



# **INDIAN INSTITUTE OF TECHNOLOGY** **(INDIAN SCHOOL OF MINES), DHANBAD**

## **INTERNATIONAL EDC ANNEXE/INTERNATIONAL HOSTEL**

### **Rules, regulations and code of conduct for International EDC Annexe (IEDCA) / International Hostel (IH)**

#### **1. General Rules and Regulations**

- i. The inmates of IEDCA or IH, hereafter called as Occupants should read the rules and regulations as given in Annexure-I before signing the application form for allotment of room in IEDCA/IH, which will be provided along with the application form.
- ii. Rules will be displayed in the International EDC Annexe/International Hostel.
- iii. Duplicate keys will be made available/rejected by the Competent Authority/Warden/In-Charge on application received from occupants after the approval by competent authority giving appropriate reason.
- iv. Any cleanliness matter should be immediately brought to the notice of the competent Authority /warden/ in-charge.
- v. Inspection will be done by Hostel Committee at their convenience. Occupants are required to cooperate with them at any time.
- v. Standard Night Out forms should be filled and submitted along with an undertaking before staying out late.
- vi. No gambling of any kind shall be allowed on the premises of the hostel.

vii. Occupants shall not bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostel.

**ANNEXURE-I**

1. It should be clearly understood by all occupants that no tenancy shall be created by their occupation or use of IEDCA/IH premises and property and that each of them is merely permitted by management, under the rules and regulations framed by the competent authority which can be changed, altered, modified, varied wholly or partly and can be replaced by management at their discretion, without assigning any reason for the same. Upon such revocation the resident shall not be entitled to stay and/or enter the IEDCA/IH or any part or portion thereof. If she/he does not leave, she/he shall be liable to be forcibly removed.
2. The occupant shall pay hostel fee along with deposit for one year in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective programme of the Institute in which the occupant is studying.
3. The management reserves the right to terminate the occupancy of an inmate for any wilful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fees will NOT be refunded except the mess charges on pro-rata basis.
4. **Change/inter-change of room:** An occupants shall not change/interchange her/his room with another occupant or shift into a vacant room without written permission and approval of the competent authority/warden/in-charge. The competent authority/warden/in-charge has the right to shift an occupant from her/his room to another room in the IEDCA/IH at any time without assigning any reason.
5. The IEDCA/IH in-charge/warden shall provide keys of the allotted room to each occupant. Occupants shall NOT use other lock and key for locking their rooms. Occupants are responsible for their possessions of all valuables and they should be kept in the cupboard under lock and key. Occupants shall not leave mobile phone, ornaments and other valuables unguarded. Occupants are advised to get duplicate keys made against loss of keys with the permission of competent authority/warden/in-charge.
6. The competent authority /warden/in-charge has the discretion to inspect any room at any time.

7. Occupants shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Occupants shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.
8. Occupants will be staying in IEDCA/IH at their own risk, liability and consequences.
9. Silence: Strict silence shall be observed in hostel from 12.00 am to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises. Recreational facilities to be turned off at 09.00 pm.
10. Alcohol / Drugs / Smoking: Occupants shall not bring, take and/or drink any alcohol/intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behaviour shall invite strict disciplinary action leading to rustication from the Institute.
11. If any common property is damaged or lost, the cost of repair/purchase of new shall be charged in equal shares to the occupants who are in common use of that property. Occupants shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
12. Fixture: Occupant shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to occupants must be cared for property. Occupants will be required to pay double the original cost of any item found missing from their room. Occupants will also be required to pay twice the charges of the repair to items that found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear.
  - a) Interchange of Furniture/Fixture: Occupants are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery, occupants involved in such activities will be expelled from the IEDCA/IH.
  - b) Assets in common areas/corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all occupants of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete IEDCA/IH, the recoveries will be made from all the occupants of the hostel.

13. IEDCA/IH authorities will not be responsible for any loss of money, jewellery or personal belongings of any occupant. They are advised not to keep any cash/jewellery or any costly items in the room.
14. Ragging: Ragging in any form is BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the Institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offence. Please report any incident immediately to any member of the Anti-Ragging Committee/In-Charge/Warden/Security Personnel/DSW/Assoc.Dean-IRAA directly at any time of the day/night.
15. Electricity Restrictions: No electric appliances shall be permitted in the room, failing which the Competent Authority /Warden/In-Charge will have the right to confiscate the gadget. The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not used. While leaving the room occupants should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion.
16. **Attendance Register:** Attendance will be taken by the security person before 10.45 pm every night. Hostelite has to sign the attendance register every day between 10.45 pm to 10.50 pm. After that the occupant is not allowed to go out of the hostel. Going out of hostel beyond this time will invite a fine.
17. The occupant shall be back in the hostel for attendance before 10.30 pm every day.
18. Night out Permission: Night out shall not be allowed without substantial reason. Night out in the permissive sense is hereby abolished. The Director may still permit the occupants in exceptional circumstances for academic purpose and it should be conveyed to the competent authority/warden/in-charge in writing at least one day before the Night out. Hostelite/ Boarder may be permitted to go home during holidays with written permission from parent along with the copy of the ticket, to be submitted to and approved by the competent authority/warden/in-charge. All occupants shall invariably be in the hostel by 10.30 pm sharp. If the occupant comes after 10.30 pm then she/he needs to sign the late night register. When taken night out the occupant will stay out and will report back in the IEDCA/IH after 6.00 am in the next morning.
19. Occupants will apply for night out subject to submission of letter/from parents in case of personal reasons or from the Director in case of academic reason to the IEDCA/IH authority between 10.30 am and 5.30 pm. Disciplinary action shall be taken against the occupant who does not submit the night out form. Such repetitive acts will lead to

rustication of the occupant. Under no circumstances, phone calls from parents/local guardian shall be entertained in such cases.

