

## **RULES AND REGULATIONS GOVERNING HOSTEL ADMINISTRATION**



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## **PREFACE**

Indian Institute of Information Technology-Allahabad (IIITA) is a premier institute of national importance established in 1999, as a center of excellence in Information Technology and allied areas. At present, approximately 2000 students reside in institute hostels. General rules and regulation governing hostel administration are outlined and discussed in this booklet for uniform and transparent handling of the various issues related with the hostel sector. In this sense, this booklet will serve as basic framework for administration of the hostels and inmates at IIITA. In case of difficulty in interpretation of any rule or regulation, clarity may be sought from Chairman Council of Wardens (COW), who will resolve such issues in COW meeting. Director IIITA reserves the right for changes and additions in the rules and regulation as and when required.

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## **1. HOSTEL ADMINISTRATION**

- 1.1 The following office/staff are involved in the effective day-to-day functioning of Hostel and its administration: a) Council of Wardens b) Warden c) Assistant to Warden d) Caretaker
- 1.2 “Councils of Wardens” at the Institute, comprises of the Associate Dean of Student Affairs, Wardens of all Hostels, Deputy Registrar (Admin.), Student Gymkhana Representatives (one Male and one Female student amongst the Office Bearers of the Gymkhana). The senior most Faculty Member from amongst the Associate Dean(SA)/Wardens shall act as the Chairman - Council of Wardens (COW).
- 1.3 Warden to be appointed by the Director in consultation with Chairman, COW amongst the regular teaching staff of the Institute for a period of 3 years.
- 1.4 Each hostel is supervised by Warden and assisted by Assistant to Warden and a Caretaker, who will be available in the hostel, in the normal working hours and as per time schedule decided by COW.
- 1.5 For day to day working Warden of the hostel will take decision. If required they may consult Chairman, COW and take his approval. For implementing policy matter Chairman, COW may report to Director of the Institute.
- 1.7 Each mess is administered by the concerned mess supervisor along with the students mess committee under the directions from Warden of respective hostel.
- 1.8 The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.
- 1.9 When an authority is not satisfied by an official/staff working hierarchically below him/her, the monitoring authority can report about such official/staff in writing. Such report should invariably contain details about the cause of dissatisfaction and should be sent to the officer hierarchically above. Any such matter will be finally reported to the Director, and the Director reserves the right to initiate any action as he deems fit for the situation.

## **2. DUTIES AND RESPONSIBILITIES**

General duties and responsibilities of the various post holders in the hostel administration are defined here. If required, the duties and responsibilities are subject to changes at any time by COW with the approval from the Director.

### **2.1 Chairman Council of Wardens**

2.1.1. Overall administration of all the hostels and office of COW

2.1.2. To maintain the coordination of wardens of various hostels for smooth running of day to day routine work of COW office.

2.1.3. To take the steps and measures for overall efficient hostel administrations and welfare.

2.1.4. Maintaining database of students through COW office

2.1.5. Making the policy for allotment of hostels to students

2.1.6. To ensure discipline in the hostels

2.1.7. Implementation of decisions taken by the Institute authorities

2.1.8. Communicate with the parents/guardians of the inmates

### **2.2 Warden**

2.2.1. Allotment of rooms to the students as per the guidelines issued by the office of Chairman, COW.

2.2.2. To redress the grievances related to the functioning of the hostel and nominate Warden-Representative.

2.2.3. Nominate the students for the mess menu committee, hostel maintenance committee, Cleanliness Committee and other such committees.

2.2.4. Regular visit to hostel for better interaction with the students

2.2.5. To give permission to the Guests for residing in the hostel on the request of the students.

2.2.6. To supervise the working of hostel staff

2.2.7. To solve the day to day problems of the students

2.2.8. To deal with the acts of indiscipline of the students.

2.2.9. Reporting the cases of serious indiscipline/ragging to the Proctorial committee for further

action at the Institute level.

