



INDIAN INSTITUTE OF TECHNOLOGY INDORE

HALL Office

Khandwa Road Simrol

Indore – 453 552

E-mail: hostel@iiti.ac.in

Contact: +91 (0) 7324 306 583

HALL OF RESIDENCE RULE BOOK

Hall Rules

As per the ruling of Supreme Court of India, ragging is illegal and punishable in strictest and most exemplary terms. The institute prohibits ragging in any form and reserves the right to punish the guilty in an uncompromising manner, which may include heavy fine, suspension or eviction from Hall premises with 24 hours' notice.

Prohibition/ Ban: Consumption or possession of narcotics or any other illegal substance¹ by the Hall residents in the campus is strictly prohibited. Failure to abide by this would lead to strict action by the Disciplinary Committee, IIT Indore resulting in suspension or expulsion.

Residents are expected to display an acceptable form of behavior, maintain discipline and decorum in the Hall. Students should not indulge in intimidating fellow resident(s), shouting at other resident(s), Hall(s), dining, and security staff and manhandling others.

Vandalism (or the wilful destruction or defacement of Hall and Institute property) is a very serious offence. This include acts such as pasting posters, graffiti, slogans, *etc.* Any damage to the Hall property must be reported immediately to the hall of residence administration. Intentional or reckless destruction of any Hall property on any pretext will be dealt severely and will result in fine.

The Hall authorities reserve the right to inspect the Hall and units without prior intimation and students are expected to cooperate.

Students should sign incident report (IRs) when approached by Caretaker/security personnel's for violating Hall rules.

Residents are not encouraged to swap their allotted rooms without written permission from the Hall of Residence administration.

Congregation of students must be avoided in a unit, stairs and corridors. Common areas should be utilized for any meeting related to students' activities.

Playing loud music, watching TV, and using music room are not permitted between 11.00 p.m. and 7.00 a.m. in order to ensure the comfort of residents.

Residents should use garbage bins for disposal of paper, plastics, *etc.* There should be no littering anywhere in the Hall premises.

Sports gear and musical instruments issued to the students are Institute property and should therefore be used for intended purpose in the common areas. These articles should not be carried to the individual rooms/units.

¹ As defined in Narcotic Drugs and Psychotropic Substances Act, 1985.

Switch off light, fans, and geysers and turn off taps when not in use, if any of these items are found running in your absence then a penalty will be imposed on the whole unit. Only Hall residents can participate and be members of the Hall Councils.

Use of room heater/ cooler*/ air conditioner is not allowed.

No one except the residents shall be allowed to stay in the allotted rooms/units.

Students are advised to approach Hall office and not to use social media/press as platform to address their grievance.

The Hall Office will issue a room key to each room of the allotted unit. Please ensure that the room assigned is locked while leaving for classes or during long absence. In case of loss of keys, a penalty of Rs.1500 will be imposed.

The allotment of the Hall Room is only for running academic session. Any student interested to stay during semester break will be accommodated on payment basis with the suitable recommendations through concerned discipline HoD.

*Coolers can be used by taking permission from Hall of Residence administration during summer on payment basis. It is the responsibility of the residents to buy and dispose after use of the coolers. Residents are not permitted to store any cooler after permitted time.

DO's and DON'Ts

- Do not play football, cricket, *etc.* in the Hall corridors.
- Do not skate, and cycle in the corridors and premises of the Hall.
- Do not operate any electrical equipment that are related to services and installed in the service floor (Terrace).
- Do not open any electrical shaft door/Sub-Distribution Board (SDB)/chambers/boxes.
- Do not enter the electrical panel room.
- Do report any defects/inconvenience related to light, fan, power points, fire alarm and lift to Hall office.
- Do not use defective electrical equipment.
- Do not leave rooms without switching off light & fans.
- For constructions, the construction agencies are using temporary power lines. Please do not touch any cables, wires *etc.* in the campus.
- Do not misuse appliances/furniture and other items provided by the Institute. It is the unit's responsibility to maintain them appropriately, failing which, the hall administration may withdraw the facility.

WHOM TO CONTACT

- In the event of proceeding on unscheduled leave on account of illness, family matter, *etc.* student must inform the Hall Office in writing or via email. An entry should be made in the register kept with the security guards at Hall Office while leaving- and after returning- to the Hall.
- Complaints regarding electricity, plumbing, and related matters can be reported on hall of residence portal.
- In case a resident feels threatened, being bullied by fellow student(s) and/or has any other grievance she/he may call, contact and write email to Hall office and Wardens at hostel@iiti.ac.in
- Residents can contact or email Wardens at hostel@iiti.ac.in for any Hall related matter.
- PHONE NUMBERS:

Office of Hall of Residence: +91-732 4306 583

OUT OF BOUND AREAS

The following areas are potentially unsafe for residents:

- Complete area of Main Receiving Stations, 6-pole structures and overhead HT line areas.
- Electrical Substations: ESS-13, ESS-7A, ESS-2 and ESS-5.
- All panels rooms inside all the buildings.
- The High Tension (HT) cable route.
- Forest area
- Students are advised not to venture in certain areas, demarcated with proper signages, at night.

VIOLATION OF RULES

- Any resident found violating rules would be solely responsible for his or her actions and the Administration will not be responsible for his or her safety and security.
- Fines for any violation of rules and damage to Hall property will be determined by the committee formulated by Hall Administration.
- In instances of damage to Hall property, non-switching of electricity points, *etc.* all the residents of an unit will be held responsible.
- The committee will decide the nature of violation and damage to Hall property (minor, extensive but reparable and irreparable). Minimum fine for minor, extensive but reparable or irreparable damage to Hall property is Rs. 3000, 5000 and 10000. respectively. Committee can also increase the fine depending on the nature & extent of violation and/or damage.
- Residents who fail to pay assessed charges may have their records flagged, which will reflect during the payment of the fees during the following semester.
- Repeated violation may lead to severe punishment including withdrawal of hall residence facility.



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DECLARATION

Name of the Student: _____

Parents Details:

Name: _____

Address: _____

Landline (with STD code): _____ Mobile1: _____ Mobile2: _____

Local Guardian:

Name: _____ Address: _____

Landline (with STD code): _____ Mobile1: _____ Mobile2: _____

(Any change in the Address or Phone No. of Parents/ Guardian should be updated at the Hall Office (hostel@iiti.ac.in) in order to maintain an up-to-date record of the resident student)

I/ We have read the Rules, and Advisories mentioned in HALL OF RESIDENCE RULE BOOK and understood them. I/ We hereby agree to abide by the same.

Date: _____

Signature of the Student: _____

Signature of the Parent/ Guardian _____