

HOSTEL MANAGEMENT MANUAL

PART I STUDENT AFFAIRS



**OFFICE OF THE HOSTEL MANAGEMENT
INDIAN INSTITUTE OF TECHNOLOGY MADRAS**

CHENNAI - 600 036

March 2015

Foreword

The Office of the Hostel Management (OHM) of IIT Madras has always strived to provide an atmosphere conducive to holistic growth of the students and scholars.

A special word of praise is due to all the Wardens who are the pillars of Hostel Administration. They are primarily responsible for the behavioral issues of the students and to this extent, it becomes mandatory for them to know the residents, understand individual personalities and guide them whenever they are in need of emotional support.

While the well being of individual students is the primary responsibility of the Warden concerned, the Chairman, Council of Wardens is responsible for all administrative aspects through various committees. Managing the infrastructure and administration of 8000 plus students is a gigantic task and I must compliment the past and present Chairmen, Council of Wardens for their wholehearted effort in maintaining the Hostel Sector at its best at all times.

The inputs from AO (HM) and AR (Students) regarding the Accounting Procedure and Purchase Procedure respectively is acknowledged and appreciated.

Chennai - 36
31.03.2015

Prof. M.S. Sivakumar
Dean (Students)

Note from Chairman, Council of Wardens

I consider it my privilege to address all concerned with our Hostel Administration through this manual. We have drawn our inspiration from our predecessors who have, with their untiring efforts, given us the legacy that we are now carrying forward. There are new challenges and dimensions to the administrative machinery being added with every passing year, generation after generation.

The wardens of hostels and the employees of the Office of Hostel Management have dedicated themselves in ensuring that the living experience in our hostels remains memorable in the years ahead. This is one place where, as a resident of any hostel, one gets a chance to look at the diversity of culture and personalities that our Country is bestowed with. This is an opportunity for the residents to learn from one another and work together.

We have a plethora of facilities for the personal growth of our students. We would be glad to see that all these facilities are utilized optimally to hone the skills of whichever area one chooses to practice.

The staff at various offices are charged with the responsibility of ensuring that they meet the demands of maintenance of infrastructure in good shape and ensure proper documentation through established office process(es).

This manual contains details that will be helpful in guiding all the new employees / wardens in carrying out their day to day duties. Therefore it will be in order for each one of us to go through the details and be conversant with them.

Wishing you all God Speed and good wishes.

31.3.2015

Prof. K. Sethupathi
Chairman, Council of Wardens

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INTRODUCTION

The Office of Hostel Management (OHM) IIT Madras is responsible for the administration and maintenance of the Hostels and Messes of IIT Madras. In its pursuit for global excellence, there are various measures taken from time to time to meet the needs of the residents.

This manual will be used as a guideline by various offices in the Hostel Management and Committees that are convened by the O/o Dean (Students) towards ensuring an atmosphere conducive for creating the best possible living experience to the residents.

OBJECTIVES and SCOPE

1. The objectives of the OHM are:
 - a. To provide Boarding and Lodging arrangements for residents.
 - b. To provide the best possible living experience to our students and to nurture goodwill and mutual cooperation amongst the residents.
 - c. To lay down guidelines for reference by the students and the staff at all the offices.
2. This manual shall cover administrative procedures applicable to residents, student secretaries, hostel functionaries, etc.

DEFINITIONS

1. Institute means Indian Institute of Technology Madras.
2. Director means the Director of the Institute.
3. Registrar means the Registrar of the Institute.
4. Dean means the Dean (Students) of the Institute.
5. Deputy Registrar (DR) means a Deputy Registrar of the Institute posted to the O/o Dean (Students).
6. Chairman means the Chairman, Council of Wardens (CCW) and Office of Hostel Management (OHM).
7. Assistant Registrar (AR) means an Assistant Registrar of the Institute posted to the O/o the Dean (Students) and OHM.
8. Hostel Management (HM) means the governing body constituted by the Director to manage the working of the Hostels and issues related to its residents.
9. Appointing authority means the OHM.
10. Warden means the Warden of any Hostel or Facility of the Institute to which he / she has been appointed.
11. Assistant Warden means Assistant Warden appointed by the CCW on the recommendation of a Selection Committee convened by the Dean.
12. Hostel Management Committee (HMC) means the apex body that deals with the strategic administrative issues of the Hostels.
13. Council of Wardens (CoW) means the coordinating body comprising of all the Wardens with the CCW as Chairman. It may include any other nominee(s) of the Director as ex-officio members. The Hostel Affairs Secretary (HAS), Students General Secretary (SGS) and the Speaker Students Affairs Council (SAC) shall be invitees to the relevant part of the Council meetings.
14. Hostel Council (HC) means the advisory body in each Hostel comprising the Warden of the Hostel as Chairman and Secretaries (elected by the residents) as members. The Hostel General Secretary/ Assistant Warden shall be the Secretary of respective HC.
15. Employee means full time employees of OHM excluding those working on contract, on daily wages or temporary staff engaged through registered manpower providing firms / agencies.
16. 'Year means the academic year commencing on 01 August unless otherwise specified'.

FUNCTIONAL AREAS

1. The student life in Hostels encompasses the following.
 - a. Lodging.
 - b. Boarding.
 - c. General Facilities.
 - d. Institute Gymkhana.
 - e. Activities under Chief Advisors.
2. As of Jan 1, 2015, the following Hostels cater for the lodging of the residents:
 - 1) Alakananda.
 - 2) Brahmaputra.
 - 3) Cauvery.
 - 4) Ganga.
 - 5) Godavari.
 - 6) Jamuna.
 - 7) Krishna.
 - 8) Mahanadhi.
 - 9) Mandakini.
 - 10) Narmada.
 - 11) Pampa.
 - 12) Sabarmathi.
 - 13) Saraswathi.
 - 14) Sarayu.
 - 15) Sharavathi.
 - 16) Sindhu.
 - 17) Tamiraparani.
 - 18) Tapti.
3. Boarding is predominantly by Caterers selected through a process of tender by a Committee appointed by Director.

4. At present, the messes are located in the following facilities.
 - a. Himalaya
 - Ground Floor : Kailas and Neelkant
 - First Floor : Annapurna and Nanda Devi
 - Second Floor : Kanchen Junga and Nanga Parbat
 - b. Vindhya
 - Ground Floor : Sahyadri
 - First Floor : Satpura
 - c. Cauvery
 - d. Mandakini
5. The General Facilities in the campus including additions in future, shall be overseen by a Committee for Monitoring General Facilities for Students.
6. The Institute Gymkhana caters to sports activities of the students.
7. Chief Advisors are appointed for co-curricular and cultural activities, training and placement, MiTR, etc. These functions relate more towards grooming and behavioral aspects of students' development. They will be functioning directly with the O/o Dean (Students) under the overall guidance from Dean (Students).

