol Activation

This Protocol shall be activated immediately when any of the following conditions is met:

- The IHC Medical Officer determines that the condition constitutes a medical emergency; or
- The IHC Medical Officer advises hospitalisation; or
- The resident is directly transported to a hospital in emergency circumstances

Medical determination shall rest exclusively with the IHC Medical Officer and shall not require administrative concurrence.

C. Mandatory Notification by IHC

- Upon declaring a case as emergency or requiring hospitalisation, the IHC shall immediately inform at least one of the following: Hostel Caretaker; Assistant Warden; or Hostel Supervisor.
- At least one responsible hostel authority must be successfully notified before the protocol proceeds.

- The IHC shall maintain an updated institutional contact registry containing the phone numbers of Caretakers, Guards, Assistant Wardens, Supervisors, and Wardens for all hostels.
- Hostel authorities shall ensure that contact details are updated at the beginning of every semester. Failure to update contact details shall be treated as an administrative lapse.

D. Hospitalisation Response Chain

Step 1 Caretaker / Guard / Assistant Warden

- Immediately proceed to the IHC or hospital location
- Confirm medical referral and hospitalisation requirement
- Coordinate admission formalities with the CoW Office
- Ensure that documentation gaps do not delay admission
- Inform the Warden without delay
- The Caretaker or Guard shall remain physically present with the resident until relieved

Step 2 Warden

- Immediately activate parent or guardian notification
- Communication shall include: nature of emergency as medically informed; name and location of hospital; current status of the resident; and contact details of the institutional representative present
- Nominate institutional escort where not already present
- Escalate to Chairman, CoW in serious cases

Step 3 Escort and Accompaniment

- One authorised institutional representative Caretaker, Guard, Assistant Warden, or Supervisor shall accompany the resident to the hospital
- One responsible student companion, preferably of the same gender, may also accompany; absence of student companion shall not delay transport
- The institutional representative shall coordinate admission formalities, ensure activation of insurance coverage, and remain present until:
 - the parent or guardian arrives; or
 - the resident is stabilised and admitted; or
 - further administrative instructions are received
- Under no circumstances shall a hospitalised resident be left unattended during admission

E. Insurance and Documentation Activation

- The institutional representative, in coordination with the CoW Office, shall ensure the resident's Institute ID and insurance card are produced, inform the hospital of insurance coverage, and coordinate with the hospital's insurance desk or TPA for cashless admission at network hospitals.
- **Network hospital:** Cashless treatment is available only at hospitals empanelled under the Institute's insurance policy. The institutional representative shall make reasonable efforts to take the resident to a network hospital unless the emergency requires immediate stabilisation at the nearest available facility.
- **Non-network hospital:** Where hospitalisation occurs at a non-network hospital due to emergency circumstances, admission shall not be delayed under any circumstances. The resident or their parents or guardians shall bear expenses directly and may claim reimbursement after discharge, subject to in-

insurance rules. All bills, prescriptions, diagnostic reports, and the discharge summary must be preserved for submission to the insurance provider.

- The CoW Office shall record that hospitalisation has occurred and shall facilitate communication between hostel authorities and parents or guardians.

F. Parent and Guardian Communication

- Parents or legal guardians shall be informed immediately in all hospitalisation cases.
- Notification shall be made by the Warden or an authorised representative of the CoW Office or Dean (Student Affairs) Office.
- All communication shall be recorded and handled confidentially.

G. Role Clarity During Hospital Stay

Stakeholder	Responsibility
Caretaker / Guard	Immediate response; physical accompaniment to hospital
Assistant Warden / Supervisor	Transfer supervision and operational coordination
Warden	Parent notification and escalation to Chairman, CoW
CoW Office	Insurance coordination and documentation
Dean (Student Affairs) Office	Administrative oversight in serious or protracted cases
Accompanying Student	Support, communication, and presence

H. Night-Time Emergency Response

- Caretakers and Guards shall be present in every hostel 24×7 and shall act as first institutional responders during night-time emergencies.

- The IHC at **0532-292-2310** shall remain operational and manned 24×7.
- Ambulance activation authority rests with the IHC. No administrative approval is required.
- If the Institute ambulance is unavailable, the Caretaker or Guard shall immediately arrange any available vehicle. Medical transport shall not be delayed.
- The night-time escalation chain shall be:

**Resident → Caretaker / Guard → Assistant Warden → Warden →
Chairman, CoW**

- For female residents at night: a female companion shall accompany where available. Where no female companion is available, the Caretaker or Guard shall accompany alone. Safety and immediacy shall take precedence over all other considerations.
- All provisions of this Protocol apply equally during night hours.

I. Post-Admission Process

Within 24 hours of hospitalisation:

- A brief incident note shall be prepared by the Warden
- Insurance activation status shall be recorded by the CoW Office
- Parent communication shall be documented
- The CoW Office shall create a confidential medical case file entry

Upon discharge:

- The resident shall submit the discharge summary to the IHC
- A fitness certificate may be required before resuming hostel stay
- Case closure shall be recorded formally by the CoW Office

Annexure to Schedule IV Empanelled Hospitals, Insurance Provider and Emergency Contacts

(To be updated annually by CoW Office by resolution; does not require amendment of Schedule IV or the principal Regulations)

Item	Details	Last Updated
IHC Emergency Line	0532-292-2310	—
Empanelled Hospitals	To be inserted by CoW Office	—
Insurance Provider	To be inserted by CoW Office	—
TPA Name and Contact	To be inserted by CoW Office	—
Institute Ambulance Contact	To be inserted by CoW Office	—