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## HOSTEL REGULATION



**CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR**

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**CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR  
HOSTEL RULES AND REGULATIONS**

The following rules and regulations shall apply to all the hostel boarders of CIT Kokrajhar Hostels for maintenance of discipline and good conduct within and outside the hostel premises.

**1.0 GENERAL RULES AND REGULATIONS**

- 1.01 The Institute shall provide residential accommodation in its hostels within the Institute campus at Balajan, Kokrajhar to the students admitted to regular courses, including Research scholars/ Research Assistants/Research Associates of the Institute subject to availability of hostel seats. Hostel accommodation will not be available to students of part time programmes. All the hostels shall be managed by the Hostel Management Committee through the Warden(s) of respective hostels and with the help of the Maintenance Cell of the Institute.
- 1.02 Every boarder must acquaint himself/herself with the rules and regulations of the hostel. He/she must obey these rules strictly. Ignorance of rules will not be accepted as an excuse.
- 1.03 All hostels shall remain closed during the period of semester break/vacation or at any time as notified by the Institute authority. During such break/vacation, boarders are to vacate the rooms of the hostel. The room key and the key of the wardrobe and table shall have to be deposited by the boarders to the caretaker who in turn shall deposit the same to the Warden.
- 1.04 However, Ph. D. students and those having special requirements of course assignment or project work may be allowed to stay during the vacation on recommendations of the concerned Head of the Department with due permission of the Warden.
- 1.05 All the boarders of the hostels will be equally responsible for looking after the hostel property allotted to them. Any kind of vandalizing of hostel properties will be punishable as per clause 12.24.
- 1.06 For any complaint, a boarder should approach the Caretaker/Warden of the hostel.
- 1.07 In the case of any outstanding dues payable by any boarder at the end of each semester, the Warden may report it to the Academic Section for withholding of his/her Result/Marks sheet until the outstanding dues are paid by the student. If a student leaves the Institute without clearing all the hostel dues, the Warden may recover the same from his/her hostel security and Institute security deposit. If any amount still remains unrecovered, notices to his/her guardian shall be sent who will finally be responsible to clear all the outstanding dues.

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- 1.08 All cases of illness shall be reported to the Prefect who in turn shall inform the Warden and/or the Institute Medical Officer.
  - 1.09 The Warden shall administer and manage the hostel and the Prefect and Assistant Prefects shall assist him/her in all respects.
  - 1.10 Electric bulbs for all boarders shall be supplied by the Institute only at the time of fresh admission to the hostel. Replacements of the same shall be the responsibility of the boarders.
  - 1.11 Boarders shall not use any heavy electrical appliances such as electric heaters, electric stoves or cookers etc., in their rooms. However, boarders may use computers and music systems, hair dryers, 1 kW or lower power electric kettle in their rooms.
  - 1.12 Boarders are strictly prohibited to have in their possession at any time under any circumstances, any kind of alcoholic substances or other banned substances such as marijuana, drugs etc. or any other items prohibited by the law.
  - 1.13 Boarders are strictly prohibited to have in their possession at any time under any circumstances, dangerous materials, explosives, arms and weapons or any other items prohibited by the law.
  - 1.14 Smoking is strictly prohibited in the Institute campus due to health and safety concerns, as well as fire hazards and violation is a punishable offence.
  - 1.15 Boarders are expected to keep their rooms clean, tidy and maintain cleanliness. No rubbish should be thrown into the wash basin, drain, corridors or outside the rooms or in the surroundings. The bins kept for this purpose should be used.
  - 1.16 Every boarder shall leave the hostel room clean at the time of vacating his/her room failing which the Warden shall not issue clearance certificate to the boarder(s).
  - 1.17 Boarders shall not remove common articles, dining hall utensils, furniture and other articles of the hostel from their normal place without the prior permission of the hostel Warden.
  - 1.18 Boarders shall switch off all electrical appliances before leaving the room.
  - 1.19 Boarders shall not leave water flowing from the taps.
  - 1.20 No boarder is allowed to shift from his/her allotted room to any other room without prior permission from the Warden. The boarders are also not allowed to shift/exchange furniture and other assets from one room to another.
  - 1.21 The boarders will show their identity card to the hostel caretaker/Prefect/Mess Contractor or to the Security personnel posted at the hostel whenever asked to produce.

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1.22 In addition to these rules, boarders are also governed by the rules, orders, instructions etc... framed by the competent authority from time to time.

## **2.0 THE HOSTEL MANAGEMENT COMMITTEE**

The Hostel Management Committee (HMC) is responsible for administration of all hostel related affairs.

Composition:

Dean, Students' Affairs	- Chairman
Associate/Assistant Dean, Students' Affairs	- Co-chairman
Chief Warden (to be appointed by DSA with Director's approval)	- Convener
All Wardens	- Members
One MTS (to be appointed by Registrar with Director's approval)	- Member

Term: Three years

N.B.: There shall be an office of the HMC with necessary resources for smooth functioning of all works related to the Hostels. All documents related to the Hostels including that of the boarders will be kept and maintained at the HMC Office. The HMC shall maintain a permanent record (Stock Book) of all non-consumable articles of the hostels supplied by the Institute.

