

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA



RULES AND REGULATIONS FOR HOSTEL RESIDENTS

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HOSTEL MANAGEMENT COMMITTEE

1.1 The following members constitute the Hostel Management Committee:

- a) The Chief Warden
- b) Wardens, All Hostels
- c) General Secretaries, All Hostels

1.2 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.

All students are expected to maintain standards of behaviour expected of students of an Institute of National Importance. They are expected to behave courteously and fairly with everyone both inside and outside the campus.

(A) General Hostel Discipline:

1. Formation of association of hostel residents on the basis of regions, caste or creed is strictly prohibited.
2. No boarder shall keep any firearms, lethal weapons, poisonous materials, or intoxicants of any kind in the hostel.
3. Boarders must not take law into their own hands but must report all disputes to the warden.
4. Teasing, maltreating others or indulging in ragging in any form is strictly prohibited.
5. Boarders are required to handle furniture and other institute property and fittings in the hostel with care. At the time of allotment of room every boarder must take-over the hostel property carefully.
6. While leaving hostel for the semester breaks the boarders must vacate their rooms and handover the property of the institute to the caretakers and deposit their belongings, if required, at specified place.
7. Boarders shall not remain absent from their hostels during night without prior permission of the warden. They shall apply in prescribed form at least one day in advance stating the reason for leaving and contact address during leave along with contact phone numbers. Boarders who leave hostel without the permission from the concerned warden shall be deemed missing and Parent/Guardian/Police authorities may be intimidated.
8. Boarders are strictly prohibited from consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants, inside or outside the hostel.
9. Playing loud music or creating sound pollution in any form is strictly prohibited.
10. Students are prohibited from screening/ keeping obscene literature/ video films in their possession.
11. Any complaint against the hostel staff/ mess staff/ food/ menu must be brought to the notice of the warden.

12. The boarders themselves are personally responsible for their belongings. They should secure their boxes, suitcases, cupboards, etc., with good quality locks. Loss of any personal item should be reported to caretaker/ warden without delay.
13. Every boarder should stay in the room allotted to him/her. Mutual exchange of rooms after final allotment is not allowed. However, the warden may allow the same as special cases on valid and reasonable ground.
14. In case of facing any problem, the boarder should report the matter to the caretaker of the hostel. If he/ she not satisfied with the response, only then he/ she should approach to the warden, Chief Warden of the hostel.
15. Lights, geysers etc. must be switched off when not in use.
16. Use of electric heaters, immersion rods and other similar items are strictly prohibited. Boarders are also not allowed to keep TV in their rooms.
17. Boarders must not temper with the electrical installations. Any defect should be reported to the caretaker for repairs.
18. Use of audio equipment in hostel is acceptable only if it is not objectionable to others.
19. No student is allowed to take any common room items to his room or for personal use.
20. Common Room Timing:
 Holidays: 08:00 am – 08:00 pm
 Working Days: 05:00 pm – 08:00 pm
 Any extension in timing is permissible only with prior approval/notification from the Warden.
21. Hostel Gate Closing Time:
 for boys hostel: 07:30 PM (for UG) and 08:30 PM (for PG) on all days.
 for girls hostel: 07:00 PM (for UG) and 08:00 PM (for PG) on all days.
 Any extension in timing is permissible only with prior approval/notification from the Warden.
22. Hacking/ tempering with internet settings by the students is strictly forbidden.
23. The hostel warden and the caretaker, with the permission of the warden, have the right to inspect any room at any time.
24. The hostel boarders must not create any kind of disturbances to the locality.
25. Girls are not permitted to enter the boys' hostels and boys are not permitted to enter girls' hostels.

(B) Mess Rules

1. Every student residing in the hostel must join the mess and take meals in the mess hall.
2. Only under special circumstances such as severe illness a boarder may be allowed to take food in his/ her room.
3. Boarders are not allowed to take mess utensils to the rooms.
4. Cooking any food item in the rooms is strictly prohibited.
5. A boarder may be allowed to abstain from taking meals in the mess for short durations on medical grounds. For rebate in mess dues on such cases, he/ she must submit a copy of medical certificate from the Institute doctor. Reports from other doctors are admissible only in special cases.
6. There shall be fixed slot for breakfast, lunch and dinner as notified in the hostel mess. The caterer is not bound to provide food to the borders beyond the allotted time slots. Any extension in timing is permissible with prior approval/notification of the Warden on account of Institute functions etc.

Normal Mess Timing:

Breakfast:	07:20 am – 07:50 am
Lunch:	01:00 pm – 02:00 pm
Dinner:	08:00 pm – 08:45 pm

(C) Guests

1. Hostel boarders are prohibited from giving shelter to any other student/outsider in their rooms.
2. The boarders are not permitted to invite any outside person to address any meeting in the hostel premises without written permission of the warden.
3. Visitors may meet students in the visiting area only during the visiting hours.

Holidays:	10:00 am to 01:00 pm 03:00 pm to 06:00 pm
Working Days:	05:00 pm to 06:00 pm

4. Guests are not allowed to enter inside the rooms of the students.

(D) Leave

1. The hostel boarders will not leave the hostel premises on holidays for the purpose of excursion or picnic etc. without prior permission of the warden.
2. Permission may be given by the warden for the boarders to go on picnic or excursion etc. on case-to-case basis. However, for any eventuality that may occur during picnic/excursion etc, the responsibility does not lie with the Institute authorities.
3. The students must make entry in the "In/Out Register" kept in the hostel office for movement outside the hostel.
4. Any boarder requiring staying in the hostel during the summer/ winter vacation must seek prior permission of Warden.

(E) Medical

1. In case of illness the boarders shall consult the Institute doctor and the designated hospital doctors in case of emergencies.
2. In case of need for hospitalization the caretaker/warden must be informed and the same should be communicated to his/ her parents/ guardian.

RIGHTS OF HOSTEL MANAGEMENT

Any breach of these rules will invite an enquiry that will be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel. The management may also send the case to Institute Disciplinary Committee.

The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.