

# RULES AND REGULATIONS FOR HALLS OF RESIDENCE



HALL MANAGEMENT CENTRE  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR  
Kharagpur, West Bengal - 721302  
March 2024

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# RULES AND REGULATIONS FOR HALLS OF RESIDENCE

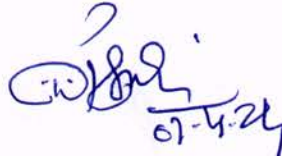
## 1. Preamble

The Indian Institute of Technology (IIT) at Kharagpur is the first in the chain of IIT system established by the Government of India with the specific purpose of providing engineering and technological education of internationally recognized standards of excellence. Founded in 1951, the IIT Kharagpur was declared an Institution of National Importance by the Indian Parliament in the year 1956. This Institution has not only been the pacesetter of the IIT system, but over the years, it has grown into the biggest and the most diversified higher technological Institution in India.

IIT Kharagpur is a residential Institute and maintains an adequate number of Halls of Residence (presently 26 in number) to accommodate around 16500 students enrolled for UG, PG and PhD programmes in a manner befitting the ideas, objectives and values of the Institute. All registered students are required, if not permitted otherwise, to stay in the **Halls of Residence** (also called **Halls**). The responsibility of administration of Halls of residence is vested by the Director on faculty members of the Institute designated as Wardens/Assistant Wardens. Such assignment is given as an additional responsibility to faculty members beyond their usual academic load. However, the regular activities of the Halls of residence are managed by full-time staff (managers/supervisors) under the guidance/instruction of Wardens/Assistant Wardens. The Wardens endeavor to make the Hall administration in an open system wherein every resident can participate in the decision-making process and its implementation through the Hall level Executive Council composed of Wardens and elected students' representatives. The management of the Halls of residence (such as maintenance, mess facilities, students' amenities, accounting, etc.) is centrally coordinated by the Hall Management Centre (HMC). The objectives of the HMC are:

- a) To provide the boarders with a peaceful and congenial environment and enable them to excel in their academics and personality development,
- b) To create an atmosphere of harmony, cooperation and confidence building among the boarders for achieving their potential to the fullest,
- c) To inculcate a sense of responsibility and discipline among the boarders in maintaining the Halls and mess facilities.

The boarders are expected to cooperate with the Wardens of the hall and the Chairman, HMC, for the smooth functioning of Halls of Residence. During the studentship at IIT Kharagpur, students must refrain from any action and activity that may prove to be a deterrent to the self-prestige, dignity, and social, cultural & religious convictions of their fellow students and other citizens. Hence, within the objectives of the education system of the Institute and the guidelines for its management, the rules and regulations for the management of Halls of Residence have been framed for the well-being of the students.

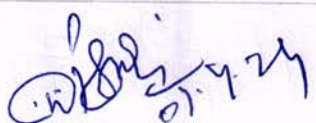
  
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## 2. Accommodation of Registered Students

All registered students are generally provided accommodation in Halls of Residence. The principles and procedures for allotment of Hall and Room are outlined as follows.

### 2.1 Hall allotment

- a) The Institute is fully residential in nature, and all registered students shall be required to reside in and be regular members of one of the Halls of Residence to which they are assigned at the time of registration. The Hall is assigned to the students at the time of registration through an automated computerized system-based allocation.
- b) At the time of admission, every student has to submit a written undertaking in the prescribed form, countersigned by their parent/guardian, to the extent that they would abide by the rules and regulations of the Hall.
- c) The Hall administration has the right to refuse admission to anyone and/or withdraw permission already granted if it is found that they have submitted incorrect information.
- d) Although every registered student of the Institute will be required to stay in one of the Halls of Residence, accommodation in a specific Hall or in a particular room cannot be claimed as a matter of right and accommodation will only be provided by the HMC, as per the guideline laid down by the HMC or the Senate of the Institute from time to time.
- e) Under special circumstances, the Director/Dean (SA) may permit a registered student to reside with their parent/guardian in the Institute campus or within a reasonable distance from the Institute. Such a student shall, however, notionally be attached to a Hall of Residence and shall be required to pay seat rents and other Hall Establishment charges as fixed by the Institute/HMC. However, this permission is subject to withdrawal at any time, based on the discretion of the Competent Authority, with valid ground.
- f) No married accommodation shall be provided to any student of the undergraduate courses. However, depending on the availability, married accommodation may be provided to married M.Tech./Ph.D./Q.I.P. scholars for residing with their family.
- g) Allotment will remain valid only for the period for which a student holds a valid registration for an academic programme of the Institute and for which seat rent and other establishment charges have been paid by the registered students.
- h) A student who is likely to register in the next academic session may be allotted another accommodation or permitted to retain his/her accommodation in the Hall of Residence as per the direction from HMC. During Summer/Winter Vacation, students may be allowed to stay in the Halls of Residence for valid reasons, such as academic work (engaging in project work or labs, appearing summer quarter, supplementary examination, etc) and organizing/participating events related to Gymkhana/CDC, with the approval of the competent authority (Head of the Academic Unit for academic purpose and Dean, SA for other purposes) and paying room rents on guest charge basis.

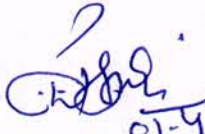
  
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Names of all such students should be forwarded by the Warden to the office of the HMC at the appropriate time.