The HMC shall be responsible for admission/readmission of the students seeking hostel accommodation. If the number of students seeking admission is more than the number of existing seats available in the hostels, the HMC, with the approval of the Director, shall manage the required additional seats by hiring private building(s) purely on contractual basis.

## **3.0 SELECTION OF CHIEF WARDEN, WARDENS AND THEIR DUTIES**

### **3.01 Chief Warden**

The Director shall appoint a Chief Warden for smooth functioning of the Hostel Management Committee.

- a) The Chief Warden will make sure that all the Wardens and staff of the HMC are performing their duties.
- b) The Chief Warden shall oversee the admission/readmission of the students seeking hostel accommodation.
- c) The Chief Warden shall be responsible for arranging meetings among the members of the HMC/ Hostel Disciplinary Committee as and when required.

- d) He/she shall be the convenor of all the outsourcing committees related to award of contract for the Hostel Mess of all the hostels by tendering process.
- e) The Chief Warden shall be given an honorarium per month as per approved Institute rate and his/her license fee shall be waived if residing in the Institute's staff quarter. The honorarium and other facilities to the Chief Warden shall be approved by the Board of Governors and may be reviewed from time to time.

### 3.02 Wardens

- a) Once the position of hostel Wardens fall vacant, the Office of Dean, Student's Affairs shall nominate the names of faculty members as wardens for approval from the Director for a period not exceeding three years.
- b) The following committee is constituted for the selection of the hostel warden.
 

Dean, Students' Affairs	- Chairman
Assistant Dean, Students' Affairs	- Co-chairman
Chief Warden	- Convener
One Professor/Associate Professor nominated by the Director	- Member
- c) The Dean, Students' Affairs shall forward the recommendation of the committee to the Director for approval and shall appoint the Warden after getting approval of the Director. In the case of unavailability of lady faculty to be appointed as Warden, for Girls' hostel, Matron(s) may be appointed from amongst other staff of the Institute who shall assist the Warden.
- d) The term of office of a Warden shall be for a period of three years. Under special circumstances, his/her term of office may be extended for another term.
- e) There will be an office of the Warden in each hostel with necessary facilities. Wardens should sit in their office for at least one hour every evening to take care of hostel related works.
- f) The Warden shall maintain proper discipline in the hostel and shall deal with any violation of discipline in accordance with the provisions under section 12.0.
- g) He/she shall supervise the duty of the hostel employees and shall maintain records of leave granted to them by the appropriate authority on his/her recommendation.
- h) The Warden shall submit leave, absent statements for all hostel employees every month within the date specified for the purpose.
- i) The Warden shall maintain records of all students admitted/readmitted to his/her hostel in the beginning of each semester and perform other related duty not specified in the Hostel Rules and as assigned by the authority from time to time.

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- j) The Warden shall give a hostel clearance certificate to the boarders after the Final End Semester Examination or whenever it is required.
  - k) Warden shall grant casual leave (CL) to the regular employees engaged in the hostel and keep record of the CL with him/her. The application of earned leave shall be recommended by the Warden and forwarded to the Registrar for further action.
  - l) When the Warden is on leave and/or remains outside the head quarter, the Chief Warden shall be in charge of the concerned hostel.
  - m) The Warden shall be given an honorarium per month as per approved Institute rate and his/her license fee shall be waived if residing in the Institute's staff quarter. The honorarium and other facilities to the Warden shall be approved by the Board of Governors and may be reviewed from time to time.
  - n) To meet any emergency demand that may arise at the respective hostel, the Warden may approach the HMC for assistance from the imprest fund.
  - o) A Warden should make rounds of their respective hostels at least three times per week.
  - p) All Wardens should maintain a work register for the employees associated with their hostels.
  - q) Wardens should pay surprise visits to the hostel mess from time to time and have meals there to check the quality of the food provided to the boarders.
  - r) Wardens must ensure that food materials are kept properly and hygiene is maintained in the kitchen as well as in and around the hostel premises.
  - s) Wardens should ensure that all existing hostel facilities are in working condition. If found otherwise, Maintenance Cell of CIT Kokrajhar should be informed to take necessary action.
  - t) Wardens should organize inter-hostels sports and games/Cultural/Welfare activities through coordination with the respective Faculty Coordinators.

#### **4.0 SELECTION OF PREFECTS, ASSISTANT PREFECTS AND THEIR DUTIES**

##### **4.01 Prefect**

- a) There shall be a Prefect for each hostel, The Prefects will assist the Warden in the administration of the hostel affairs. The Warden with the approval of the Chief Warden, shall appoint one Prefect from amongst the senior boarders. The selection process of the Prefect will be based on voting by the boarders of the respective

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hostels. The Chief Warden and Warden will review the candidature of the nominated candidate(s) after reviewing his/her code and conduct. In case of any discrepancies, Warden's decision will be final.