ORGANISATIONAL STRUCTURE

Board of Hostel Management (BHM):

- a. Chairman - Chairman, Council of Wardens
- b. Members - Dean (Students)
Registrar / Nominee
Three Wardens
(nominated by Council of Wardens)
Students General Secretary
Hostel Affairs Secretary
One representative from Girls Hostels
- c. Secretary - AR (Students)

The Board of Hostel Management (BHM) is the appointing authority of all hostel employees and shall be responsible for policy formulation, coordination and review of all matters relating to the staff of Hostel Management.

The BHM shall meet as often as necessary or at least once in three months.

The Chairman shall convene special meeting of the BHM on written request, if any, from any three members with at least five-day notice to all members. This meeting shall be restricted to discussion of only those items on Agenda for which the request was made.

A quorum of five including the Chairman shall be observed for the meeting of BHM.

Ordinary decisions in the absence of consensus shall be taken by a simple majority of the members present by voting.

All disciplinary matters of students shall be routed through Intra Hostel Disciplinary Committee, Hostel Disciplinary Committee and where necessary through the Council of Wardens to the BHM.

Changes, alterations or modifications of Terms and Conditions shall require a two-thirds majority of the BHM.

Any additional rules as may be formulated in future shall be passed by a two-third majority of BHM.

The Chairman shall not exercise his vote as a member. However he/she shall have a casting vote in the event of a tie at the time of voting.

Office of the Hostel Management:

1. The Office of Hostel Management (OHM) is independent of the Institute and shall be responsible for day-to-day administration of the Hostels. The functioning of OHM shall be governed by Council of Wardens (CoW).

The Council of Wardens:

2. The CoW shall comprise the following:

- a. Chairman - Chairman, Council of Wardens
- b. Members - Dean (Students)
Wardens
Chief Advisor (Mitr)
Hostel Affairs Secretary
Students General Secretary
- c. Secretary - Assistant Registrar (Students)

3. Functions of Council of Wardens :

The CoW is responsible for all aspects of Hostel Management.

4. The functions of CoW shall include:

- a. Lodging arrangements in hostels and upkeep of facilities therein.
- b. Boarding arrangements through the Caterers and Mess Monitoring and Control Committee (MMCC).
- c. Student behavior in the Hostels by ensuring that all residents are cooperative and do not disturb the ambience by violation of Hostel Rules.
- d. It shall ensure that the behavior of students do not contradict the morally and socially established norms of conduct.
- e. Be responsible for all matters relating to Boarding and Lodging facilities provided to Students, Guest Accommodation in the hostels.
- f. Extend hostel facility, to conferences, seminars etc. that are conducted at the Institute.
- g. Responsible for all financial matters of OHM.

5. General Policies

- a. IIT Madras is a residential Institute and all students are required to reside in the campus. As such every student who has been admitted to the Institute is mandatorily required to pay the prescribed fee as announced by the OHM.

- b. Hostel seat rent, Establishment A charges and Refundable hostel caution deposit form the majority of the subscription. The Establishment A Charges are levied from the students as a token contribution towards the pay and allowances of the Hostel Employees. The fees prescribed are subject to revision from time to time. The details of the fee shall at all times be updated and available in the website: *ccw.iitm.ac.in*
- c. Every hostel in the Institute is an independent unit with respect to its internal administration under the overall policy guidelines laid down by the CoW as approved by the BHM. Each Hostel is administered by a Warden he/she is assisted by an Assistant Warden in all matters relating to the Hostel.

The Hostel Council

1. Each Hostel shall have a Hostel Council (HC) elected by students, as an advisory body. The composition of HC shall be as given below:
 - a. Chairman - Warden
 - b. Members - Elected student secretaries
 - c. Secretary - Assistant Warden/ General Secretary
2. The General Body of the Hostel shall, in conformity with the decisions of the BHM and the CoW, formulate necessary guidelines relating to conduct of intra-hostel cultural/ sports/ literary/ social activities including competitions and other activities of the Hostel. The HC shall be responsible for effectively implementing all policy decisions of the CoW and the OHM. The Warden shall always approve the agenda for Council/ General Body meeting.
3. The HC shall meet as often as necessary to consider the proposals for improvement of the functioning of hostel and on occasions when elected secretaries come up with any problems in the hostel or any proposals in regard to their activities.

4. The HC shall meet at least twice in a semester. Emergency meetings of the HC shall be called by the Warden or by at least 3 student members. The quorum for the HC meeting shall be the warden and 4 student members.
5. Minutes of the meeting shall be made by the General Secretary/Assistant Warden and approved by the Warden. Copies of the minutes should be sent to the Dean (Students) and CCW.
6. A copy of the minutes shall be circulated to the General Body through e-mail and also displayed on the notice board of the Hostel.
7. Election of Secretaries: Election for the Hostel Council will be held during March/April of every year along with general elections of the Students Affairs Council and the Executive Wing of the Institute, with the Hostel Warden as the Chief Polling Officer.
 - a. All the residents of the hostel are eligible to vote for the Hostel Council. Only bona-fide students registered for an academic programme are eligible to vote for the representation of the Student Affairs Council and the Executive Wing. The dates of election shall be announced by the Chief Election Officer appointed by the Dean (Students) and a detailed notification will be issued to all the hostels giving deadlines for completing different phases of the election process. The results of the HC election shall be approved by the Dean(Students) before announcing the results on the Hostel notice board. If re- election becomes necessary for the post of any secretary at any time, the Warden shall conduct it within 15 days on a suitable day.

8. General Secretary : The General Secretary shall be the Secretary of the HC and shall record and circulate the minutes of every HC meeting within the hostel. He/She shall:
 - a. Ensure proper maintenance of the hostel premises.
 - b. Coordinate the activities of the other Hostel Secretaries.
 - c. Convene Hostel General Body Meeting (GBM).
 - d. Conduct Hostel Day celebrations and other social functions within the hostel.
 - e. Ensure that all unserviceable items under the charge of various Secretaries are consolidated every Semester and condemned as per procedure.
 - f. Present a brief report, twice a year, about the Hostel activities and plans for future when called for by the Speaker, Students Affairs Council.
9. Sports Secretary: The Sports Secretary shall be responsible for :
 - a. Procurement and maintenance of sports equipment for the use by the hostel residents through Sports Stock Ledger.
 - b. Appointing Captains for various teams of the hostel sports/games.
 - c. Plan sports activities by identifying suitable teams for different events.
 - d. Preparation of the hostel sports budget and present it to the General Body for approval.
 - e. The conduct of various intra-hostel sports/tournaments in his/her hostel and coordinate the participation of hostel teams in the inter hostel competitions organized by the Gymkhana.