- j) Notwithstanding the provisional allotment, occupation of rooms will be permitted only after the resident furnishes proof of having paid all previous arrears, if any, and Mess Advance and Hall Overhead Charges as fixed by the Institute. The manager/supervisor of the Hall with support of the part-time auditor will check and keep the documents of the proof of payment.
- k) A resident shall be required to vacate the room whenever he/she proceeding on academic work or on long leave outside the Institute premises for more than one month at a stretch. The belongings of the resident may, however, be kept under the custody of the Hall office or at their own risk. For depositing in the Hall office, the belongings should be locked properly (key should be kept with the resident only), and valuable items such as money, mobile phone, laptop, camera, original documents, jewellery, etc. should not be kept inside.
- l) Those students who will be debarred from staying in the Hall or who will remain absent for more than fifteen days without prior information to the Warden, in the presence of Security or any representative of them or themselves, will break the lock, open the room and after preparing a list of their belongings (deposit in the Hall Office), the room will be allotted to another student.
- m) The Hall accommodation may be provided to project staff, enrolled in and working towards a research degree in the Institute. If accommodated, they are required to pay all applicable fees and rents and any other charges as decided by the HMC. The project staff residing in a Hall is governed by the same rules and regulations as applicable to regular boarders of the Hall and shall not be eligible for HRA.
- n) Final clearance on completion of the course of studies will be given only when the resident vacates their room after clearing all the Hall Dues and completing all the requisite formalities.
- o) A resident has to vacate his/her room within ten (10) days after completion of all requirements for the Degree. The MS/PhD students have to vacate the room within ten days after the final thesis submission. Irrespective of the thesis submission during the semester period, they have to pay establishment charges for the whole semester. In special cases, where academic registration is waived for thesis submission, the student may be allowed to stay in the Halls of Residence on guest charge basis within the semester period for the thesis submission.
- p) In case of temporary withdrawal from the academic programme, the student has to vacate the room within 07 days of the approval of withdrawal.

## **2.2 Room Allotment**

- a) At the time of admission of a student into the Hall and at the beginning of every year, each resident is required to submit a duly filled-in prescribed Personal Data Form

  
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containing the current address, mobile and/or telephone number, and the e-mail address of the parents/guardian. Any change in this information at any point in time has to be intimated to the Hall office in writing. The students not furnishing right information at the time of admission or not informing the change of address (mobile and/or telephone number, and the e-mail address of the parents/guardian) immediately to the Hall office, will face disciplinary action as per rule.

- b) Allotment of rooms shall be the sole discretion of the Hall administration (comprising Warden/Assistant warden, Manager/Supervisor, and Hall Council), which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors, and objectives, e.g. fostering cross-cultural relationships or without citing any reason. However, Warden is the authority for the room allotment in the hall.
- c) Students must occupy the respective room allotted to them. Rooms, once allotted to the students for an academic year, will not be changed except under special situations. Under no circumstances should the inmates exchange seats/rooms without the permission of the Warden.
- d) In general, the senior students may be allotted single-seated rooms based on the availability. Multiple-seated rooms must be occupied by requisite number of students. This will be further subjected to any policy decision taken by the HMC.
- e) Inmates shall respect the equal rights of their roommates.
- f) In exigencies, the Hall Management, citing valid reasons, may shift inmates from one room to another or one hall to another.
- g) The students are entitled to accommodation in the Hall as long as they are full-time registered students. Accommodation will not be provided to withdrawal student and students whose registration is cancelled. Any student whose name has been removed from the Rolls of the Institute will automatically cease to be an inmate of the Hall. Such students shall vacate the hall within seven days.
- h) The Hall Management will provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as a table, chair, ceiling fan with a regulator, and reasonable light fitting.
- i) Before vacating the rooms, the students have to fill up the prescribed 'Room Vacating Slip' and submit this to the Hall office. The furniture, electrical installations, including the fan(s), and any other fixtures that were provided in the room, all have to be handed over in proper condition to the Hall Management at the time of vacating the room. If any damage to any item is found to have occurred, compensation as assessed by the Hall Management shall be recovered from the border concerned as per the relevant clause.
- j) During the summer break and winter break, the UG/DD students (up to 3<sup>rd</sup> year) shall vacate the room, and belongings should be kept in the store room under lock and key unless otherwise exempted.

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- k) The student willing to go outstation for academic purposes or to participate in various competitions or on personal cause has to submit the leave application (duly approved by the competent authority) to the Warden. The student will intimate the Warden and make an entry in the Outstation Register kept in the Hall office.
- l) From 11:00 PM to 6:00 AM, students should refrain from unnecessary noisy activities if these could potentially disturb other boarders.
- m) The student shall treat the staff and housekeeping staff of the Hall with due courtesy at all times. No tips in cash or kind should be given to the staff of the Hall. Any such demand should be immediately reported to the warden for necessary action.

### 3. Accommodation of Guests

Guest accommodation can be provided subject to the availability of guest rooms in the Halls of residence.

- a) If the father/mother/guardian of a boarder needs accommodation for a brief duration (specifically one or two days), it is mandatory for the boarder to intimate the Hall office, preferably two days prior to the anticipated occupancy date. The provision of accommodation to the aforementioned individual shall be contingent upon the availability of Guest Rooms within the respective Hall.
- b) During the check-in process of a guest, the host boarder is required to present the original and valid identity proof (such as Identity card, Adhar card, Passport, or Driving license) of the guest, along with the approval of the Warden/HMC.
- c) A boarder who intends to have their guests accommodated in the Guest Room of the Hall shall be responsible for remitting the guest charges in accordance with the rates established by the Hall Management Committee (HMC).
- d) Day scholars and other relatives of boarders are not permitted to stay in the Hall as guests.
- e) Entertaining unauthorized guests (guests without prior/proper approval and documentation) will lead to severe punishment, which may include a monetary fine and/or expulsion from the Hall.
- f) The rules and regulations of the Hall shall be equally applicable to the guests in adherence to the established guidelines and policies. No guest is permitted to stay in a boarder's room overnight.
- g) Upon conclusive determination that a visitor has indeed stayed overnight in a boarder's room, the boarder shall face severe consequences, which may entail both monetary

  
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penalties and potential expulsion from the Hall. Furthermore, such instances shall be referred to the Inter Hall Disciplinary Committee to initiate further requisite measures in accordance with the established protocols.