2.2.10. To check the various registers and ledgers maintained by the caretaker and mess supervisor from time to time.

2.2.11. To maintain overall ambiance of the hostel premises

2.2.12. To ensure proper maintenance of the rooms and hostel premises

2.2.13. To cater to the immediate minor requirements in the hostel through the use of permanent advance (impress money)

2.2.14. To do other assigned work as discussed and decided by COW resolution.

### **2.3 Assistant to Warden**

2.3.1. To assist warden in maintaining hostel discipline and all other works mentioned above.

2.3.2. To advise and guide in smooth running of the Mess and maintaining the quality of the food.

2.3.3. To check the hostel installations/floor and wings for proper functioning and ambiance

2.3.4. To check the mess regularly and countersign the entries in various registers maintained by various hostel level committee.

2.3.5. To ensure compliance of code-of-conduct and facilitate the hostel services to inmates.

2.3.6. To maintain the leave record of the students (To keep a watch on the In and Out register specially for first year hostels)

2.3.7. To supervise the caretaker in maintaining the stock of the hostel

2.3.8. Regular visit to the hostel to solve the day to day problems of the students.

2.3.9. Forward all the applications of the inmates of the hostel to the administration or for opening of the bank account, issue of mobile SIM etc through Warden.

### **2.4 Caretaker**

2.4.1. Occupancy/vacation of rooms to/by the students (Get the signature of the student on the inventory of the furniture, electrical and other items in the room)

2.4.2. To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises i.e. coordination with Electrical maintenance section, building section and sanitary

department of institute.

2.4.3. Maintain the proper record and recovery of hostel dues and fine fund.

2.4.4. To ensure proper water supply and drinking water arrangement in the hostel.

2.4.5. To distribute the railway concession form, postal delivery, courier packages and admit cards to the inmates of the hostel.

2.4.6. To keep a watch so that no unwanted student/person resides in the hostel without the permission of the warden.

2.4.7. Maintaining the record of the Guest/visitors.

2.4.8. Maintain the Hostel stock register (Furnitures/ Equipement/ Electrical and Civil fixtures)

2.4.9. Daily report to the Warden/ Assistant to Warden in the prescribed time about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.

2.4.10. Supervise the work of helper, gardener, sweeper and security guards.

## **2.5 Role of Mess Menu Committee**

2.5.1. Preparation of the menu for the week in consultation with the inmates. Days for special meals or non vegetarian meals should be fixed and notified to the students.

2.5.2. To keep vigil to avoid inconvenience to vegetarians, care should be taken in using separate utensils for Vegetarian and Non-vegetarian items. Mess workers should be instructed to handle these separately.

2.5.3. To maintain the quality of raw materials used to cook food and the quality of prepared food.

2.5.4. Preparation of monthly mess bill to be jointly signed by the convener and the mess supervisor and display on mess notice board.

2.5.5. To maintain the attendance register of mess servants and disbursement of their salary with the help of Warden.

2.5.6. Maintenance of the stock of utensils, crockery, cutlery, furniture, kitchen and mess fittings, furnishings and equipments.

2.5.7. To maintain the proper record of the mess fine fund.

- 2.5.8. To ensure/ report the maintenance of the mess premises in clean and hygienic condition
- 2.5.9. To make available extra items like butter, boiled egg, omelet etc to students during mess timings
- 2.5.10. To make available the sick diet to students on request.
- 2.5.11. To report to the Warden the names of the students who are violating the mess.

### **3. ACCOMMODATION**

3.1 Hostel accommodation is available to a student, who is registered in the Institute as a regular student. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.

3.2 No UG student will have a right to occupy a room during vacation. But he/she may be permitted to stay on request, if he/she is doing any course work / project work / Institute work / Hostel work. However the decision taken by Warden and Hostel administration in this issue will be treated final and has to be abided by the inmate.

3.3 If hostel vacancy is available after allotment to UG students, accommodation will be provided to PG students for a maximum length of the duration of course as approved by the Institute. They can retain their room during odd semester vacation. At the academic year end, they have to vacate the hostel.

3.4 If hostel vacancy is available after allotment to UG students and PG students, accommodation will be provided to Ph.D. scholars for a maximum length of 3 years.