10. Social Secretary : The Social Secretary shall be responsible for the conduct of various cultural activities of the hostel. The functions are listed below:

- a. Planning cultural activities within the hostel for the year and propose budget to the General Body at the beginning of the academic year for approval.
- b. Procure and maintain musical instruments and other accessories and account for these through Hostel Musical Instruments Ledger.
- c. Procurement of magazines and newspaper for the Common Room.
- d. Opening and closing of the common room every day.
- e. Serviceability and safety of all items, furniture, fitment and equipment in the Common Room.

11. Literary Secretary: The Literary Secretary shall be responsible for conducting different literary activities / competitions within the hostel. He/ She shall:

- a. Prepare budget proposals at the beginning of the year and seek the approval of the General Body.
- b. Monitor and maintain the Hostel library.
- c. Arrange to buy new books after obtaining approval from Warden and take them on stock, catalogue them and check the physical stocks every month. Monthly Stock Taking Report shall be submitted to the OHM through the Warden.
- d. Identify suitable talent and mobilise teams for participating literary events.

12. Health and Hygiene Secretary: The Health and Hygiene Secretary shall be responsible for:

- a. Gardening activity and Hygiene aspects for the year, preparation of budget proposal at the beginning of the year and put up to the General Body for approval.
- b. Maintenance of good hygiene and beautification of hostel premises.
- c. Be a part of the Mess Committee where nominated and oversee its functioning.
- d. Liaise with the concerned Mess Manager/ Staff on matters pertaining to serving of food and ensure hygienic conditions in the kitchen and the mess hall.

GENERAL BODY MEETINGS

- a. There shall be at least one General Body Meeting (GBM) of the hostel every semester conducted by the hostel General Secretary with the concurrence of the Warden.
- b. The agenda for the GBM, after the approval of the Warden, shall be displayed on the hostel notice boards (also electronically disseminated) for the information of the residents along with the call for GBM.
- c. The Warden shall preside over the GBM and serve as a moderator.
- d. The deliberations of the GBM shall be recorded as minutes by the General Secretary/Assistant Warden and the same will be displayed in the notice board after getting the minutes approved by the Warden.
- e. At the beginning of the year, a special GBM is to be convened for discussing the budget proposals of the individual secretaries of the Hostel Council. The secretaries shall present the salient features of their budget proposals before the General Body and the total budget shall be passed by the General Body with modifications if any, and the approved budget proposals will be included in the Establishment B fund.
- f. General policies for the conduct of the hostel activities shall be finalized during the GBM conforming to the general policies and guidelines formulated by the CoW and OHM.
- g. The quorum for any GBM shall be 20 percent of the total residents of the hostel at the time.
- h. An extraordinary GBM shall be convened, if 25 percent of the residents sign the requisition for a specific agenda item. The GBM shall be held within 72 hours of the requisition and only the specific agenda shall be taken up during this extraordinary meeting.
- i. All the secretaries shall attend the GBM. In case of his/ her absence, the secretary shall depute another resident of the hostel to attend the meeting on his / her behalf.
- j. Impeachment of Secretaries: Impeachment proceedings against any / all of the elected secretaries can be initiated by at least 25% of the members of General Body of the hostel by signing a memorandum. They shall submit it to the Warden requesting him to convene the GBM. The signed memorandum should contain the reason for impeachment. The Warden shall display the reasons given on the notice board within one week of the receipt of the request for impeachment. A member shall be considered impeached if two-thirds of the respective electorate votes and a simple majority votes in favour of impeachment.

WARDEN

- a. The Warden is the administrative head of the Hostel and is appointed by the Dean (Students) in consultation with the Director.
- b. The duties and responsibilities of Wardens revolve around all internal matters and day to day administration of the Hostel. This shall include aspects related to administration in the Hostel, viz., Hostel Office, maintenance of records, accounts, students' behavior and well-being. This will also include aspects related to one of the Students (centralized) Messes that may be allotted in rotation to the Wardens.
- c. The tenure of Wardens shall be two years, extendable by one more year.
- d. The Warden shall implement the decisions of the CoW and the BHM. And ensure smooth running of all Hostel activities with the involvement of HC.
- e. All financial transactions of the Hostel shall be on approval of the Warden.
- f. He/ She shall organize frequent meetings of the HC and GBM and invite suggestions for improving the living standards within the Hostel. He/ She shall preside over such meetings and render advice conforming to the norms set by the CoW and BHM.
- g. The Warden shall visit the Hostel daily at a time when most residents are available. The office work shall be attended to during the visit in addition to meeting / interacting with the residents to understand their problems, if any.
- h. He / She shall be responsible for the maintenance of discipline in the hostel among the residents and employees attached to the hostel.

ASSISTANT WARDEN

- a. An Assistant Warden shall reside in the hostel and assist the Warden in all matters relating to the Boarding and Lodging facilities.
- b. Update the hostel room inventory from time to time (at least once in a week) and report the same to the warden.
- c. He/She shall help and supervise the issuing of "Mess Card" to residents.
- d. The Assistant Warden shall supervise the security arrangement of the hostel, maintenance of the mess hall (mess running hostels), hostel corridors and the surroundings. She/he shall monitor the attendance of staff in the hostel office and mess, maintain leave register and handling of imprest funds and report to the Warden if any discrepancies are noticed. All vouchers for payment need to be authenticated for correctness before it is sent for signature by Warden/CCW.
- e. In hostels where the messes are operated by the staff of Hostel management (OHM), the Assistant warden will constantly monitor and certify the supplies from vendors; issue of stores, maintenance of stock registers and certification of the bills for payment.
- f. He/She shall check any unauthorized person from entering/ staying in the hostel overnight.
- g. He/She will be a member of the Mess Monitoring and Control Committee (MMCC) and help the Chairman MMCC relating to common dining facilities.
- h. The Assistant Warden shall also attend the HC Meetings and GBM of the hostel and assist in Minutes of the meetings and participate in the discussion.