- b) The Prefect shall take roll call of all the boarders as mentioned in the Hostel Rules and shall report to the Warden through the Hostel caretaker/security person about all the absentees for the whole night. Failure of the Prefect to report such cases to the Warden shall be considered as gross negligence of duty on his/her part for which he/she shall be liable to be removed as Prefect with immediate effect.
- c) The Prefect shall ensure that all the Hostel Rules are observed by the students and that an atmosphere conducive of academic pursuit is maintained at all times in the hostel.
- d) The Prefect shall report sickness of any boarder to the Warden and the Institute Medical Officer.
- e) The Prefect shall report any case of emergency, misconduct and breach of any discipline on the part of the boarders.
- f) The Prefect shall Prefect proper cleanliness and sanitation in the hostel and report to the Warden for improvement.
- g) The Prefect shall be required to perform any other related duty not specified above as may be assigned by the Warden/DSA.
- h) The Prefect shall put one of the Assistant Prefects in charge during his/her absence.

#### **4.02 Assistant Prefect**

- a) The Warden with the approval of the Chief Warden, may appoint two or more Assistant Prefects as per requirement from amongst the senior boarders with a good track record for a period of one year to assist in the administration of the hostel.
- b) The Assistant Prefect(s) shall assist the Warden/Prefect for smooth functioning of the hostel. In the absence of the Prefect, one of the Assistant Prefect will act as Prefect-in-charge.
- c) The Assistant Prefects will take care of Sports & games/Cultural/Welfare activities of the hostel in consultation with the Prefect/Warden of the hostel.

### **5.0 ADMISSION TO HOSTELS**

- 5.01 Application for admission to hostels shall be submitted to the Chief Warden, in the prescribed application form, duly filled in and signed by the student and countersigned by his/her local guardian and parent/guardian.



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A student, if admitted to a hostel, must furnish a written declaration in the prescribed form duly signed by the student and his/her guardian to the effect that the student shall abide by the Institute rules, hostel rules and code of conduct.

- 5.02 Students shall be admitted to the hostels at the beginning of the semester subject to the conditions that
- a) the student applies for the same in the prescribed form on time.
  - b) the student continues to be a regular student of the Institute.
- 5.03 A boarder after each semester shall apply for readmission to the hostel and the Warden shall recommend for readmission if the boarder maintained good conduct and discipline during his/her stay in the hostel and the boarder clears all outstanding dues, if any, to the Institute.
- 5.04 The boarders shall pay the mess dues on time, failing which the Warden may initiate disciplinary action and late fine may be imposed.
- 5.05 A student shall occupy the seat in the hostel after depositing the prescribed fees within seven days from the date of allotment or within the date mentioned in the admission prospectus failing which the allotment shall stand cancelled. Appeal for extension of date up to twenty-one days with proper justification may be considered by the Warden on a case-by-case basis.
- 5.06 The students are required to pay the prescribed fees at the time of admission/readmission as detailed in the fee structure provided by the institute for every semester. The mess fee will be collected by the HMC separately and the fee may vary every semester/year.
- 5.07 Late fine as fixed by the authority shall be charged if the hostel dues are not paid within the stipulated time.

## **6.0 WITHDRAWAL FROM THE HOSTEL**

- 6.01 Submission of withdrawal form is mandatory for withdrawing a hostel seat. Withdrawal form must be countersigned by the parent/guardian of the boarder and submitted to the Chief Warden, through the hostel Warden. Such applications shall be submitted after all the hostel dues have been cleared until the current month.
- 6.02 If a boarder continuously remains absent for fifteen days or more without informing the Warden, his/her hostel seat will be cancelled by default.
- 6.03 In case any boarder vacates his/her room prior to submission of the withdrawal form, he/she shall have to pay all the hostel dues including fines, and up to the day he/she continues to be on the roll until his/her name is formally withdrawn by HMC.

## **7.0 HOSTEL LEAVE RULES**

- 7.01 For seeking leave from the hostel, the boarders must submit a written application to the Warden. In case the Warden is absent, the application must be submitted to the

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Chief Warden. After getting due approval from the Warden/Chief Warden, the boarders should record the same in the Leave Register maintained by the Prefect/Caretaker before leaving the hostel and do the same on returning from leave.

- 7.02 Leave from the hostel for a maximum of three consecutive days shall be granted by the Warden.
- 7.03 Leave from the hostel for more than three consecutive days shall be granted by the Dean, Students' Affairs on the recommendation of the Warden and the Head of the Department.
- 7.04 Absence from the hostel without prior permission from the Warden is to be considered as an act of gross negligence and misconduct and liable for disciplinary action as per rules. The authority will not be responsible for the wellbeing of the boarder during such period of absence.