- h) If any damage is caused to the Hall property by the guests, compensation as assessed by the Hall Management, shall be recovered from the host boarder.
- i) Hall administration will not be responsible for any health/illness related matters pertaining to the guests during their stay period.

#### 4. Visitors

Visit of parents/guardians/relatives to meet the boarders of the Hall is permitted for short duration in a particular day.

- a) Visitors are allowed to enter the Hall up to the visitors' room only. Visitors to the Hall, including the parents/guardians, will have to make necessary entries in the Visitors' Book available at the Hall entrance with the security guards.
- b) The visit of male students to the girls Hall and vice versa may be allowed up to the Visitors' Room strictly between 7 AM and 10 PM only, upon proper entry in the security gate of the respective Hall with valid reason declared in the Visitors' entry book. Violation of this rule will lead to severe penalties and punishment, as decided by the Warden.

#### 5. Use of Appliances

- a) The use of minor electrical equipment such as electric kettle and induction heater is permitted in boarder's room with prior approval of the Warden. The charges for use of such equipment as fixed by Hall/HMC has to be paid by the student in appropriate head. Use of heavy electrical/electro-mechanical equipment and appliances, such as electric stove, electric heater, refrigerator, air conditioner, cooler, etc is strictly prohibited in or outside boarder's room. Private cooking in the rooms or anywhere in the Hall is not allowed. Any such appliance found in a Hall room will be confiscated and shall attract both a monetary fine and disciplinary action by the Hall Management.
- b) The use of audio systems, if they cause inconvenience to the roommates or other inmates, is not allowed. It will be confiscated and shall attract a monetary fine and or disciplinary action by the Hall Management.
- c) When the boarders go out of their rooms, they should switch off all the electrical/electronic appliances and preferably lock the doors (at all times). Violation of this rule will attract punishment as decided by the Hall Management.

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## 6. Mess Facility

The messing system in Halls of Residence plays a pivotal role in promoting student integration and cultivating a vibrant national culture. While acknowledging the diverse range of tastes and food habits among our student population, we embrace the challenge of creating a menu that caters to the unique preferences of each individual. The dedicated mess team tirelessly endeavors to accommodate various dietary needs and preferences, ensuring that every student feels valued and satisfied. Despite the inherent complexities, the Halls of Residence spare no effort in providing exceptional quality and healthy meals that contribute to the overall well-being and contentment of our esteemed boarders. The regulations of the mess are as follows:

- a) The Halls are meant for both boarding and lodging. No one is permitted to use the Hall for boarding or lodging only.
- b) Once a student is admitted to a Hall, they are deemed to have become a member of the Hall Mess until they officially vacate the Hall.
- c) Food is usually served with the discretion of Hall Administration four times a day i.e. breakfast, lunch, snacks and dinner as per the following timings:

Breakfast	6.45 AM to 9:00 AM
Lunch	11.45 AM to 2:30 PM
Tea/Snacks	5:00 PM to 6:30 PM
Dinner	7.15 PM to 9:15 PM

- d) The mess is managed by the Hall Mess Committee consisting of  
Warden: Chairperson  
Assistant Warden(s): In-Charge  
General Secretary (s) Mess: Elected by the Hall boarders (Ex-Officio)  
Two or more regular boarders: Nominated by the Warden in consultation with the Assistant Warden(s) and the General Secretary (s) Mess.
- e) The Mess in each Hall functions as a single integrated unit with appropriate arrangements and segregation incorporating vegetarian and non-vegetarian cuisine and shall not under any circumstances be subdivided into sub-units. The Mess provides both vegetarian and non-vegetarian foods.
- f) The weekly/monthly menu is prepared by the Mess Committee through General Body Meeting (GBM) and the menu is displayed on the Notice Board and circulated among the boarders. Changes in the menu, if necessary, can be made by the Mess Committee.
- g) Discipline should be maintained in the dining hall.
- h) Day Scholars or any other guests are not entertained in the hall mess on a regular basis.

  
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- i) Food is not served in rooms, and the inmates are not supposed to take food from the dining hall to their rooms. If an inmate is ill, the Hall Management will make necessary arrangements for their food.
- j) The inmates barring the authorized persons (Hall Administration and Student Representatives), should not enter inside the kitchen.
- k) It is expected from all the boarders to understand that wastage of food is a social crime. All boarders are encouraged to prevent food wastage, while the mess committee shall take the necessary initiatives to instil such values among boarders of their respective halls and hold them accountable for persistent wastage.
- l) Every UG/PG/PhD student in the hall should do mess duties to overlook proper functioning, rationing, general hygiene and cooking of food as assigned by the Mess Committee from time to time. Students not doing such duty will be imposed fines.
- m) Mess is compulsory for all boarders. Boarders who are expected to remain away from the Institute for five days or more continuously for academic purposes or medical reasons are eligible to get a mess rebate. However, they have to submit the leave application form (duly approved by the competent authority) to the Warden at least two days in advance.
- n) The boarder can give the complaint related to mess in the complaint register placed in the dining hall. The complaint can also be communicated through email or phone message to the Mess committee for mess-related issues.
- o) The mess committee (GSec mess and members) check the complaint register on a daily basis and resolves the issue through the manager/supervisors of HMC run mess and outsourced service provider for the private mess. The issues are reported to Assistant Warden (Mess) and/or Warden for necessary action.
- p) Hall-level unresolved issues are reported to HMC for necessary action.