Only in case of medical emergency occupant can contact the Warden directly for such permission. In such case where the occupant has the permission for more than one night out, it is to be noted that such occupant shall not be allowed in the hostel during the mentioned period even during the day time.

20. Celebration of Festivals and Birthdays: Occupant shall take prior permission of the competent authority/warden/in-charge for celebrating any festivals and birthdays. Birthdays should be held in a common place for one to two hours between 7.00 pm to 9.00 pm. There should not be any kind of physical or mental discomfort to other inmates. No outside guest or interference of any kind will be allowed. No religious activities are not allowed
21. Cleanliness: Occupants shall keep their room, veranda and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ balconies. The Warden has the right to confiscate any such clothes hung for drying in the balconies. No occupants shall store any cooked food in the room.
22. Pets: Occupants shall not bring and/or keep any pets in the premises including fish, cats, dogs, etc. Occupants should desist from pampering stray dog by offering food, petting them etc.
23. IEDCA/IH Staff: Occupants shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of the IEDCA/IH.
24. Suggestion Box/Register: Suggestions and complaints should be either deposited in the "Suggestion Box" or should be entered in the "Suggestion Register" kept in the hostel premises. Suggestion form is also available in the Hostel.
25. The Management has the right to discontinue Hostel accommodation given to a occupant on account of misconduct and/or violation of rules and regulations.
26. The Occupants should abide with the rules and regulations of the Institution and overing Laws all the state government and Central governments of the Country.
27. It shall be the responsibility of every occupant, individually and collectively, to safeguard all the properties including furniture, fittings and gadgets of the hostel. For any damage

to, or loss of, any institute property from any room, the occupants(s) will be held directly responsible; and for any damage to any furniture, fittings, structure or part thereof at any part of the hostel other than the room interior, inmates of the hostel shall be held collectively responsible.

28. It shall be the responsibility of every occupant to ensure that no screening of films or video shows are organised in the hostel without prior written permission of the Warden/In-charge.
29. No occupant shall display any obscene poster or calendars, wall writings, etc. in the rooms or anywhere else in the hostel.
30. No occupant shall indulge in any act involving transfer of articles, fittings, furniture or gadgets from Common Room, Dining Hall, Kitchen, Passage, Foyer, Portico, Warden's Office, Store Computer Room etc. to his/her room or to any other place.
31. When a dispute arises regarding interpretation of one or more provisions of these Rules the matter shall be referred to the Dean of Occupants Welfare and the interpretation given by him shall be considered correct and final.
32. VIOLATION OF ANY OF THE RULES LAID DOWN ABOVE SHALL ATTRACT DISCIPLINARY ACTION.

## Acts of Violation and Handling Authorities

**Disciplinary action as per SIU Code of Conduct shall be taken against occupants violating Hostel Rules and Regulations.**

Sr. No	Act of Violation	Handling Authority
1.	Indulging in any political, communal, immoral or untoward activity , any propaganda or publicity of any nature which violates harmony, discipline and the image of the Institute	Competent Authority of the IEDCA/IH
2.	Drugs/ Alcohol consumption or possession or sale or being under influence of: a) Alcohol, Tobacco, Gutka and Cigarettes b) Narcotic drugs and Psychotropic substances	Competent Authority of the IEDCA /IH
3.	Ragging : Anyone found indulging in ragging in any form in the Hostel	Director / Head of the Institute along with Anti- ragging Committee / IEDCA/IH Committee
4.	Gambling : No Gambling of any kind shall be allowed in the premises of the IEDCA	Competent Authority of the IEDCA/IH
5.	Wilful disobedience or proxy signatures, forging of any kind or all of the types of defiance of authority, no observance of IEDCA rules, causing damage to person or property or indulging in anti-national or undesirable activities	Competent Authority of the IEDCA/IH
6.	Indulging in Physical Fights / Quarrels/ Bouts	Competent Authority of the IEDCA/IH
7.	Damages: If any common property is damaged or lost	Competent Authority of the IEDCA /IH

9.	Not signing in Attendance Register: Occupants shall sign the attendance register when they return to the hostel at night. The IEDCA/IH Security Person will take attendance from 10.45 pm to 10.50 pm every night.	Warden/Incharge/Competent Authority of the IEDCA/IH
10.	Using of Electric Iron or any appliances other than Laptop.	Warden/Incharge / Competent Authority of the IEDCA/IH
11.	Partying and playing loud music inside Hostel Room	Warden/Incharge / Competent Authority of the IEDCA/IH
12.	Having meals inside the hostel room unless medically advised and endorsed by the Warden/Incharge	Warden/Incharge /Competent Authority of the IEDCA /IH
13.	Visitors: if taken to room	Warden/Incharge /Competent Authority of the IEDCA/IH
14.	Sticking notices or writing on walls	Warden/Incharge