## **8.0 NIGHT ROLL CALL**

- 8.01 No boarder will be allowed to exit the campus after 7:30 PM. For any emergency, pre-approval of the Warden is required.
- 8.02 A boarder has to return to the Institute campus by 8.00 PM and to his/her hostel latest by 10.00 PM (9.00 PM for girls).
- 8.03 Attendance will be taken by the Prefect of the hostel starting at 8.00 PM. It is compulsory for each boarder to be present personally at the time of attendance.
- 8.04 No boarder will be allowed to leave the hostel after 10 PM.

## **9.0 HOSTEL MESS**

- 9.01 All the boarders of a hostel shall automatically be members of the respective hostel mess.
- 9.02 Joining the mess is mandatory for all boarders.
- 9.03 The mess fee is to be paid at the beginning of joining the hostel by paying the requisite fee directly to the HMC. The mess fee shall be decided by the HMC and may vary every semester/year.
- 9.04 No student other than the boarders of the respective hostel will be allowed to take food in the mess as a guest with the following exceptions:
- a) Boarders are allowed to host a guest if he/she is a CITK Alumni and has come for official work in CITK. The host student shall have to pay the daily charges as determined by the HMC for food for the guest.
  - b) Day scholars may also be allowed to join the mess by paying a certain charge to be determined from time to time by the HMC.

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For both exceptions, the Mess manager/caretaker should be informed of the same at least three hours in advance.

- 9.05 Meals and refreshments shall be served in the dining hall of the hostel during the scheduled hours as notified from time to time. No meal or refreshments shall be served to boarders outside the dining hall except with the permission of Warden in case of illness.
- 9.06 In addition to these rules, the respective HMC shall frame further rules and regulations for proper management of the mess from time to time with the approval of DSA.
- 9.07 HMC shall be responsible for monitoring the quality of food materials and hygienic cooking condition in the kitchen.
- 9.08 The HMC with the following composition shall be responsible for proper management of the Hostel Mess.

Warden	- Chairman
Prefect (to be appointed by the Warden)	- Convenor
Three boarders (to be nominated by the Warden)	- Members
Assistant Prefects	- Members

Term: One year

The Hostel Mess Contractor shall be responsible for preparing the meals and refreshments with the infrastructure available at each hostel as per the contract agreement. The Mess Contractor is also responsible for managing all resources required for preparing food for the boarders including sufficient human resources as per the contract agreement. The term of the Mess Contractor shall be as specified in the agreement.

## **10.0 GUESTS**

No boarder shall keep any guest(s) in the hostel. Special consideration may be given if the guest is a CITK Alumni and has come for official work in CITK. The host student shall have to pay the daily charges of ₹100 for lodging and ₹100 for fooding for the guest. No guest shall remain in the hostel for more than three consecutive days.

## **11.0 VISITORS**

Female visitor(s) shall not be allowed to visit men's hostel rooms and vice-versa under normal circumstances. However, this may be relaxed by the Warden in exceptional cases applicable only to parents/siblings/relatives. In such cases, Warden will accompany the visitors.

a) Visiting hours:

Monday to Friday- 4.30 PM to 6.30 PM

Saturday/Sunday- 10.00 AM to 12.00 PM and 4.00 PM to 6.00 PM

- b) Visitors are restricted from visiting the hostel rooms and must remain in the hostel visitors' room only.
- c) Any visitor entering the hostel premises must fill in the relevant details in the visitors' record book kept with the hostel security personnel.

## 12.0 HOSTEL DISCIPLINE

All boarders are expected to maintain discipline and proper atmosphere of study in the hostels. Violation of any rules as outlined below will invite disciplinary action against the concerned boarder(s). Violations of the rules and consequent punishment(s) are as follows-

Sl. No.	Act(s) of Indiscipline	Punishment
12.01	Ragging in any form in hostels or in the Institute campus	As per AICTE guidelines.
12.02	Drinking alcoholic beverages or using any other narcotic substance of any kind inside as well as outside the Institute campus.	Fine of ₹5,000/- and rustication from Hostel for not less than two semesters.
12.03	Committing insubordination or showing disrespect to the authority	Fine of ₹1,000/-, apology letter and undertaking.
12.04	Absence from the hostel and classes without permission from the Warden and Head of the Department.	Two warnings and then fine of ₹500/-.
12.05	Causing disturbance to other boarders by playing loud music or by means of visual displays	Two warnings and then fine of ₹500/-.
12.06	Bullying of other boarders, using foul language, picking up quarrel or altercation or showing any indecent behaviour towards other boarders	Stern warning and then rustication for 1 semester.
12.07	Participating in or promoting any disruptive activity in the campus.	If found guilty, rustication for 2 semesters.
12.08	Uploading pictures or videos of fellow boarders without their consent in social media. Sharing or posting of fake digital information in social media or via Apps.	If found guilty, rustication for 1 semester. In extreme situation where nudity is involved, immediate expulsion from the Institute and cases will be informed to local law enforcement authority.