## 7. Maintenance and Cleanliness

The cleanliness of various areas such as rooms, mess, kitchen, store rooms, corridors, washrooms, hall premises, playgrounds, gardens, and other common facilities, along with the maintenance of essential amenities like mess/kitchen equipment, water purifiers/coolers, furniture, and more, holds paramount importance in ensuring a healthy living environment.

- a) It is the responsibility of the Hall Management to oversee and ensure the general maintenance and cleanliness of the Hall premises, including the building, rooms, corridors, common facilities, courtyards and washrooms. All boarders are expected to whole-heartedly cooperate in these endeavors.

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- b) The maintenance is managed by the Hall Maintenance Committee consisting of  
 Warden: Chairperson  
 Assistant Warden(s): In-Charge  
 General Secretary (s) Maintenance: Elected by the Hall boarders (Ex-officio)  
 two or more regular boarders: Nominated by the Warden in consultation with the Assistant Warden(s) and the General Secretary (s) Maintenance.
- c) The boarders can raise their complaints related to maintenance in the complaint register placed in the Hall office. The complaint can also be communicated through email or phone message to the Managers/Supervisors for maintenance.
- d) The Hall office (manager/supervisor) checks the maintenance complaint register on a daily basis and forwards the complaint to the concerned sections (civil/water/electrical/sanitary/network) and follows up on the same.
- e) The issues are reported to Assistant Warden (Maintenance) and/or Warden for necessary action.
- f) Hall-level unresolved issues are reported to HMC for necessary action.

## 8. Hall Management and Disciplinary Committee

The Warden, Assistant Warden(s) and Hall Council are collectively referred to as *Hall Management*, who takes the lead for the proper functioning of the Hall with the maintenance of discipline. The committees for the Hall management and discipline are as follows:

### 8.1 Wardens' Council

Wardens of all the Halls shall collectively constitute the *Council of Wardens* (referred to as *WC*), which is the coordinating body among all the Halls of the Institute. The Chairman, HMC, is the ex-officio Chairman of the WC, supported by the Coordinating Wardens. Dean (SA) and Associate Dean (SA) are permanent invitee to the WC.

### 8.2 The Hall Management Committee

The authority and responsibility for the handling and supervision of maintenance, general amenities, and financial accounts at the inter Hall level within the Halls of Residence are entrusted to the Hall Management Committee (HMC). The executive leadership of the HMC rests with the Chairman, who is granted the financial and administrative authority equivalent to that of the Dean. In addition to the Chairman, the Hall Management Committee comprises the Dean (SA), as the ex-officio Co-Chairman of the Committee and five representatives of the Wardens (Coordinating Wardens) and one student representative. The five Coordinating Wardens entrust with centrally coordinating the activities of Mess, Maintenance and Hall Allotment. The Vice President (TSG) is the ex-officio representative of the students. The HMC has a standing Mess Committee, Maintenance Committee and Allotment Committee headed by the Coordinating Wardens.

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### **8.3 Hall Council**

Every academic year, in accordance with the established rules and regulations, a Hall Council (HC) is constituted in each Hall with the purpose of supporting the Wardens in the planning, management and execution of Hall activities. The selection of all HC members is conducted through a democratic electoral process, wherein they are elected by the boarders of the Hall in accordance with the notification issued by the HMC. The election process is meticulously overseen by an election committee constituted by the Warden. The HC members, Eligibility to contest in election, duties & responsibilities, and fund utilization are as follows

#### **HC members:**

- a) Hall President- 1 post
- b) Second Senate Member-1 post
- c) General Secretary (Mess)
- d) General Secretary (Maintenance)
- e) General Secretary (Sports & Games)
- f) General Secretary (Technology)
- g) General Secretary (Social & Cultural)
- h) General Secretary (Students' Welfare)
- i) General Secretary (Alumni Affairs)

Additional positions, if essential, can be constituted at the Warden's discretion with information to HMC. The number of posts for different General Secretaries may be decided as per the boarders strength under the discretion of the Warden. The minimum number of such posts is one.

#### **Eligibility to Contest HC Election**

- a) The contestant must be a regular student and boarder of the designated Hall of Residence.
- b) Absence of any criminal records, disciplinary actions, fines imposed by the Hall/Institute, or any ongoing proceedings against the contestant is required.
- c) The contestant must not have repeated any Semester.
- d) The minimum average CGPA requirement for eligibility is 7.0 or higher.
- e) The contestant must not have outstanding dues pending in the Institute / Hall.
- f) All boarders are eligible to contest.

#### **Functions of the HC**

- a) Hall Council members work towards the general welfare of the boarders and Hall at all times.
- b) With collaboration and consultation of the boarders, the HC may take the lead in organizing Hall level events such as Illumination, Rangoli, Sports, Olympiads, other activities, etc., for integrated professional development of the boarders.
- c) Hall Council members organize various events and activities in the Hall according to their portfolios and the general welfare of the students and engaging the community. The HC should take prior approval from Wardens for organizing any such event in the Hall.

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- d) Hall Council members (GSec mess and members) check the mess complaint register on a daily basis and resolves the issue through the manager/supervisors of HMC-run mess and outsourced service provider for the private mess. The issues are reported to Assistant Warden (Mess) and/or Warden for necessary action.

