



# **CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR**

(Centrally Funded Institute under MHRD, Govt. of India & Approved by AICTE)

BODOLAND TERRITORIAL AREA DISTRICTS :: KOKRAJHAR :: ASSAM :: 783370

Website: [www.cit.kokrajhar.in](http://www.cit.kokrajhar.in), [www.cit.ac.in](http://www.cit.ac.in)

**Annexure-X**

## **HOSTEL RULES AND REGULATIONS SPECIFIC TO HOSTEL RESIDENTS OF CIT KOKRAJHAR**



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## HOTEL RULES AND REGULATIONS

### 1. HOSTEL MANAGEMENT

- 1.1 The following officers constitute the Hostel Management:
  - a) The Registrar (Chief Warden)
  - b) Convener, Hostel Executive Committee/Member Secretary Hostel Committee
  - c) Hostel Wardens/Resident Student counselor of Hostels
  - d) Hostel Manager
- 1.2 Hostels are grouped Year wise and a Warden is appointed to manage the hostels and mess. Each hostel has resident Hostel Warden (Faculty ) who is resident in the hostel.
- 1.3 The students can approach the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

### 2. ACCOMMODATION

- 2.1 Statutorily, hostel accommodation is available to B.Tech. students, only during a working semester. No B.Tech. student will have a right to occupation of 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.
- 2.2 Hostel accommodation is available to Diploma students for a maximum length of stay for three years. They can retain their room during odd semester vacation. At the year end they have to vacate the hostel.
- 2.3 Hostel accommodation may be provided to project staff based on their request for rooms for a limited period, which could be extended if rooms are available. They are required to pay room rent 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 is **not eligible for HRA** and should keep the Institute informed about the same. The Mess facility is not allowed for the project staff.

### 3. CONDITIONS OF ALLOTMENT

- 3.1 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. **The telephone number of the parent with STD code, must be provided.** Local Guardian's address



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and phone number is optional. Email of the parent (if available) 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.

- 3.2 The Hostel Management will generally provide minimum furniture and fittings for each room consisting of one each of cot, table, chair, ceiling fan with regulator and, a tube light fitting.
- 3.3 Rooms once allotted to the students for an academic year will not be changed except on special situations.
- 3.4 The Hostel Management, if in case of non-availability of rooms, can allot more than three person per room.
- 3.5 If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Warden, Convener, Hostel Executive Committee immediately and should vacate the hostel if the Hostel Management finds that he/she is not eligible for hostel accommodation.
- 3.6 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 removed from the Rolls of Institute will automatically cease to be a member of the hostel.
- 3.7 Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. The electrical installations including the fan should be handed over intact, in addition to the furniture.

## 4. CODE OF CONDUCT

- 4.1 All residents are required to maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with every one both inside and outside the campus.
- 4.2 **All residents are required to carry their valid Identity Cards issued to them by the Institute.**
- 4.3 The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
- 4.4 All the girl students are expected to be in the hostel before 6.00 p.m. If any student wishes to be away from the hostel during the weekend, holidays or any other time, she has to take prior permission from the Warden.
- 4.5 **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. Students should bring to the notice of the Estate Maintenance office all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.



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- 4.6 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management 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 same.
- 4.7 The students should not screen pirated / unauthorized /unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.
- 4.8 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 make good the damage if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
- 4.9 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 hostel, as decided by the Hostel Warden.
- 4.10 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 Hostel Warden, failing which he/she will be charged a penal rent as decided by the Hostel Warden.
- 4.11 The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- 4.12 The residents are required to sign a Hostel Upkeep Undertaking form. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the Hostel Management.
- 4.13 **Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely. The punishment will be severe/harsh (as per the latest law prevailing in the state and centre), and can lead to expulsion from the hostels and dismissal from the Institute.**
- 4.14 All students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form.
- 4.15 Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel / room / common room /dining hall / toilets / corridors / terrace etc.



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Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

- 4.16 Employing unauthorized persons for personal work such as washing cloths, etc., is not permitted. Members of the mess staff should not be asked to enter the hostel premises on any account.
- 4.17 Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
  - a) He / she will be expelled from the hostel.
  - b) A record of his / her misconduct will be made in the 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.
- 4.18 Any student found hosting / harbouring an offender will be also liable to the punishments mentioned in rule 4.17.
- 4.19 Students who are awarded FA (Failed in Attendance) in a Semester shall be expelled for the next one Semester.
- 4.20 Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus. The visit of a person of the opposite sex to the hostel is restricted to common room and lounge.

## 5. GUESTS

- 5.1 A guest of a resident may be permitted to stay in hostel for not more than a week by the Convener, Hostel Executive Committee on payment of the necessary charges, as fixed by the Hostel Management from time to time. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room. For this purpose every person other than resident of the hostel will be considered as a guest for definition.
- 5.2 Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.
- 5.3 No overnight guests are permitted in a student's room without permission of the Hostel Warden. No person of the opposite sex either guest or otherwise shall be permitted to stay overnight in any part of the hostel.



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## 6. VISITORS

- 6.1 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
- 6.2 The visit of men students to the women's hostel and vice versa is restricted.