12.09	Making false official statements to any Institute official, faculty or staff and altering Institute records.	Warning then fine of ₹1,000/-.
12.10	Misuse of and/or damage caused to library books, journals and computer facilities.	Warning and fine equivalent to the damage caused.
12.11	Tampering with existing electrical and communication systems.	Warning and fine equivalent to the damage caused.
12.12	Unauthorized possession of any property belonging to fellow boarders or hostels or the Institute.	Warning, immediate return or replacement of the property and undertaking. Repeat offenders to be rusticated for 1 semester.
12.13	Fraudulent use of Student Identity and Hostel Identity card.	Warning and fine of ₹500/-.
12.14	Organising any meeting, function etc... without prior permission of the Warden.	Warning. Repeat offenders fine of ₹500/-.
12.15	All kinds of shouting, hooting, violent knocking or any kind of unnecessary movement or behaviour that are likely to cause disturbance to others.	Warning by the Warden at first instance. On repeating the same offence, a fine of not less than ₹500/- may be imposed.
12.16	Any other acts which in the opinion of the Warden are detrimental to the interest of other boarders as well as the Institute.	Warning. Repeat offenders fine of ₹500/-.
12.17	Leaving the rooms without switching off all electrical appliances.	Warning. Repeat offenders fine of ₹500/-.
12.18	Entry of female visitors into the Boys' hostel and vice-versa.	Stern warning by the Warden with an intimation to the DSA and the HoD concerned. On repeating the same offence, the students may be subjected to rustication from the hostel for 1 semester.
12.19	Mistreating or abusing the hostel employees, canteen staff and others including visitors, other students, or employees of the Institute.	Stern warning by the Warden with an intimation to the DSA and the HoD concerned. On repeating the same offence, the students may be subjected to rustication from the hostel for 1 semester.
12.20	Cooking inside the room	Warning by the Warden at first instance. On repeating the same offence, a fine of not less than ₹500/- may be imposed and all utensils to be seized by the Warden.

12.21	Use of electric heaters, stoves, induction cookers and other similar items in the room.	Warning by the Warden at first instance. On repeating the same offence, a fine of not less than ₹500/- may be imposed and all utensils to be seized by the Warden.
12.22	Any form of gambling inside or outside the campus.	Stern warning with a fine of not less than ₹500/- and conduct probation for one semester, rustication from the hostel.
12.23	Keeping firearms, weapons, explosives and any other dangerous material or banned substances like Marijuana or Drugs in the hostel.	Immediate expulsion from the Institute and local Law Enforcement authority will be informed.
12.24	Damaging, misusing and stealing of any hostel properties or that of other boarders.	Stern warning, fine equivalent to damaged/stolen property or replacement of the property and rustication from the hostel for 1 semester. Repeat offenders will be expelled from the Institute.
12.25	Boarders staying outside overnight without prior permission from the Warden.	Warning, then fine of ₹500/- if repeated.
12.26	Staying in the hostels during semester break without permission from the Warden.	Warning, then fine of ₹500/- if repeated.
12.27	Entry and hosting of outsiders in the hostel without permission of the Warden.	Warning, then fine of ₹500/- if repeated.
12.28	Absence of boarders from the hostel after the stipulated time as fixed by the authority.	Warning 1 <sup>st</sup> time, 2 <sup>nd</sup> time fine of ₹500/- and if repeated, fine of ₹1,000/-.
12.29	Smoking in hostel buildings, including rooms, corridors, common areas, and outdoor spaces within hostel premises.	Warning 1 <sup>st</sup> time, 2 <sup>nd</sup> time fine of ₹500/- and if repeated, fine of ₹1,000/- and rustication from the hostel for 1 semester. Repeat offenders will be expelled from the Institute.
12.30	Possession, distribution, or viewing of pornographic material within hostel premises, including rooms, common areas, and digital devices connected to the institute's network.	Warning 1 <sup>st</sup> time, 2 <sup>nd</sup> time fine of ₹500/- and if repeated, fine of ₹1,000/- and rustication from the hostel for 1 semester. Repeat offenders will be expelled from the Institute. In severe cases, local Law Enforcement authority will be informed.

### 13.0 ANTI-RAGGING COMMITTEE AND ANTI-RAGGING SQUAD

The Anti-Ragging Committee and Anti-Ragging squad shall be constituted every year for a term of one year as per AICTE notification No.37-3/Legal/AICTE/2009 dated 01/07/2009. All the rules and regulations as per the said notification shall apply to all the hostel boarders and students of the institute.

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#### **14.0 HOSTEL DISCIPLINARY COMMITTEE**

The Chief Warden may call a meeting with the members of the Hostel Disciplinary Committee to take a final decision against the students for any act of indiscipline upon receiving a written complaint from the victim(s) or anyone on behalf of the victim(s).

Composition of Hostel Disciplinary Committee:

Associate/Assistant Dean (Students' Affairs)	- Chairman
Chief warden	- Convenor
Wardens of concerned hostels	- Members
Prefects of the concerned hostels	- Members
Caretakers of concerned hostels	- Invitees

Term: One year

The quorum is three members.