- i. During the time of Hostel elections the Assistant Warden shall make all necessary arrangements and make sure the process is running smooth without any mishap.
- j. Assistant Warden shall also help in conducting hostel events namely, Hostel nights, Hostel celebration parties, festivals etc. Also, whenever, duties of special events viz. Shaastra/Saarang are warranted, he/she needs to undertake such duties as and when assigned by Warden/CCW/Dean.
- k. In case of any resident falling sick and/or getting injured, the Asst. warden shall immediately report to the Warden and take control of the situation by reporting to the hospital, call ambulance, liaise with OHM for insurance matters etc.
- l. Assistant Warden should make sure that no inmate is using power vehicles in the hostel zone. He/She should also ensure that no inmate is taking any kind of banned substance e.g. alcohol, intoxicating drugs etc. If any such activities are noticed, he/she should immediately inform the same to the Warden/ Officiating Warden.
- m. Monitor usage of unauthorized electrical appliances by residents and take care of general utilities e.g. Washing machines, geysers, CCTV cameras, water dispensers etc.,
- n. Assistant Wardens for girl's hostel have to take more care related to the security and well-being of the residents in accordance with the instructions of Warden.
- o. Assistant warden must ensure cleanliness in and around the Hostel. He/she is responsible for monitoring the staff deployed for housekeeping, rating their performance in the monthly feedback besides regular supervision for the work carried out.

HOSTEL OFFICE

1. Each hostel shall have an Office within the hostel premises. All files, records, ledgers, account books, suppliers bills, payment registers etc., pertaining to the Hostel shall be maintained by this Office. The staff member posted to the Hostel Office shall assist the Warden and the Assistant Warden in carrying out the administration of the Hostel.
2. One of the employees of the hostel office shall be available at all times in the office. Weekly off shall be regulated by the Warden accordingly. The offices shall be generally working from Monday to Saturday. In certain exceptional cases, the office shall be open on Sundays also. The office timings shall be :
 - 9.00 a.m. to 1.00 p.m.
 - 1.30 p.m. to 5.30 p.m.
3. Duties and responsibilities of Hostel employees:
 - a. General
 - i. To carry out specific duties as may be assigned to them by the Wardens / Assistant Wardens concerning boarding and lodging arrangements of the residents of the hostel.
 - ii. To carry out such other duties as may be assigned to them in connection with special hostel / institute functions.
 - iii. No employee shall entertain unauthorized persons in the hostel premises including the hostel office. No item of the hostel property shall be taken out without prior permission of the Warden and OHM
 - b. Hostel Managers / Office in Charge
 - i. Responsible for maintenance of all office files, registers and accounts of the hostels.
 - ii. They shall settle temporary advances after scrutiny from time to time.

- iii. Ensure proper Hygiene and Sanitation through the Sanitation / Housekeeping workers.
- iv. Weekly verification of Stores and Hostel Property.
- v. Maintain the Stock Ledger and keep it updated in correlation to the Stores Received Book entries.
- vi. Checking bills, getting them pre-audited and passing them for payment with Warden's approval after recording them in concerned registers.
- vii. Maintain account book of the Hostel and put up to the Warden after every entry in the book.
- viii. Safe custody and operation of cheque books.
- ix. Preparation of monthly Bank Reconciliation Statement.
- x. Maintenance of cash books and students ledgers.
- xi. Preparation of bank reconciliation statement at the close of each month in conjunction with the monthly accounts.
- xii. Stock verification of hostel furniture and other fittings and processing of railway concession forms.
- xiii. Preparation of balance sheet every year.
- xiv. Maintenance of leave account.
- xv. Attend to the audit observations.
- xvi. Render daily report to the Warden through the Daily Report Register.
- xvii. Monitor and ensure smooth admission process.
- xviii. Maintenance of Establishment B funds.
- xix. Issue of no-dues certificates after verification.
- xx. Monitor general maintenance works in students rooms, safe custody of furniture, fittings and such other hostel property and assisting the Warden and Assistant Warden in performance of their duties towards the hostel.
- xxi. Maintain students' ledger containing personal, hostel and mess details pertaining to each student.
- xxii. Maintain close supervision over room vacancy.
- xxiii. Any other duties as may be assigned by the Warden.
- xxiv. Processing of Vacating Forms received and arrive at the refund of excess balance.

- c. Security Guard posted in the hostels will be responsible for:
 - (i) Watch and ward.
 - (ii) Ensure that no property belonging to the Hostel/Institute is removed by unauthorised person.
 - (iii) Safe custody of keys.
 - (iv) Check the entry of unauthorised persons.
 - (v) To drive away stray cattle/dogs, etc. from the hostel and its surroundings.
 - (vi) Patrolling in the area of responsibility.
 - (vii) Report cases of theft, sabotage, fire, etc. to hostel authorities and security officer at once.
 - (viii) Any other duty assigned.
- d. Housekeeping Staff will be responsible for:
 - (i) Clean common rooms, roads, lavatories, etc.
 - (ii) To make economical use of cleaning material.
 - (iii) To bring to the notice of hostel authorities of the place (not allotted to him/her) where insanitary conditions are noticed.
 - (iv) To deposit garbage, etc, at the appropriate place.
 - (v) To perform other duties as may be assigned.

COMMITTEES RELATED TO STUDENTS WELFARE

1. Committee for Monitoring General Facilities for Students (CMGFS):

- a. Chairperson - Nominated by Dean.
- b. Members - HAS
General Secretary
two faculty members
(at least one warden)
Four Students.
- c. Member Secretary - DR (Students)

2. Mess Monitoring and Control Committee (MMCC):

- a. Chairperson - Nominated by CCW.
- b. Members - All Wardens.
All Mess Secretaries.
HAS Third Party
for Quality Assurance.
- c. Member Secretary - AR (Students)

3. Hostel Disciplinary Committee (HDC):

- a. Chairperson - Dean (Students).
- b. Members - Registrar
CCW
Chief Advisor, MiTR
Wardens
CSO
SGS/ HAS/ Spkr SAC.
- c. Member Secretary - Deputy Registrar (Students)

4. Hostel Central Purchase Committee (HCPC):

- a. Chairperson - Nominated Warden.
- b. Members - Two Wardens.
Students to be nominated by
SGS/ Speaker SAC.
- c. Member Secretary - AR (Students)

5. Room Allotment Committee:

- a. Chairperson - Nominated by CCW
- b. Members - Two Wardens
SGS/HAS
Dealing Clerk from OHM
- c. Member Secretary - AR (Students)

6. Hostel Purchase Committee:

- a. Chairperson - Nominated by CCW
- b. Members - (i) Two Wardens
(ii) Representative, Audit section
(iii) Representative,
Engineering Unit
(iv) HAS / Speaker SAC
- c. Secretary - AR (Students)

The Chairpersons of the above Committees and those that would be established in future shall also function for the well-being of the students. The membership of students in these committees shall also be governed as per those in the Hostels in so far as appointment and call for removal is concerned.