### **Functions of the Office Bearers**

#### **Hall President**

- a) The Hall President (HP) shall bear the responsibility, throughout his/her tenure of office, for the effective implementation of activities that have been recommended by both the General Body and the Hall Administration.
- b) The HP, if in attendance, shall assume the role of presiding over all meetings held by the Hall Council and the general body meetings of the association. In the HP's absence, the Second Senate Member (SSM) shall be entrusted with the responsibility of conducting the meetings.
- c) The HP holds the authority to request the SSM and the General Secretaries to conduct the meetings of the Hall Council and the General Body Meeting if necessary.
- d) The HP shall maintain regular communication with the Warden, ensuring the timely dissemination of all decisions made by the Hall Council and providing comprehensive updates regarding the activities taking place within the Hall.
- e) The HP shall coordinate the activities of the General Secretaries.
- f) The HP in close collaboration with the Hall Council, shall meticulously organize and execute all significant functions of the Hall smoothly.
- g) The HP shall diligently formulate and present a comprehensive budget, encompassing all items not included in the General Secretaries' budget, and allocating appropriate provisions for contingencies.
- h) The HP shall represent the hall in all students' senate meetings.

#### **Second Senate Member**

- a) Along with the HP, the Second Senate Member (SSM) represents the Hall in the Student Senate of the Institute.
- b) They shall be the officiating President of the hall in the absence of the HP.
- c) They should assist the HP in their functions and in the execution of Hall activities.
- d) They shall be responsible for the execution of activities recommended by the General Body and Hall Administration.

#### **General Secretaries**

- a) The General Secretaries shall assume the responsibility of organizing and coordinating events falling within their respective portfolios. This entails planning, executing, and evaluating activities related to the mess, maintenance, sports and games, technology, social and cultural, students' welfare, alumni affairs, etc..
- b) The General Secretaries can nominate Secretaries who must be a regular boarder in their respective committees with advisory of the Hall Administration. The General Secretaries are entrusted with the task of coordinating and overseeing the activities of the secretaries

  
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- operating under their specific portfolio. They shall provide guidance, and support, and ensure effective communication within their respective teams.
- c) The General Secretaries shall advise the HP regarding matters falling under their portfolio, assisting in the planning and execution of meetings, discussions, and decisions related to their specific area of responsibility.
  - d) It is the duty of the General Secretaries to appoint capable individuals as captains for inter-hall events falling within their respective portfolios. They shall identify suitable candidates and ensure their active involvement in coordinating and representing the hall in inter-hall competitions.
  - e) The General Secretaries play a crucial role in encouraging and motivating students to participate in Open-IIT and inter-hall general championship events related to their portfolios. They shall actively promote student engagement and foster a culture of participation and enthusiasm within the hall community.

#### Duties of the HC members

- a) In the instances of vacancy in any of the offices which have been uncontested for, in the Hall Elections, Hall Council, with the consent of the person to be nominated, and in consultation with the Wardens, nominate members to fill those offices.
- b) Hall Council members (GSec maintenance and members) take care of the general maintenance and cleanliness of the Hall premises, including the building, rooms, corridors, common facilities, courtyards and washrooms. All boarders shall wholeheartedly cooperate in these endeavors.
- c) For health issues of any boarder (physical or mental), the HC and GSec, Welfare actively coordinates with managers/supervisors of the Hall for need-based action (informing the warden, providing immediate care, calling an ambulance, accompanying to the hospital, etc.) for the wellbeing of the concerned boarder.
- d) For emergency health issues of any boarder, the HC (GSec, Welfare) reports to Hall security, managers/supervisors, wardens and emergency contact of the Hospital.
- e) To prioritize individual privacy and well-being, GSec Welfare shall maintain strict confidentiality regarding a person's mental health issues when the individual explicitly expresses their desire to keep it private and demonstrates the capability to self-manage their well-being. G Sec Welfare should analyze and classify the problem and, if deemed necessary, act according to Standard Operating Procedures.
- f) Hall Council members should behave courteously with boarders, staff and Wardens.
- g) Hall Council members should not indulge in any kind of financial or any other irregularities.
- h) Any Hall Council office bearer can be relieved from their duty if deemed necessary by Warden and General Body after a GBM, where, if  $\frac{2}{3}$  of the General Body supports the relieving. After the suggestion of GBM, final decision lies on the discretion of Warden.
- i) The General Body may remove any one or all the Hall Council office bearers by a  $\frac{2}{3}$  majority in General Body Meeting (with quorum being  $\frac{2}{3}$  of the General Body) after the office bearer/ bearers has/have been given opportunity to defend herself/ themselves against specific charges. The meeting under such a condition must be held within 72 hrs notice and the above mentioned charges stated publicly.
- j) If any office-bearer intends to resign, they shall forward in writing to the warden, giving 15 days notice. The warden shall then nominate on the Hall council's advice and remaining HCM's to be in charge of the vacant post till the new office bearer is

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nominated. In case the resignation being that of the HP, the warden shall call for the fresh election of the post.

#### **HC Fund Allocation & Utilization**

The HC fund is to be decided by the HC in consultation with Warden from time to time, collected by the Institute and transferred to the Hall account. Hall Purchases are made by the Hall Administration with the permission of the Warden following all Institute purchase rules, and these are audited by duly authorized persons every year. After formulation and presentation of the budget by the Hall Council and approval by the Hall Administration, the annual budget has to be presented before General Body Meeting (GBM). A consolidated statement for the year shall be presented by HC in the closing GBM of the Hall.

- a) All the Hall purchases are to be done by HC with the prior approval of the Warden.
- b) The upper limit of fund allocation for a particular event is to be proposed by the Hall Council and further fixed by the Warden's team of the respective Hall/HMC
- c) The HMC should audit all spending of the Hall authorized auditor/s.