#### **15.0 PLACEMENT ON CONDUCT PROBATION**

A student found guilty of violating the rules and regulations of the Institute/Hostel or any acts of indiscipline or misbehaviour by the Disciplinary Committee, may be placed on conduct probation by the DSA for a specified period, which shall not be less than one month. During the period of conduct probation, a student shall not be allowed to

- a) represent the Institute in sports, cultural contests etc., inside or outside the Institute.
- b) receive any Scholarship, Fellowship or Stipend.
  - i) When a student is deprived of a scholarship/stipend on account of his/her placement on conduct of probation, the loss entailed will be permanent and no arrears shall be payable subsequently on expiry of the period of conduct of probation.
  - ii) If a student who has been on probation on two previous occasions is again found guilty of indiscipline, he/she shall be dropped/expelled from the roll of the Institute.
- c) In the case of final year students, his/her results shall be withheld.

#### **16.0 PROCEDURE FOR RUSTICATION/EXPULSION FROM THE HOSTEL/ INSTITUTE**

Before a student is rusticated/expelled, the following procedure shall be observed:

- a) On receipt of a complaint against the conduct of the student, the Hostel Disciplinary Committee (HDC) shall enquire into the matter within seven days of receipt of the

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complaint and place it before the HDC not later than fifteen days from the date of receipt. If the HDC is satisfied that there is a prima-facie case for rustication/expulsion of the student, the student shall be allowed to explain in writing about the allegations against him/her or appear before the HDC to show-cause why he/she should not be rusticated/expelled.

- b) The concerned student shall have to submit his/her explanation within seven days from the date of issue of the intimation by the HDC.
- c) After receiving the explanation(s) or hearing in person, the HDC shall examine the case.
- d) If at this stage the HDC is convinced that it is a fit case for rustication/expulsion, the recommendation will be forwarded to the DSA. After reviewing the case, DSA shall forward the same for consideration and approval of the Director.
- e) Every case of rustication/expulsion shall be reported by the DSA to the Senate and all concerned immediately after the order is approved by the Director.
- f) The date of rustication/expulsion will be effective from the date on which the order is issued by the competent authority.
- g) Any disciplinary action taken against a student shall be intimated to the parent or guardian of the student. The record of disciplinary action shall be mentioned in the files of the concerned student/ students.

## **17.0 SPECIAL POWERS OF THE DIRECTOR**

Notwithstanding anything contained in these Rules, the Director shall have the authority to institute an enquiry against any student(s) regarding his/her misconduct and shall execute appropriate disciplinary actions accordingly.

## **18.0 DUTIES OF MULTI-TASKING STAFF, CARETAKER AND SECURITY PERSONNEL**

### **18.01 Multi-Tasking Staff (MTS)**

The MTS will assist the Chief Warden, and all other Wardens in managing the hostels.

- a) He/she shall assist the Chief Warden during hostel admission and seat allotment thereafter.
- b) All records related to admission including bio-data of admitted students, their payment records, seat allotment record shall be maintained by the MTS.
- c) Any other related task as assigned by the DSA, Chief Warden, or Wardens.



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## **18.02 Hostel Caretaker**

- a) Each hostel shall have a staff designated as Caretaker.
- b) The Caretaker will assist the Warden in the administration of the hostel. He/she shall be responsible for supervising the sweepers, cleaners and other staff for maintaining cleanliness in the hostel. The Caretaker will also maintain a register to note down completed tasks related to cleanliness on a daily basis.
- c) He/she shall keep records of all works being carried out in the hostel related to renovation, maintenance, routine works etc., and report the same to the Warden as and when required.

## **18.03 Hostel Security Personnel**

- a) Each hostel must have at least one Security personnel during the day/evening and two Security personnel during the night. The Security personnel will be appointed by the Security Officer, CITK.
- b) The Security personnel will monitor and control entry and exit points to the hostel premises. They must verify the identity of individuals entering the hostel.
- c) They should keep a watchful eye on the surroundings, including common areas, entrance and exit. If there is CCTV installed, they must use them to monitor activities.
- d) The Security personnel will conduct regular patrols inside and around the hostel premises to deter potential security threat. They should respond promptly to any suspicious activities or incidents.
- e) They must be prepared to handle emergencies, such as fires, earth quake, medical emergencies or security breaches. They must know and follow the emergency procedures established by CITK.
- f) They must intervene and resolve conflicts among residents or visitors and must maintain a calm and authoritative presence to de-escalate situations.
- g) The Security personnel must ensure that residents adhere to the hostel's rules and regulations. They must report any violations to the Hostel Warden immediately.
- h) The Security personnel must maintain effective communication with Institute authorities, fellow security personnel, and local law enforcement agencies if necessary.
- i) The Security personnel will maintain a register and keep detailed logs and reports of daily activities and incidents. They should maintain accurate records of incidents, security checks, and other relevant information.