The minutes of the meeting / action points shall be prepared and signed by the Committee. A copy of the same shall be sent to the O/o. Dean for records and follow up.

THE MESS COMMITTEE

1. The Boarding of the residents is centralized and is catered for through MMCC. The messes are run by private caterers selected through tender process(es). A Mess Committee shall supervise each Mess.

2. The Mess Committee (MC) shall comprise the following:

- | | |
|--------------|---|
| (a) Chairman | One Warden/ex-Warden/Professor
(Nominated by CCW) |
| (b) Members | Health and Hygiene Secretary of any two
Hostels dining in the Mess,

Nominees of HAS,
Representatives of the Third party
agency contracted for
Quality Control. |

3. Responsibilities of the MC include the following:

- a. To review the menu periodically and make necessary changes based on the feedback.
- b. To critically examine the details of the menu from the point of nutrition/ hygiene/ wholesomeness/ general health of the boarders avoiding items with excessive fat, oils, unseasonal vegetables etc.
- c. To arrange for inspection of quality of milk, grocery items and vegetables.
- d. To arrange regular monitoring to avoid wastage of food.
- e. To suggest improvements in the quality of food served in the mess.

- f. To check the quality of food and the general services rendered to the residents and bonafide guests in the dining hall.
- g. To call for and check the Complaint Register for any complaints and act for redressal of the complaint.
- h. To check the quality and quantity of stores/ items used in the mess kitchen for cooking.
- i. The student members will discharge such other duties in connection with the mess as may be assigned to them by the Mess Chairperson.

ALLOTMENT OF ROOMS

1. The priority followed in providing residential accommodation shall be in the order given below:
 - a. All registered students/ scholars with Institute Registration Number
 - b. Project Staff
 - c. Visiting students from other Institutes.
2. The Room Allocation Committee shall prepare the allocation of rooms centrally and disseminate the information to all the Hostels.
3. The list with roll numbers of students shall be sent to the Hostels prior to the arrival of students/ scholars. This list shall also be displayed in the Hostel Notice Boards.

EXEMPTION FROM BOARDING AND LODGING:

1. All students who are admitted to the Institute are compulsorily required to stay in the hostels. In case of any exceptional case, it may be referred to the Dean. For good and sufficient reasons, based on the genuineness of the circumstances cited by the student and the number of students residing in the hostels at that point of time, the applicant may be given the exemption by the Dean.
2. Such students who are exempted from boarding and lodging are, however, required to pay the hostel seat rent, Establishment A charges and hostel caution deposit along with any other compulsory fee payable by all the new entrants.
3. Normally all residents are supposed to be full time boarders. Such of those students who wish to avail the hostel accommodation but seek exemption from boarding alone may be granted exemption from messing in the hostels based on valid medical grounds.
4. Exemptions for lodging or boarding or both shall be applied for within a month from the beginning of the Semester.
5. The students who are granted exemption from messing alone shall pay all charges such as Establishment B as decided by the individual Hostel Council and non-dining charges, as prescribed by the Council of Wardens from time to time in addition to the Hostel Seat Rent and Establishment A charges. Such students shall vacate their rooms during vacations.

6. All Vacation category students ('students of all taught programmes and not working on their curricular academic projects') shall vacate their rooms during the summer/ winter vacation.
7. If any student is denied a room in the hostels by the Hostel Management due to paucity of hostel accommodation then complete exemption will be granted to the student by the Dean till such time accommodation becomes available. When complete exemption is granted, no rental/ establishment charges need to be paid by the student.
8. Institute postdoctoral scholars are eligible for boarding and lodging in the hostels.

HOSTEL ACCOMMODATION FOR OTHERS

1. Hostel accommodation may be provided to Project Staff who are registered for working towards a research degree at the Institute based on their request for a limited period, which could be extended, if rooms are available. They are required to pay in advance Room rent, Establishment Charges "A" and "B" and any other charges as decided by the Hostel Management. The Project Staff residing in hostels are governed by the same rules applicable to regular students of the Institute. Project staff availing hostel accommodation are not eligible for HRS / CFA and should keep the Institute / IC & SR / Co-ordinator informed about the same. With the approval of competent authorities some hostel accommodation is also given to Project Assistants / Project Associates / Project Officers / Contract employees.

2. Hostel accommodation is provided for a limited period, subject to availability to Project Associates, Project Officer and Research Associates at their request. In the above categories, preference is given to those who are working for a research degree in the Institute. Project staff will not be eligible for the house rent allowance while they are residing in the hostels. They will pay all charges as decided by the Hostel Management in advance and shall be governed by the same rules as applicable to the residents of the hostel. They shall vacate the hostel whenever they are so notified.

3. Research scholars on a short visit to the Institute, participants of short-term courses and other approved visitors are provided accommodation, if available, as per the charges that are decided by the Hostel Management. However if their stay exceeds 45 days in a semester they are liable to pay Establishment B charges also.

ROOM INVENTORY

1. The OHM provides furniture and fittings, to the extent possible, in all the rooms as indicated below:
 - a. Cot
 - b. Table
 - c. Chair
 - d. Book Shelf
 - e. Ceiling fan with regulator

2. The resident is required to fill in the inventory of the furniture and other items available in the room in the stock inventory card made available by the hostel office. He / She is responsible for any damage to the property in the room during his or her occupancy of that room and will be required to make good the damage if any. The damage to any of the above items has to be reported to the Warden immediately. No modification of these items by the residents is permitted. When he/she changes/vacates the room/hostel, he/she shall get the necessary clearance from the Warden with regard to the Inventory of these items in his/her room.

3. The residents shall not move any furniture or fittings from one room to another. If there are any items other than those mentioned above belonging to the hostel in a room, the occupant of the room shall hand them over to the Warden, failing which he/she is liable to be charged a penal rent as decided by the Warden.

ESTABLISHMENT B FUND

1. Establishment B fund is the contribution made by the residents of Hostels towards their various sports, cultural and social activities in the hostel. The contribution shall not exceed the amount approved by the CCW.
2. Items covered under Establishment B
 - a. Common activities of the hostel as per the budget proposals of the hostel council.
 - b. Purchase of items of common interest and general utility.
 - c. Maintenance of Lawn, Playgrounds, provision of Netlon, etc.
3. Collection of Establishment B Charges:
 - a. At the beginning of the academic year all the elected secretaries of the hostel including the General Secretary, propose the required budgets for their respective activities planned for the year. After consolidating all the proposals and adding up all the essential expenditure, the General Secretary estimates the annual contribution to be made by each resident considering the total expenditure involved and the number of residents in the hostel during the year. The budget proposals shall be displayed in the hostel notice board and circulated among the hostelites at least 3 days before the General Body Meeting.
 - b. The budget proposals of the secretaries as well as the commitments indicated under Establishment B above are presented to the General Body for detailed discussion

The General Secretary gives any clarifications sought for by the members and the General Body approves the budget with modifications if any.