#### ***8.4 Hall Executive Committee***

Each Hall of Residence is managed by the Hall Executive Committee (HEC), consisting of the Warden, Assistant Wardens, and the HC as elected students' representatives (President, Second Senate Member, and General Secretaries). The Warden is the Chairman, and the Hall President is the Convener of the HEC.

#### ***8.5 Disciplinary Committee***

The Hall level and Institute level Disciplinary Committees are constituted for the maintenance of discipline in the Institute. After receiving any complaint (verbal, written or hearsay), the committee looks into the allegations, evaluates them, conducts the enquiry, and after establishing with reasonable convictions, the prima facie validity (of the allegations), imposes penalties/punishment to the boarders as per the conduct and discipline rules.

***The constitution of the three Disciplinary Committees, Anti-ragging Committee and Anti-ragging Squads are as follows:***

##### **8.5.1 Hall Disciplinary Committee (HDC)**

- a) Warden of the Hall – Chairperson
- b) Assistant Warden (Mess) of the Hall – Convener
- c) All other Assistant Wardens – Members
- d) President of the Hall Council – Member
- e) The SSM of the hall will be a member in case disciplinary action is initiated against the President of the Hall Council
- f) General Secretary (Maintenance) – Member
- g) General Secretary (Mess) – Member
- h) Hall Manager and/or Hall Supervisor – Member(s)

  
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### 8.5.2 Inter-Hall Disciplinary Committee (IDC)

- a) Chairman, HMC - Chairman
- b) Coordinating Warden, Maintenance, HMC – Convener
- c) All other Coordinating Wardens, HMC – Members
- d) Warden(s) of the involved Halls of Residence – Member(s)
- e) Vice President Technology Students' Gymkhana – Member
- f) UG/PG/RS Representative in Senate (Depending on the type of student involved) – Member
- g) Woman student Representative in Senate (in case the complaints involve any female students) – Member
- h) Assistant Warden (s) of the involved Halls of Residence – Special Invitee(s)

### 8.5.3 Institute Disciplinary Committee (DC)

- a) Dean, Students' Affairs - Chairperson
- b) Dean, Faculty of Engineering and Architecture - Member
- c) Dean, Faculty of Sciences - Member
- d) Dean, Faculty of Bio-Technology and Bio-Sciences - Member
- e) Senate Nominee(Faculty) - Member
- f) President, Technology Students' Gymkhana – Member
- g) Chairman, HMC – Member
- h) Warden of the respective Hall of Residence - Member
- i) Associate Deans of Students' Affairs - Members
- j) Vice President, Technology Students' Gymkhana - Member
- k) UG/PG/RS representative in Senate(Depending on the type of student involved) - Member
- l) Women student representative in Senate (in case the complaints involve any female students) - Member
- m) Assistant Warden(s) of the involved Halls of Residence - Special Invitee(s)
- n) Deputy Registrar, Academic - Member Secretary

### 8.5.4 Anti-Ragging Committee

- a) Dean, Students' Affairs - Chairman
- b) Dean, Faculty of Engineering and Architecture (FoE&A) – Member
- c) Dean, Faculty of Sciences (FoS) – Member
- d) Dean, Faculty of Bio-Technology and Bio-Sciences (BTBS) – Member
- e) District Magistrate, Paschim Midnapore or his/her representative - Member
- f) Associate Deans, Student Affairs - Members
- g) Chairman, HMC - Member
- h) President, Technology Students' Gymkhana – Member
- i) Warden(s) of the Respective Halls of Residence – Member(s)
- j) Vice President, Technology Students' Gymkhana - Member
- k) Senior Security Officer - Member
- l) Head, B.C. Roy Technology Hospital (BCRTH)- Member
- m) Deputy Registrar, Academic - Member Secretary.

**Note:** The committee to deal with specific offences of boarders is elaborated in the section 'Disciplinary Measure'. The boarders not satisfied with the decision of a particular Committee can approach the upper committees (HDC-IDC-DC) for a review of the decision.

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### 8.5.5 Anti-Ragging Squad (Institute level)

- a) Associate Dean of Students' Affairs (nominated by Dean, Students' Affairs) - Chairman
- b) Other Associate Dean of Students' Affairs – Member(s)
- c) Chairman, HMC – Member
- d) Wardens of all the Halls of Residence - Members
- e) President, Technology Students' Gymkhana – Member
- f) Vice-President, Technology Students' Gymkhana – Member
- g) Assistant Wardens of the Halls of Residence – Special Invitee

### 8.5.6 Anti-Ragging Squad (Hall level)

- a) Warden of the Hall – Chairman
- b) Assistant Warden (Maintenance) of the Hall – Convener
- c) All other Assistant Wardens – Members
- d) President of the Hall Council – Member
- e) Second Senate Member of the Hall Council - Member
- f) General Secretary (Students' Welfare) – Member
- g) One student of the Hall (Not a member of the Hall council) to be nominated by the Warden – Member
- h) Hall Manager and Supervisor – Member(s)

## 9. Duties of Hall Manager/Supervisor

Hall Managers and Supervisors are full-time staff appointed by the Chairman, HMC to manage the day-to-day functioning of the Hall. The duties of the Manger and Supervisors are as follows:

- a) They shall have charge of the rooms and will assist the Warden in the allotment of the rooms to boarders.
- b) They are responsible for the allotment, supervision and execution of the work of all employees of the Hall working under them. They should ensure the Room No. update in ERP for every boarder.
- c) They should ensure proper cleaning of the room soon after vacated by the boarders. The room should be locked and the key must be kept in hall custody. Again the cleanness of the room to be checked while handing hover the key to the next allotted boarder. A "Room allotment document" showing the fixed furniture/assets/any other materials handed over to the boarder to be signed by the boarder instantly at the time of allotment and the original copy the document to be stored in hall office. All the original signed "Room Allotment document" to be scanned and stored in electronic file.
- d) They are the Caretaker of the Hall and shall have, under their custody, the furniture, fittings, and such other hall properties as may be assigned under their charge.
- e) They maintain an inventory of all the furniture and their repairs and make periodic checks to prevent the misuse of Hall property.