3.5 If hostel vacancy is available, accommodation may be provided to research project staff, based on their request for rooms for a limited period. They are required to pay room rent, establishment charges and any other charges as decided by the Hostel Administration. The project staff residing in hostels is governed by the same rules as are applicable to regular students of the Institute. Project staff availing hostel accommodation is not eligible for HRA and should keep the Institute informed about the same.

#### 4. ALLOTMENT OF ROOMS

4.1 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed **Personal Data Form**. Local Guardian's address and phone number is optional. Email of the student and parent 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. The Personal Data Form can be collected from COW office or downloaded from IITA website.

4.2 The Hostel administration will generally provide for each occupant one cot, one study table, one chair and one almirah/cupboard (wall fixed or movable). On arrival a student will report to the Caretaker and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.

4.3 Room once allotted to a student for an academic year will not be changed, except on special situations with the permission of respective Warden.

4.4 The Hostel administration, in case of shortage of rooms, can allot more than the capacity of the room.

4.5 If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Caretaker/Warden immediately and should vacate the hostel. If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the Warden, disciplinary action will be taken against such illegal occupants.

4.6 Before vacating the rooms, the electrical installations including the fan should be handed over intact, in addition to the furniture to the caretaker. The student should fill up the Room Vacating Slip in duplicate and take no dues on one slip from caretaker. The no dues slip of Institute will be signed by Warden of respective hostel on countersigning of care taker.

4.7 The inmate is not supposed to keep his belongings at Hostel Rooms after taking no dues slip from concerned Hostel. For temporary safe keeping of his belongings he/she may have to take written permission with list of his belongings from concerned Hostel Administration.

## **5. CODE OF CONDUCT**

5.1 All residents are required to maintain standards of behavior expected of students of a prestigious institution of national repute. They are expected to behave courteously and fairly with every one inside and outside the IITA campus.

5.2 All residents are required to always carry their valid Identity Cards issued to them by the Institute.

5.3 The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on. Any violation will be dealt with appropriate fine.

5.4 Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.

5.5 Students should bring to the notice of the caretaker any pending maintenance work (Civil, Carpentry, Electrical, Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.

5.6 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.

5.7 The students should not carry unauthorized/illegal movies in their rooms. Any violation will be dealt severely.

5.8 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 replace/repair at their own cost the damage, if any.

5.9 In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/floor/hostel, as decided by the Wardens.

5.10 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in

a room, the occupant of the room shall hand over them to the caretaker, failing which he/she will be charged a penal rent as decided by the Wardens.

5.11 The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.

**5.12 Ragging of students admitted to the Institute is totally banned. Any violation of this by the senior students will be dealt with very severely as per the Institute norms and guidelines issued from time to time by the competent authorities.**

**5.13 Freshers should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.**

5.14 All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form as per the UGC guidelines and submit to Chairman COW office/Exam Cell.

**5.15 Residents are advised to use bicycles as using motorcycles/ scooters/ four wheelers in the campus is strictly prohibited.**

5.16 In the hostel premises following are strictly prohibited :-

- a) **Smoking**
- b) Consumption of **alcoholic drinks/drugs**.
- c) Gambling
- d) Intimidation or violence
- e) Willful damage to property
- f) Entering the hostel premises in intoxicated state.
- g) Moving in the staff / Faculty residential sector or near the Girls hostel premises after 11.00 pm.
- h) Shouting and using abusive language in their own hostel or in other hostel premises and campus.
- i) Employing unauthorized persons for personal work such as washing clothes, etc.
- j) Cooking in room.
- k) Keeping unauthorized electronic appliance

5.17 Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Warden/Assistant to Warden/ Caretaker.

5.18 Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.

5.19 Unauthorized use of electrical appliances such as immersion heaters, electric stove / heaters, induction cookware, A.C and Refrigerators are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be imposed. However the inmate can take prior permission to use the Desert Cooler on payment of amount which will be specified by COW office.

5.20 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The students should not view objectionable videos.