- c. The General Secretary shall finalize the budget details under different heads in the light of the General Body proceedings and put up for the approval of the Warden. It must be ensured that the charge per student per semester shall not exceed the fee collected in the hostel fee towards Establishment B charges. A detailed statement of the proposed Establishments B fund shall be sent to the CCW at the beginning of each year for approval.
4. Operation of the Establishment B Fund Account :
 - a. The General Secretary shall draw an Imprest amount below the ceiling laid down from time to time from the Establishment B fund Account. The Secretaries are required to requisition the necessary amount to meet the requirements of various activities in their charge. The Assistant Warden/ General Secretary will operate the Imprest Account. The General Secretary shall settle the Imprest amount drawn within a month from the date of drawal. The amount is recouped after the Warden approves the expenditure. However the Office-in-Charge and concerned Secretaries monitor the expenditure under various heads. Under no circumstance the budgetary allocations are permitted to be exceeded.
 - b. A separate statement of account for Establishment B expenditure shall be maintained by the Office-in-Charge under each head.

- c. A temporary advance may also be permitted by the Warden to meet any special requirements on certain occasions and the temporary advances must be settled within ten days of drawal.
- d. All purchases made by the student secretaries must be according to the established procedures at Page 37. The staff at the Hostel Office/OHM shall ensure this.
- e. All Imprest/ advance should be finally settled before the hostel closes for the vacations.
- f. As per the statement of expenditure of the Establishment B funds the excess expenditure is divided equally among the residents. In case there is any unspent amount under Establishment B available at the end of the year the Warden with the approval of the CCW may utilize this amount appropriately for the general welfare of the students. However the unspent amount shall not be refunded.
- g. Unspent balance of previous years can be used for creating/ maintenance of Infrastructure. Only a specified percentage of the estimate can be drawn from unspent balance.
- h. Each hostel shall maintain a bank account. All transactions shall be through this account.

ACCOUNTING PROCEDURE

1. The Hostel fee for a Semester is revised periodically after a discussion within the Students Body, SAC and is fixed by Institute.
2. The Components of Hostel fee are given below:
 - (a) Advance dining charges
 - (b) Establishment A Charges
 - (c) Establishment B Charges
 - (d) Admission fee
 - (e) Mess Deposit
3. Mess billing and payment to caterers:

All students will be charged with the mess bill for the number of days in the semester together and issued with a mess card for the semester.

After mess allotment, lists will be generated:
 Hostel wise with allotted caterer and
 Caterer wise with Hostel wise students.

It is mandatory for the students to get their mess endorsement after signing the Hostel wise list available at the Hostel office.

Caterers need to permit students after verifying the mess endorsement in the mess card and signing the Caterer list available at the mess.

Both the lists will be scrutinized before making the payment to the caterer. If the signature at the Hostel list is not made it is presumed that the student is not present in the Hostel. If the signature in the Caterer list is not made it is presumed that the student has not entered the mess.

Only if the student signs in both lists caterer is entitled for payment.

4. Mess rebate :

Mess rebate is available for the students if they avail leave for a continuous period of 6 days and above. The leave needs to be approved by Guide / Faculty Advisor and HOD. The approved leave application must to be forwarded to OHM immediately.

It is mandatory for the students to register their leave with one week prior to the commencement of leave with the OHM.

If the above is not fulfilled the student is not entitled to claim any mess rebate even if he/she may not be dining in the mess.

5. Refund of hostel fees at the mid of semester:

When students discontinues the course/program on personal or other reasons and vacate the hostel room by submitting hostel vacating form, the hostel fees will be refunded as follows.

Duration Details	Est. - A	Est. -B
Up to 60 days from the date of commencement of the semester	50%	50%
After 60 days from the date of commencement of the semester	NIL	NIL

PURCHASE PROCEDURES

1. In order to expedite procurement process all movable infrastructural items pertaining to the Hostels like cot, table, chair etc. shall be purchased by the O/o Dean (Students) through AR (Students).
2. Financial Powers / Ceiling limit for purchases are given below:
 - (a) Wardens - Upto Rs.10,000/-
 - (b) Chairman, Council of Wardens - Upto Rs.50,000/-
 - (c) Through Purchase Committee - Above Rs.50,000/-
3. For those purchases that are within the ceiling limit of Warden, there should be certification by the Assistant Warden and Warden. For those within the ceiling limit of CCW, the certification/ endorsement shall be by the Finance Officer (AO - HM), Warden and Chairman, Council of Wardens. They shall be "personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.
4. The following procedure shall be followed for all purchases as per the ceiling limits given above:

Pre-audit limit:

5. Pre-audit is required for files value above Rs.10,000/-. But the Internal Audit or External Audit may call for any file at any time for a review.

Operation

6. Secretaries are permitted to draw Temporary advance for incurring expenditure under their Budget. It should be understood that Temporary advance is purely temporary and needs to be adjusted within 15 days of date of availing and there should be no other Temporary advance pending settlement at the time of availing the fresh advance. While drawing the Temporary advance the following information should be furnished viz.,
 - a. Budget provision
 - b. Amount spent already
 - c. Balance available
 - d. Amount now requested
7. While settling the Temporary advance the voucher should contain the bill in original duly signed on the reverse by the Secretary with necessary certification for making entries in SRB with folio number.

Purchase of goods without quotation:

For expenditure below Rs.1000/- bill in original is sufficient.

For expenditure above Rs.1000/- (subject to revision), Procedural requirement & financial requirement as given below is mandatory.

Procedural requirement

- i. Obtaining 3 competitive quotations from firms complying with all statutory Govt. stipulations
- ii. Comparative statement of quotations obtained
- iii. Approval from CCW

Financial requirement

- i. Payment shall be made to the supplier directly by means of crossed cheque
- ii. Expenditure shall be within the budget provision
- iii. Certification for Suitable entry in the Stock book.

The secretary must obtain 3 competitive quotations with comparative statements duly approved by Warden. This should be enclosed with the settlement voucher. (Obtaining competitive quotation is to ensure discreet enquiries before making the purchase. Approval from Warden is to ensure the decision is as per requirement).

Quotations should also be obtained from reputed sale outlets with TNGST registration and valid of TIN no. This is to ensure that the SUPPLIER is authorized by Govt and TIN is to ensure that the tax component in the bill is remitted to Govt.