## 7. USE OF APPLIANCES

- 7.1 The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.
- 7.2 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.
- 7.3 **When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.**

## 8. COLLECTIVE RESPONSIBILITIES

- 8.1 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.
- 8.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 8.3 Residents will be personally responsible for the safety of their belongings.
- 8.4 Residents are required to obey all traffic rules inside the campus.
- 8.5 Residents are duty bound to report to the Warden / Convener, Hostel Executive Committee in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 8.6 Residents are required to park the cycles only in the space provided for them in an orderly manner. **No cycles / vehicles should be parked at the entrance or in the corridors.**
- 8.7 Use of powered vehicles by students has been banned. Residents violating this rule are liable for punishment. Powered vehicles brought to the campus will be handed over to the Police.



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- 8.8 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities.
- 8.9 Students should not arrange for any picnic outside without specific permission of the Convener, Hostel Executive Committee / Hostel Warden.
- 8.10 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 non-bio-degradable items, such as carry bags.
- 8.11 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 short period.
- 8.12 Any case of theft should be reported promptly to the Security Officer.
- 8.13 The jurisdiction of CIT is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police.
- 8.14 The students are advised to ascertain the timing of the Institute buses before they board the bus. Picking up a quarrel with the crew will only land them in trouble.
- 8.15 The students when they go out should plan to return to the campus before 8:00 p.m., by town bus if necessary.
- 8.16 Since good quality restaurants are available in the campus, students may avoid visiting hotels in the city, especially at night.
- 8.17 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.
- 8.18 CIT will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.

## 9. HOSTEL FEES FOR DIPLOMA AND DEGREE STUDENTS

**Refer Institute Fee Structure**



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## 10. MESS RULES

- 10.1 No student is allowed to stay in the hostel without being a member of any of the messes.
- 10.2 Once a student joins a mess, he / she shall be deemed to have become a permanent member of that mess throughout the semester. No change of mess is permissible during the semester.
- 10.3 Students who absent themselves on the date of reopening of the Institute after any semester vacation will be deemed to have joined the mess wherein they dined during the previous semester and will be charged accordingly.
- 10.4 Absence from joining the mess will be permitted only by the Registrar on request for valid reasons, for a maximum period of 10 days only from the date of reopening of the college. Afterwards they will be charged as stated above. Such permission should be obtained and the Hostel Manager intimated well in advance of the absence.
- 10.5 Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess.
- 10.6 Students should sign the Mess Leaving Register kept in the messes whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.
- 10.7 Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.
- 10.8 The mess timings are as follows and the students should strictly adhere to these timings:

Breakfast	: 7.00 a.m. to 9.00 a.m.
Lunch	: 12.00 noon to 2.00 p.m.
Snacks	: 4.30 p.m. to 5.30 p.m.
Dinner	: 7.00 p.m. to 9.00 p.m.
- 10.9 The mess rates will be calculated on the basis of the dividing system for the Institute run messes and on a fixed daily rate basis for the privatized messes.
- 10.10 The system of self service will be followed in all the messes.
- 10.11 The quantity of food will be unlimited except in the case of special items.
- 10.12 Non-vegetarian will be served as extra items on specified days of the week.
- 10.13 Students can entertain their guests in "B" mess only. However, as a special case, they can entertain their parents as guests in their respective messes on prior intimation and on production of guest tokens. Students are not permitted to dine in any mess as self guest.





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10.14 The guest rates will be as follows:

Breakfast	: Rs. 12.00
Lunch	: Rs. 25.00
Snacks	: Rs. 8.00
Dinner	: Rs. 25.00

10.15 Mess reduction is admissible to the residents of Hostels on the following grounds:

- Approved Study Holidays and Semester Vacation declared by the Registrar.
- 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.
- Periods availed by students for attending interviews and In-plant Training on the recommendation of the Professor of Training and Placement.
- Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.

10.16 Application for mess reduction should be made in the form prescribed and it should be submitted three days in advance. The application should be forwarded by the Warden. An acknowledgement may be obtained from the Hostel Manager for having applied for mess reduction.

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

10.18 Any absence of a student from the mess exceeding 24 hours, should be intimated to the Hostel Manager / Caterer in the prescribed form so as to regulate the supply of provisions even though the student is not eligible for mess reduction.

10.19 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.

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

10.21 Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the Hostel Manager by post before expiry of the approved holidays, the probable date of rejoining the mess along with a medical certificate from a Medical Officer not lower in rank than that of a Civil Asst. Surgeon. No mess reduction will be given, if advance intimation is not provided.

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



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- 10.23 Students will be entitled for mess reduction only for N-4 days where N is the total number of days absent from the mess.
- 10.24 At the time of joining the mess after availing mess reduction, the students should sign the Joining Register kept in the messes.
- 10.25 Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- 10.26 Students are not permitted to cook any food on their own accord in the messes or in their rooms.
- 10.27 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.
- 10.28 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.
- 10.29 No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- 10.30 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.
- 10.31 All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 10.32 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- 10.33 All diners shall produce ID card and Mess card to dine every time in the mess.
- 10.34 If any diner is medically ill and requires a special diet (eg. Oil-less food) he / she can request the Warden to arrange for the same at the mess.
- 10.35 Students should not bring any pet animals into the mess halls or encourage such practice.

## 11. RIGHTS OF HOSTEL MANAGEMENT

- 11.1 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.
- 11.2 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.

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