**5.21 When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by authorities.**

5.22 In case any student has to stay out of hostel for a day or more for any reason, he has to inform the warden / Hostel administration and take his permission.

5.23 Senior students of boys' hostels must make entry in the in-out register available with security guard, if they leave or enters the hostel after 11.00 pm or any other time decided by the authorities.

5.24 First year students must take permission from wardens for going out from the hostel for any reason and must make entry in the in-out register available with security guards at the hostel gate.

5.25 All residents of girls' hostels must be back in the hostel by 11.00 PM. If a girl student needs to stay out of the hostel after 11.00 pm due to any reason, she has to apply for and take prior written permission from the Warden. Violation of this rule may lead to disciplinary action including expulsion from the hostel.

5.26 The girl student of all Girls hostel need to take "Out Pass" for going outside campus of availing any visit outside the main campus premises. They can collect the passes booklet from respective Warden. When availing the out campus visit the student has to entry the time, visiting

place and purpose of the visit in Register maintained at individual hostels. When going out of the campus she should give the pass to the Security guard deputed at specific gate.

5.27 Inmates should not indulged in any type of indecent activities and unacceptable behavior falling which strict disciplinary actions will be taken.

## **6. GUESTS AND VISITORS**

6.1 Subject to availability of proper accommodation facility, the guest of a resident may be permitted, with the prior written approval by the Warden to stay in hostel for not more than one day on payment of the necessary charges, as fixed by the Hostel administration from time to time.

6.2 No overnight guests are allowed in a student's room without permission of the Warden.

6.3 In boys' hostels, the parents of students and other male guests may visit the student in his room after due permission from warden/assistant warden and after making proper entry at the hostel gate.

6.4 Male students/visitors are not allowed inside the girls' hostel.

6.5 Female visitors are not allowed in boys' hostels, however, lady family members may be allowed to visit a student in the visitors' room in the hostel between 9.00 a.m. to 7.00 p.m. with prior permission from the Warden.

6.6 Violation of any of the above rules regarding stay in the hostels will lead to disciplinary action including expulsion from the hostel.

## **7. DISCIPLINARY MEASURES**

7.1 Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments-

- a) Expulsion from the hostel.
- b) A record of his / her misconduct will be made in his personal file.
- c) The cost of damage will be fully recovered from him/her together with penalty.

- d) He/she will also be fined commensurate with the offence committed.
- e) The privilege of appearing for campus interviews will be denied, when he/she reaches the final year.
- f) No recommendations will be given to him/her for studies abroad.
- g) Rustication from the Institute.

7.2 Any student found hosting/harboring an offender will also be liable to the punishments mentioned in rule 7.1.

7.3 Availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration, if repeated.

7.4 Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Administration. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

## **8. MEDICAL FACILITIES TO RESIDENTS**

In the case of illness of a hosteller, the Care Taker/ Assistant to Warden / Warden shall inform the Medical Officer of the Institute for treatment and inform the local guardian. Medical facility as detailed below shall be available to all the Hostellers:

8.1. The medical officer deputed at institute health centre shall examine the cases at the OPD / indoor (at the hostel in the cases of serious illness) and take necessary line of treatment utilizing the available resources, free of cost.

8.2. In case the Medical Officer is in the opinion of the requirement of treatment outside the Institute Health Centre / Hospital, he/she may refer the case to the outside hospital or a Private Nursing Home. In such cases, for treatment outside the Institute Health Centre / Hospital referred above, the hostellers shall use the **Medical Insurance** facility meant for him/her.

8.3. Cases of a Hosteller requiring hospitalization will be reported to the local guardian and his/her parents/guardians at respective home addresses. It shall be the duty of the local guardian / parent / guardian to take care of their wards.

8.4.If there is a need arises to follow up the hosteller before coming to his Parents/ local Guardian to take care of the student, it shall be the responsibility of the Institute health centre to follow up the matter, till the arrival of his parents/local guardian/guardian.

8.5.In case of emergency, such ailing hosteller shall be shifted to his / her local (home town) hospital or to a hospital at any other place by the Institute, as per advice of the Institute Medical Officer, on the condition that the expenses shall be borne by the Hosteller / guardian.