Expenditure for laying Foot ball/Volley ball courts etc.: As Institute is the owner of all premises in the campus and Hostel Management is only having user rights anything related to construction needs the clearance from Institute Engineering unit. Before commencing any civil / electrical work clearance must be available on record.

Expenditure on washing machines : As the washing machines purchased are domestic category with 12 months life period, whenever new machines are purchased to replace the old, ensure that buy back option is mandatory for purchase. In effect all old machines will be sent out of the campus.

Hostel Purchase Committee : The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier for placing purchase order.

1. Purchase of goods under limited enquiry:

Consumables as well as equipment. Purchase of goods under limited tender up to Rs.2 lakhs without differentiating consumables and equipment. Web-based publicity should be given for limited tender.

2. Open Tender:

Consumables and equipment more than Rs.2 lakhs. Purchase of goods above Rs.2 lakhs through any one of the National Dailies having wide circulation. In addition to the above, it should be published through Website of the Hostel Management.

RULES AND REGULATIONS FOR RESIDENTS

1. ACCOMMODATION

- a. All students admitted to the Institute shall reside in the Hostels unless formally permitted otherwise by the competent authority. All students admitted to the Institute are required to make payments/ fees as will be prescribed from time to time by the competent authority.
- b. The Hostel Deposits are refundable only at the end of the course of study.
- c. Statutorily, hostel accommodation shall be made available to students of all taught and research programmes of the Institute, except when deemed otherwise by the competent authority. Students, depending upon their programme of studies, will be categorized as 'vacation category' or 'non-vacation category'.
- d. Students of all taught programmes and not working on their curricular academic projects will belong to the vacation category.
- e. Students of taught programmes working on their curricular academic projects and all research scholars including post-doctoral fellows will belong to the non-vacation category.

- f. Vacation category students are required to hand over their allotted rooms back to the OHM before vacation during every academic year. The Competent Authority based on formal applications and on a case-to-case basis will permit exceptions.
- g. Non-vacation category students will ordinarily be required to make use of their allotted rooms, unless required otherwise due to exigencies and through formal notification by the Competent Authority.
- h. All students who will proceed to pursue a part of their academic programmes in academic institutions / organisations elsewhere for a period not less than 90 (ninety) days must vacate and hand over their rooms to the OHM.
- i. In any case, students who wish to have rooms allotted to them beyond the normally permitted periods of stay, i.e., as prescribed in the Ordinances and Regulations of the respective programmes of study, must file applications for the same and obtain formal permission from the Competent Authority.
- j. All research scholars after submission of their thesis are permitted to retain their allotted rooms for a maximum period of two months after obtaining formal permission from the Competent Authority.

k. All students irrespective of their category or programme of study shall pay establishment A and B charges for the entire semester, including vacation period.

l. Notwithstanding all the above, any student may be removed from, re-allotted, or denied allotment of Hostel accommodation by the Competent Authority based on sufficient (disciplinary/other) reasons that may prevail in the respective case(s).

m. Students / Scholars belonging to any category not specifically mentioned above will be given accommodation only if they are full time registered students/ scholars with Institute Roll No. The decision of the Hostel management shall be final in all such matters.

2. CONDITIONS OF ALLOTMENT

a. At the time of admission and at the beginning of every year, each resident is required to submit a duly completed personal data form in the hostel office. A Passport size photograph is to be affixed in the personal data form and the Mobile/ telephone number of the parent with STD code, if available, must be provided. Local Guardian's address and phone number if available must be provided. E-mail of the parent (where applicable) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing, at once.

b. Each room shall consist of one cot, table, chair, ceiling fan with regulator and light point with bulb/ tube light. Rooms once allotted to the students for an academic year will not be changed.

c. If there is a paucity of rooms more than one student may have to stay in the same room.

d. If the status of any student changes during the period of stay in the hostel, he / she is required to inform the Warden / Hostel office immediately and should vacate the hostel. The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is not associated with the Institute in some or other capacity (such as Project Staff) will automatically cease to be a member of the hostel.

e. Students should vacate their rooms when the OHM requires them to carry out routine maintenance work. On such occasion, the OHM will try to provide an alternate accommodation. However any such maintenance work that requires a student to vacate his / her room shall normally be planned for carrying out during the vacation period. It will be the students responsibility to inform the OHM about any maintenance work required in their rooms.

3. EXEMPTION FROM RESIDENCE IN HOSTEL

- a. Students, who wish to seek exemption from residence in the hostels, will have to make specific application separately for every semester to the Dean Students, in the prescribed form, online. The exempted students shall also pay Hostel Establishment "A", in patient health insurance (varies from year to year) to the Institute.
- b. Similarly married students / research scholars / QIP scholars, who are provided quarters in the campus, are exempted from hostel stay. However rental / establishment charges need be paid to the Institute. Such students should apply for an "exemption to stay in the hostels" to the Dean Students in the prescribed form. In case they are allotted a room in the hostel in the first instance, the charges are payable for one semester even if they vacate the hostel in the middle of the semester. In such cases, hostel accommodation is provided to the student and not to the spouse or children.

4. CODE OF CONDUCT

- a. All residents are required to maintain standards of behavior expected of students of prestigious institution such as IIT Madras. They are expected to behave courteously and fairly with every one, both inside and outside the campus.
- b. All residents are required to carry their valid Identity Cards / Smart Cards issued to them by the Institute and produce them on demand by the Institute authorities.

c. All the students are expected to be back in the hostels before 11.00 pm. If any student wish to be away from the hostel during weekend, holidays or any other time, he / she has to take prior permission from the Warden.

d. It will be resident's personal responsibility to ensure that all civil and electrical fittings are serviceable at all times. In case of any problem in this regard, it should be brought to the notice of the Hostel Office for rectification.

e. In case of a necessity, the resident may have to vacate and occupy alternate room whenever major electrical / civil work is undertaken in the room.

f. The students should not screen pirated / unauthorized / unlicensed movies in their computers and common rooms.

g. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make the good the damage. The Hostel Office shall check the room inventory before issuing No Dues Certificate to the resident.

h. The furniture shall not be moved from one place to another. All rooms must have only as much furniture that is authorized.

i. The resident shall not remove any fittings from any other room and get them fitted in his / her room.

j. The residents shall not paste any posters / pictures etc., on the walls, doors, windows and shelves. A fine amount proportional to the damage shall be levied by the Warden for the damage caused.

k. Ragging is criminal offence and shall be dealt with as per the order of the Honourable Supreme Court to the extent of expulsion from the hostel and the Institute with an endorsement in the documents.

l. Possession, smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Student shall not enter the hostel premises in intoxicated state. Severe disciplinary to the extent of expulsion from hostel and rustication from the Institute will be taken against the offender.

m. Abnormal activities of any nature, causing disturbance to the neighbours should not be carried out in the room.

n. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus. The visit of a girl / woman / lady, other than a student of IITM with a valid ID, to the boys' hostel is allowed from 7.00 a.m. to 9.00 p.m. to common areas such as dining hall, Visitor's room and common room. Boys / men are not allowed in girls' hostel. However parents / legal guardians can visit a girl's hostel and meet the resident in the common room or visitor's room.