  
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- f) They maintain the inventory of all the equipment, machines and other items given to the mess contractor.
- g) They maintain stock registers of consumable and non-consumable items received from HMC/Institute and for items purchased from other sources.
- h) They shall be responsible for the maintenance of the Hall and its properties, cleanness and hygienic condition inside the Hall premises.
- i) They are responsible for the cleanliness and hygienic conditions in the kitchen and the dining hall as well as the cleanliness and proper upkeep of the Hall and its premises.
- j) They check the maintenance complaint register on a daily basis and forward the complaint to the concerned sections (civil/water/electrical/sanitary/network) and follow up the same.
- k) They check the mess complaint register on a daily basis and resolve the issue through the mess committee of both HMC & Outsourced mess. The issues are reported to Assistant Warden (Mess) and/or Warden for necessary action.
- l) They shall indent, in consultation with the Assistant Warden (Mess)/ Mess Secretary and the Supervisor, all materials and raw foodstuff.
- m) They are responsible for the prevention of wastage and pilferage of raw and cooked food materials.
- n) They assist the Assistant Warden (Mess) in calculating Mess Bills and in stock-checking.
- o) They are responsible for the maintenance of the leave account of all employees under them and such other Institute employees attached to the Hall as may be assigned by the Warden.
- p) They assist and co-operate with the Maintenance Secretary in matters concerning the general maintenance and sanitation of the Hall premises and for running of the cycle sheds.
- q) They maintain the correspondence, receipt and dispatch of Dak.
- r) They supervise, in consultation with the Warden, the work done by the daily laborers who might be employed as and when required.
- s) They bring to the notice of the Warden any major maintenance/mess problem or misuse of the Hall Property.
- t) They are responsible to the Warden in all matters connected with the smooth running of the Hall, including the mess.
- u) They should behave courteously with Wardens, Boarders, Staff and Workers.
- v) For general health issues of any boarder (physical or mental), they coordinate with HC (GSec, Welfare) for the need-based action (informing warden, immediate care, calling an ambulance, accompanying to hospital, etc.) for the well-being of the concerned boarder.

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- w) For emergency health issues of any boarder, they act accordingly for immediate attention/care and inform the Wardens, Security, and Chairman/Coordinating Wardens (HMC) at the earliest.
- x) They are responsible for keeping the arrangement in the Hall as may be required for any emergency health-related issues (First aid box, clean bed sheet & towel, sanitary hand gloves, face masks, etc.).
- y) They carry out such other duties and shoulder such other responsibilities as may be assigned to them by the Warden according to the exigencies of the situation.
- z) If the Manager is on leave, the supervisor will discharge all their duties and responsibilities and vice versa.
- aa) In the absence of both Manager and Supervisor due to official leave, sickness or rest, they will transfer all their duties and responsibilities to the Manager/Supervisor of another Hall in consultation with the Warden.

#### **10. Duties of Hall Accountant-cum-Clerk**

The hall account-cum-clerk are regular staff of the Institute who are employed as part-time staff of the Hall by the Chairman, HMC. The duties of the account-cum-clerk are as follows:

- a) With support of manager/supervisor of the Hall, they enter the Room No. of every boarder in ERP data base at the beginning of every semester and as and when new boarders enter the Hall.
- b) They are responsible to prepare hall budget balances and maintain receipt registers for all accounts.
- c) They are responsible to upload the HMC fees of boarders in ERP at the appropriate time.
- d) They ensure that the money realized is deposited into the Bank Account on the next working day.
- e) They maintain the Cash Book and submit this to Manager/Warden for check and signature every 15 days.
- f) They maintain all paid vouchers and receipts in respect of each payment.
- g) They are responsible for the timely verification of bank statements and annual accounts.
- h) They check and verify the bills of suppliers and put it up to the Warden for the payment order. They also check the entries made in the mess stock register to ensure that no duplicate payment is made.
- i) They prepare cheques for payment to the suppliers / any other persons. The payments made to the suppliers are noted in the Register and balanced periodically.

  
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- j) They maintain the Register for temporary advances and imprest accounts.
- k) They perform any other job assigned by the Warden.

## **11. Responsibilities of Wardens & Assistant Wardens**

The Director of the Institute appoints faculty members of the Institute as *Warden and Assistant Wardens* of a Hall, who shall be the highest authority of the Hall responsible for managing and conducting the affairs of the Hall. Such assignment is given to the faculty member as an additional responsibility beyond their usual academic load. Wardens are the local guardians of the students and take care of the general well-being of the boarders.

### **11.1 Warden**

- a) The Warden in a Hall is the principal authority in all matters relating to resident students' welfare, their discipline, and mess, as well as the administration and security of the particular Hall. The Warden shall be responsible to the HMC Chairman for the proper maintenance and management of the Hall and of its attached mess.
- b) To assist the Warden, each Hall has Assistant Wardens, appropriate full-time staff (Manager/Supervisor) to look after general administration, mess, common facilities (library, common room, server room etc.), health and recreational facilities, and overall maintenance and sanitation.
- c) For emergency health issues of any boarder, the Warden informs parents/guardians of the boarder, Chairman (HMC), and Dean (SA) instantly for necessary action.
- d) The Warden chairs the meeting of the HC in the Hall, which is held as regularly as may be necessary, but at least once a month.
- e) The Warden can take disciplinary action against boarders, staff, and other workers as per the Rules & Regulations. Unresolved issues are reported to the Chairman (HMC)/Dean (SA) for necessary action.
- f) The Warden can transfer a resident from one wing of the Hall to another or one room to another within the Hall. The allotment of the room to the students is under sole discretion of the Warden.
- g) The Warden regulates expenditure of the authorized/approved Hall budget (HoH and Hall Council Budget) and for timely adjustment of temporary advances.
- h) The Warden is responsible for the maintenance of hall accounts and funds and the withdrawal of funds for emergency purposes (in consultation with the Chairman HMC and in information to the Hall Administration).
- i) The Warden can sanction a refund of all kinds of security money.
- j) The Warden secures the timely completion of and examines the bank reconciliation statement of all accounts pertaining to the Hall.