8.6.All cases of illness shall be reported to the Care taker who in turn shall inform the Warden and / or the Institute Medical Officer.

8.7.In case of illness the food can be served to the patient outside the dining hall with the permission of Warden.

8.8.In case of serious illness or infectious diseases, the Institute authorities in consultation with the local guardian, will make necessary arrangements to shift the student from the hostel to any other appropriate place as per medical advice.

8.9 The details about **Medical Insurance** facility may be obtained from Institute website or COW website.

## **9. RESPONSIBILITIES OF RESIDENTS**

9.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.

9.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as that of others.

9.3 Residents will be personally responsible for the safety of their belongings.

9.4 Residents are duty bound to report to the Caretaker/ Assistant to Wardens/ Warden / Chairman, COW / Institute authorities in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.

9.5 Residents are required to park the bicycles only in the space provided for them in an orderly manner. **No vehicles should be parked near the entrance or in the corridors.**

9.6 Students should not arrange any functions or meeting within the hostel or outside or within

the Institute campus without specific permission of the Warden. Meetings for routine hostel affairs (management of mess, organizing sports, co-curricular and extra-curricular activities etc.) have to be in the notice of Warden/Assistant to Warden and with their consent.

9.7 Students should not arrange for any picnic outside the campus without specific permission of the Warden and Chairman-COW.

9.8 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable.

9.9 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a very short period.

9.10 Any case of theft should be reported promptly to the Security Officer through hostel administration.

9.11 If students create law and order problems outside the campus, they are answerable to the police or city administration on their own. In such cases, they will also be answerable to IITA administration as per the institute norms.

9.12 Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute too.

9.13 IITA authorities will do its utmost to protect you as long as you are on the right side of the law. Do not overstep the social and moral limits, help us to help you.

## **10. MESS FUNCTIONING**

10.1 All the inmates of a hostel will compulsorily become a permanent member of the mess.

10.2 Each hostel mess will have a mess committee consisting of five inmates of the hostel to be nominated by the warden/ assistant to warden. Among them, there will be a Convenor and a co-Convenor. The term of this committee will be for a period of six month, unless otherwise instructed.

10.3 The mess committee will make the change in menu and will do other related work in consultation with Warden and Mess manager.

## **11. MESS RULES**

11.1 Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess.

11.2 Students should sign the Mess Leaving Register kept in the mess whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.

11.3 Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.

11.4 Lunch/Dinner will be self served on the table. Well dressed up waiters will take care of this in proper manner.

11.5 The quantity of food will be unlimited except in the case of special items.

11.6 Non-vegetarian items will be served as extra on specified days of the week.

11.7 Mess rebate is admissible to the residents of Hostels on the following grounds:

- a) Approved Study Holidays and Semester Vacation declared by the Institute.
- b) Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
- c) Periods availed by students for attending interviews on the recommendation of the of Training and Placement/ Head of Department.
- d) Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
- e) Any other valid reason with prior permission of Warden.

11.8 Application for mess rebate should be made in the prescribed form and it should be submitted 10 days in advance. The application should be forwarded by the Warden. An acknowledgement may be obtained from the Mess Supervisor for having applied for mess rebate.

11.9 In addition, students applying for mess rebate should also sign the Mess Leaving Register kept in the messes at the time of their leaving the mess.

11.10 Minimum fixed charges will be applicable to the students applying for mess rebate. Such permission should be obtained from the warden and the Mess Supervisor be intimated well in advance of the absence.

11.11 Students proceeding on medical Leave from the campus should produce the Medical Certificate issued by the Institute Medical Officer at the time of their leaving.

11.12 In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess rebate should be submitted within the next 3 days.

11.13 Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess rebate for a further period should intimate the Mess Supervisor before expiry of the approved holidays, the probable date of rejoining the mess. A medical certificate from a Medical Officer not lower in rank than that of a Civil Asst. Surgeon is to be submitted in this case. No mess rebate will be given, if advance intimation is not provided.