5. GUESTS

a. For allotment of guest room in response to residents' request, guest denotes only the parents or a blood relative of the resident.

b. Guests may be allowed to stay in Hostel Guest Rooms on payment of the charges as applicable. The approval has to be obtained a week in advance from OHM.

c. No overnight guest is permitted in a student's room.

d. Entertaining unauthorized guests in the Hostels without permission from the OHM will be viewed seriously including expulsion from the Hostels.

e. No person of the opposite sex either guest or otherwise shall be permitted to stay overnight in any part of the hostel.

6. VISITOR

a. All visitors to the hostel including the parents / guardian will have to make necessary entries in the visitors book available at the hostel entrance with the security guard.

b. The girl students of IITM alone are permitted to visit the room of boy's student for academic purpose provided they deposit their ID card with the hostel security and sign up in the visitor's notebook.

c. No girl / women visitor including sisters are allowed entry into a boy's room in a hostel and vice versa. Their visit is restricted to the hostel office / visitors hall / dining hall.

d. Parents / guardians of the students, however may be permitted by the Warden to visit the room of their ward during the visiting hour, namely 7.00 am to 9.00 pm.

e. Visitors, which includes parents, cannot stay over night without prior permission.

f. On rare occasions, visit of boys to the girls hostel is restricted between 7 a.m. and 9 p.m.

7. BOARDING

a. All the residents are necessarily full boarders of the hostel concerned. Accommodation alone is not available in the hostels.

b. Mess rebate will be considered only when a resident is away on Academic reasons / Medical grounds continuously for more than six days, with prior approval of the HoD / the Warden.

c. An advance mess fee of Rs.12,000/- per semester is collected and adjusted against monthly dues. The details shall be available online in the CCW website. Payment of mess bill has no connection with receipt or otherwise of scholarship. A fine of Rs.250/- is charged for non - availability of sufficient funds in the account. The fine amount is liable to change from time to time. The mess facilities may be stopped to the defaulter.

d. Boarders shall conduct themselves properly in the dining halls and shall follow proper dress code. Entry into the dining hall is on production of ID / Smart Card / Mess Card.

8. USE OF ELECTRICAL APPLIANCE

a. Use of electrical appliance such as immersion heaters, electric stove / heaters / Electric Iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostel / student's room is strictly forbidden. Such appliances, if found, will be confiscated and a fine will also be imposed besides disciplinary action by the Intra Hostel Disciplinary Committee (HDC).

b. Audio system, if used should not be disturbing to the other residents. The Hostel Authorities shall not be responsible for the loss of any such items.

c. Use of personal computer/laptop by a resident for academic purpose is permitted. They should not be used for objectionable purposes including watching movies / playing games.

d. When the students go out of their rooms, they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract penalty and punishment as decided by the authorities.

e. Centralised laundry facility may be availed for washing/ironing of clothes. Washer-men (Dhobies) are not encouraged in the hostel.

9. COLLECTIVE RESPONSIBILITIES

- a. General damage of the hostel properties will be the collective responsibilities of all residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- b. Resident should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- c. Residents are required to obey all traffic rules inside the campus.
- d. Residents are duty bound to report to the Warden / Assistant Warden in case they notice of any unwanted incidents or undesirable activity going on in the hostel or on the campus.
- e. Residents are required to park the cycles only in the space provided for them, in an orderly manner. It is the responsibility of the resident to register their bicycle with the security section. All cycles must bear the token issued by the security section. No cycle should be parked at the entrance or in the corridors.
- f. Use of powered vehicle by students has been banned. Residents violating this rule are liable for punishment. Their powered vehicles will be handed over to the police.
- g. Students should not arrange any function or meeting within the hostel or outside or within the Institute campus without specific permission of the Warden / Concerned Authorities.
- h. Students should not arrange any picnic outside without specific permission of the Warden / Authorities concerned.

- i. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use "use and throw plastic" items.
- j. Students should take prior permission from the Warden, before taking any belongings out of the hostel.
- k. The resident of the hostel are responsible for the safekeeping of their personal belongings. They are advised to keep under lock all valuable items such as Laptop, Mobile Phone etc. It is advisable to lock the room when one is out - even for a short period.
- l. Day scholars using powered vehicle are allowed to park the vehicle in the designated place near the Central workshop. Students residing in Quarters including wards of employees are also not allowed to use powered vehicle in the hostel zone.
- m. Students should not take utensils from mess like plate / spoon to their room.
- n. Students should not bring any pet animal into the rooms / mess halls or encourage such practice.
- o. Any complaints / suggestion regarding food and water should be brought to the immediate attention of the Warden / Asst. Warden / General Secretary / Mess Secretary for remedial action.
- p. The consumption of fast food / packed food delivered to the hostel room by outside / unapproved agencies is not encouraged. In any case, irresponsible disposal of food items outside the hostel room will attract monkey and is not encouraged.

10. VACATING THE HOSTEL

Students at the time of leaving the Hostel after completion of course needs to submit vacating form at the Hostel office. Hostel in charge needs to inspect the room for taking over of the inventory viz., Table, Chair, Cot, and Fan and also ensure internet switch provided is in working condition. If the student leaves the room without submission of vacating form, no due will be issued only after payment of the entire fee for the semester irrespective of whether he has dined in the mess or not.

11. RIGHTS OF HOSTEL MANAGEMENT

Any breach of these rules will be dealt with by the Intra HDC / HDC to the extent of expulsion, at short notice, from the hostel.

The Hostel Management reserves its right to change these rules from time to time keeping the students informed through the Hostel Website, ccw.iitm.ac.in.

Deviations, if any, necessitated by prevailing circumstances shall be permitted by the OHM on written recommendation by the Warden concerned.

All matters not covered in the manual and in case of any doubt with respect to the meaning and connotation of the content herein, the OHM shall clarify. The decision / clarification by the OHM shall be final and binding upon all those concerned with the Hostel Management.

**OUR CAMPUS IS BEAUTIFUL
WITH DIVERSE
FLORA AND FAUNA.**

**KEEP IT
CLEAN AND GREEN.**