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- j) In case of injuries or medical emergencies, they should provide basic first aid until professional help arrives.
  - k) Any security concerns must be reported to the Hostel Warden and Security Officer immediately. The Security personnel will work in coordination with other departments of the Institute, such as maintenance or administration as and when required to address security concerns.
  - l) The Security personnel should be approachable and provide assistance to residents and visitors when needed. If required, they should offer information and guidance about the hostel's facilities and services.
  - m) All Security personnel must be trained to handle crisis situations and take appropriate actions to ensure the safety of individuals in the hostel.
  - n) They must ensure that security equipment, such as surveillance cameras and communication devices, are in working order. If equipment is not in working condition, the hostel Warden must be notified immediately.
  - o) For any matters related to the hostel, the Security personnel must first report to the Hostel Warden.
  - p) One Security personnel must accompany the Hostel Wardens or other Institute officials on their hostel rounds.
  - q) A Security personnel will accompany any visitor who has received special permission from higher authorities to visit the hostel after verifying the permission letter.

#### **19.0 FACILITIES AVAILABLE IN THE HOSTEL**

- a) Sufficient rooms for accommodating all the students admitted to the concerned hostel.
- b) Electrical power supply with generator back up during study hours.
- c) Dining Hall for meals and refreshments.
- d) Internet Connection Facilities during permitted period.
- e) Sufficient washrooms in each wing and floor of the hostel.
- f) Common Room for occasional gathering.
- g) Clean drinking water with water cooler.

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h) First aid kits.

i) Ambulance on call.

## **20.0 MEDICAL FACILITIES**

In the case of illness of a boarder, the Prefect/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 boarders-

- 20.01 The Medical Officer 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.
- 20.02 In case a boarder, in the opinion of the Medical Officer, requires treatment outside the Institute Health Centre, he/she may refer the case to the nearest Civil Hospital or a Private Nursing Home within Kokrajhar town and the Institute ambulance be provided for transportation to these Hospitals free of cost. In such cases, for treatment outside the Institute Health Centre referred to, the boarders shall bear the entire cost of medical treatment on his/her own.
- 20.03 Cases of a boarder requiring hospitalization will be reported to the local guardian and his her/her parents/guardian. It shall be the duty of the local guardian/parents/guardian to take care of their wards. In case of emergency, such ailing boarder shall be shifted to his/her local hospital or to any other hospital as advised by the Institute Medical Officer, on the condition that the expenses shall be borne by the boarders themselves and an ambulance requisition form (if required) be submitted to the Medical Officer through the Warden/Chief Warden/Member Secretary, HMC.

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# केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार

CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

(A Centrally Funded Institute under Ministry of Education (MoE), Govt. of India)

BODOLAND TERRITORIAL REGION :: KOKRAJHAR :: ASSAM :: 783370

Website: www.cit.ac.in

## ANNEXURE-I

### HOSTEL APPLICATION FORM (FOR ALL STUDENTS)

#### A. PERSONAL DATA: (BLOCK LETTERS ONLY)

Name of the Student											
Father's Name											
Mother's Name											
Date of Birth (dd/mm/yyyy)						Blood Group					
Sex (Tick)	Male					Female			Other		
Phone Number											
Email ID											

Paste a recent  
passport sized  
coloured  
photograph

#### B. PERMANENT ADDRESS: (Proof to be attached)

House No.						Ward No.					
Village/Town						P. O.					
District						P. S.					
State						PIN					

#### C. COMMUNICATION ADDRESS: (to be filled only if different from Permanent Address)

House No.						Ward No.					
Village/Town						P. O.					
District						P. S.					
State						PIN					

#### D. INSTITUTE ENROLLMENT DATA:

Name of Program						Department					
Semester						Roll No.					

#### E. PREVIOUS ACADEMIC RECORD:

Name of Last Exam passed	Board/University	Name of the Institute	Year of Passing	% of marks obtained

#### F. LOCAL GUARDIAN DETAILS:

Name											
Relationship with student						Occupation					
Address											
Phone						Email ID					

#### G. DECLARATION BY THE STUDENT:

I, ..... hereby declare that the information given above are correct and true to the best of my knowledge. I also declare that I am aware of the Hostel rules and regulations and if found guilty of any misconduct, I shall accept the action that may be taken against me by the Hostel Management Committee.

Date:

Signature of the Student

#### For Office use only

Name of the Hostel Allotted						Room No.					
Date of Admission into Hostel						Fee paid (Rs.)					

CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR  
ANTI-RAGGING AFFIDAVIT FORMAT FOR HOSTEL

**ANNEXURE II**  
**AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ bearing Roll No \_\_\_\_\_

s/o - d/o Mr./Ms. \_\_\_\_\_

1) having been admitted to \_\_\_\_\_ (name of the institution) have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

**Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year \_\_\_\_\_**

**Signature of Deponent**

**Name**

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month) (year)

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of month, (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**

CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR  
ANTI-RAGGING AFFIDAVIT FORMAT FOR HOSTEL

**ANNEXURE III**  
**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Ms. \_\_\_\_\_ (full name of parent/guardian) father / mother/guardian of \_\_\_\_\_ (full name of student) with Roll No. \_\_\_\_\_

1) having been admitted to \_\_\_\_\_ (name of the Institution), have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my word is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year \_\_\_\_\_

**Signature of Deponent**

**Name:**

**Address:**

**Telephone/Mobile No:**

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_(place) on this the \_\_\_\_\_(day) of \_ (month) and \_\_\_\_\_(year)

**Signature of deponent**

Solemnly affirmed and signed in my presence on this the (day) of month, (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**



के ं द्रीय प्रौद्योगिकी संस्थान कोकराझार  
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR  
OFFICE OF THE HOSTEL MANAGEMENT COMMITTEE  
BODOLAND TERRITORIAL REGION:: KOKRAJHAR :: ASSAM :: 783370

**ANNEXURE-IV**

**STUDENT UNDERTAKING**

I, \_\_\_\_\_ son/daughter of Mr./Ms. \_\_\_\_\_,  
would like to stay in the Hostel from \_\_\_\_\_ to \_\_\_\_\_ (dd/mm/yy) during the vacation  
period for \_\_\_\_\_ purposes and hereby declares to undertake the following-

1. That I shall be solely responsible for my own security during the period of my stay.
2. That I shall be solely responsible for any unforeseen event that may occur in the Hostel premises during the vacation period and the Hostel authorities are in no way responsible.
3. I understand that the Hostel Mess will be closed during the vacation period and I shall have to arrange my own food and I assure that I shall not cook food inside the Hostel.
4. I shall vacate the Hostel immediately if asked by the authority.

Name:

Program: Diploma/B. Tech/B. Des/M. Tech/M. Des/Ph. D.

Department:

Roll No:

Hostel Name:

Room No:



के ं द्रीय प्रौद्योगिकी संस्थान कोकराझार  
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BODOLAND TERRITORIAL REGION:: KOKRAJHAR :: ASSAM :: 783370

**ANNEXURE-V**

**HOSTEL BONAFAIDE CERTIFICATE**

This is to certify that Mr./Ms ..... , Son/Daughter  
of Mr./Ms. .... , bearing Roll No.  
..... and a resident of Village/Town ..... ,  
P.O. ...., District ..... , State..... ,  
PIN ..... , studying in ..... semester of.....program  
in the Department of ..... , is a bonafide boarder of  
..... HOSTEL for the academic session April,  
.....-March, .....

He/she bears a good moral character.

Date: .....

Place: Kokrajhar

Chief Warden

Hostel Management Committee





## HOSTEL WITHDRAWAL FORM

### TO BE FILLED BY THE STUDENT

1. NAME OF THE STUDENT:
2. ROLL NO.:
3. NAME OF PROGRAM: (DIPLOMA/B.TECH/B.DES/M.TECH/M.DES/PH.D/B.TECH/B.DES VERTICAL/LATERAL) ) (PLEASE ✓)
4. PHONE NO.:  EMAIL-ID:
5. HOSTEL DETAILS: -  
NAME OF PRESENT HOSTEL:  ROOM NO:   
NAME OF HOSTEL IN 1<sup>ST</sup> YEAR:  ROOM NO:   
YEAR OF FIRST TIME ADMISSION TO HOSTEL:
6. HAVE YOU COMPLETED YOUR COURSE IN CIT KOKRAJHAR? (YES / NO) (PLEASE ✓)  
If no, state the reason for seeking withdrawal:
7. DATE OF APPLICATION FOR WITHDRAWAL:
8. PHYSICAL VERIFICATION / CLEARANCE FROM HOSTEL CARETAKER / HOSTEL SECURITY: -  
THE FOLLOWING ITEMS IN HIS/HER ROOM ARE CHECKED AND FOUND TO BE OK. (PLEASE ✓)

LIGHTS	FAN	WARDROBE	DOORS
WINDOWS	TABLE	CHAIR	BED

9. Declaration by the candidate: -

Sign. of Hostel Caretaker

I hereby declare that I am withdrawing my Hostel seat as I have completed my course in CIT Kokrajhar / due to the reasons stated above, with due consent from my parent on (date)\_\_\_\_\_and my Parents are aware of the same. I also declare that I have no pending dues for the Hostel Admission or Mess Fee and if found incorrect, action may be taken against me by the Hostel Management Committee.

Full Signature of the Candidate

Full name of the Parent

### ACKNOWLEDGEMENT CUM CLEARANCE RECEIPT (FOR OFFICE USE ONLY)

The applicant does not have any unresolved issues as per my record and he/she was not involved in any untoward incident during his/her stay in the hostel.

Name of student: .....

Roll No.: .....

Sign. of Hostel Warden with date

The applicant does not have any pending dues in the Hostel and therefore he/she is cleared to withdraw from the Hostel.

Sign. of Dealing Assistant  
Hostel Management Committee

Sign. of Member Secretary/Chief Warden  
Hostel Management Committee