11.14 No student can claim mess rebate unless he/ she had intimated his / her absence in advance by applying for mess rebate in the prescribed form and signed the Mess Leaving Register at the time of his/ her leaving the mess.

11.15 At the time of joining the mess after availing mess rebate, the students should sign the Joining Register kept in the mess.

11.16 Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.

11.17 Students are not permitted to cook any food on their own accord in the mess or in their rooms.

11.18 Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.

11.19 No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Institute Medical Officer to the effect that the students' condition requires the food to be served in their rooms.

11.20 No diner shall waste food. Paying mess bill does not entitle a diner to waste food.

11.21 Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.

11.22 All diners shall interact with the mess staff in the dining hall in a courteous manner.

11.23 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.

11.24 The guest rates for breakfast, lunch and dinner will be decided by specific hostel mess committee, subjected to revision from time to time depending upon the prevalent rates in the market with the approval of Warden on the recommendation of Chairman COW.

11.25 **MESS TIMINGS** The mess timings are as follows and the students should adhere to these timings:

BREAKFAST: 8.00 – 10.00am

LUNCH\*: 1.00 – 3.00 pm

DINNER: 8.00 – 10.00 pm

\* Subject to variations, if timing of classes change due to any reason.

## **12. FINE FUNDS**

12.1 Hostel fine fund will be utilized for hostel upkeep, as would be decided by the hostel maintenance committee and hostel administration. The fine funds are to be accounted clearly and are subject to internal audit.

12.2 The amount of fine to be imposed against the type of indiscipline will be decided by the hostel administration.

## **13. HOSTEL FEES**

Pls refer the existing recent circular on COW website. The fees specified therein are subject to changes from time to time as decided by the Institute administration.

## **14 HOSTEL AMENITIES in NUTSHELL**

14.1 Each Hostel is a self-contained unit with amenities such as a reading area/room, an indoor games room, a lounge, Warden Office, Guest room and a dining hall with mess.

14.2 Reading area/room with Hindi and English newspapers, and magazines.

14.3 Separate space for watching TV with approximately 50 chairs.

14.4 Indoor sports room have Chess, Table Tennis, Carrom-board.

14.5 A lounge for the visitors and parents of the students with good sitting arrangement and proper display of the information about the hostel.

14.6 A furnished Warden Office in which Warden/Assistant to Warden regularly visits with

fixed timings, so that the students can communicate their problems or difficulties, if any.

- 14.7 Furnished Guest room for the parents of the students to be allotted with the permission of the Warden.
- 14.8 Dinning Hall is equipped with
- a) Proper sitting arrangement for 100 to 150 students to be accommodated at a time.
  - b) Lunch/Dinner to be served on the table. Well dressed up Butler and waiters take care of this in proper manner.
  - c) Mess supervisor available during the mess timings.
  - d) Provision of additional/supplement food items on coupon basis.
  - e) UV/RO purified Drinking Water unit.
  - f) Proper hand washing arrangement with soap and towel.
- 14.9 Hygienic conditions in the entire mess area is ensured with installed stainless steel equipments and fixtures.
- 14.10 Adequate number of toilets and bathrooms with their regular maintenance.
- 14.11 Hot water provided in bathrooms.
- 14.12 Safe drinking water provided on each floor and wing.
- 14.13 Display Boards giving the information about the hostel staff, hostel rules, precautions and suggestive measures etc.
- 14.14 Provision of conduction of regular health check up camps.
- 14.15 For operational convenience Mess menu Committee, Hostel Maintenance & Cleanliness Committee, Hostel Sports Committee, Hostel Discipline Committee and Hostel News paper/ Magazine committee were formed. In addition to this Warden-representative will be nominated by Warden. Working through these responsible bodies, the students themselves lay down appropriate norms of behavior to suit different situations and social occasions in the hostels.

## **15. ADDITIONS /AMENDMENTS/ ALTERATION**

Alteration. Amendments and Additions to these Rules & Regulations may be carried out by Council of Warden with prior approval of Director IIITA. Director IIITA reserves the right for changes and additions in the rules and regulation as and when required.