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- k) The Warden is the signing authority for cheques and payments of all accounts pertaining to the Hall.
- l) The Warden can recommend overtime in accordance with rules.
- m) The Warden can sanction or recommend leave in respect of mess and other staff of the Hall as per delegation of authority given under Rules & Regulations
- n) The decision of the Warden is final and binding in respect to the administration of the Hall.
- o) The Warden normally takes any other responsibilities entrusted by the Chairman HMC or Institute Authority.

### ***11.2 Assistant Warden (Mess)***

- a) With the assistance of the Mess Committee, they regulate the functioning of the mess and the working of the Mess Managers/Supervisors, Cooks and Helpers under their charge.
- b) They keep a watch over the cleanliness and hygiene of the dining hall, the kitchen and the mess premises.
- c) They conduct regular inspections of the kitchen room and the dining hall, especially when the residents take their meals.
- d) They enforce discipline and decorum in the dining hall.
- e) They check the mess complaint register and take necessary action.
- f) They supervise the system of purchases and maintenance of standards of mess stores, provision etc.
- g) They ensure the correctness of receipts and issues of mess stores, crockery etc. and of the stock balance and attests all entries in the relevant stock register.
- h) They check the valuation of the closing stock.
- i) They ensure that stores are kept in good and efficient condition.
- j) They check and certify the bills received from suppliers with reference to the stock register.
- k) They investigate cases of shortage/excess of stores.
- l) They examine the monthly income and expenditure statement of the Mess in case it is run by the HMC.
- m) They recommend to the Warden for a mess rebate of boarders if applied as per rules.

  
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- n) They may stop mess facilities in respect of boarders defaulting payment of mess bills and recommend action to the Warden for eviction.
- o) They stop mess facilities in respect of those who have vacated the Hall or have been evicted.
- p) They may allow students to use mess facilities on a temporary basis (maximum one month) on payment of the required mess deposit in advance at the hall account.
- q) They check the deployment of Cooks and Helpers on daily wage and overtime when necessary as per rules.
- r) They make recommendations to the Warden about the refund of mess security to students.
- s) They arrange disposal of utensils, crockery etc. and ensure the depositing of sale proceeds in the appropriate head of account.
- t) They approve extra duty allowance to Mess Managers.
- u) They ensure the required number of mess staff in every shift provided by the HMC/outsourced service provider.
- v) They co-chair the meetings of the Mess Committee and act as a member of different purchase committees of the Hall.
- w) They approve the regular menu and special dinners in the Hall.
- x) They take the responsibilities as entrusted by the Warden from time to time.

### ***11.3 Assistant Warden (Maintenance)***

- a) They are responsible for all matters relating to hygiene, sanitation, and cleanliness of the hall in consultation with/ upon the advice of the Warden.
- b) They inspect the work of the sanitation/cleaning staff, keep control over their attendance and facilitate sending the attendance to HMC.
- c) They inspect the given infrastructure in rooms and hall premises.
- d) They facilitate necessary infrastructure in rooms and hall premises.
- e) They look after the maintenance and repair of common facilities in the hall.
- f) They coordinate with CCM and other sections of the institute for necessary maintenance and construction works.
- g) They act as a member of different purchase committees related to the Hall.
- h) They check the complaint register regularly and take necessary action.
- i) They co-Chair the meetings of the Maintenance and Sanitation Committee

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- j) They arrange the disposal of junk materials (old/unclaimed cycles, non-usable materials etc.) and ensure the depositing of sale proceeds in the appropriate head of account.
- k) They recommend a proposal to the Warden regarding overtime to concerned staff when absolutely essential.
- l) They check and certify the bills/materials received from suppliers/HMC with reference to the stock register.
- m) They take the responsibilities as entrusted by the Warden from time to time.


## 12. Boarders Leave and Vacation Stay

- a) Boarders are not permitted to stay outside the-Campus during Institute security campus timings without prior information to the Hall office.
- b) A Boarder who wishes to go on leave during the semester period, has to submit the leave application (duly approved by the competent authority) to the Warden in advance. The leave application format is available in the Hall office and HMC website.
- c) During the vacation period, if a boarder wishes to stay in the Hall of residence for academic or any other valid reason, has to submit the vacation stay form (duly approved by the competent authority) to the Warden in advance. The vacation stay format is the available in Hall office and HMC website.
- d) A boarder who wishes to go out-of-campus during holidays or weekends has to submit the out-of-campus approval form in the security control room and put the necessary exit and entry date/time. The boarder also has to enter all information of out-of-campus in the register maintained in the Hall office. The out-of-campus approval format is available in the Hall office and HMC website.
- e) A boarder wishes to go out to the city/town between 6.00 AM and 9.30 PM, excluding the class hours, has to enter the information in the register maintained in the Hall office.

## 13. Code of Conduct for Boarders

The Institute believes in treating its students like young adults. In general, most students find life orderly and congenial on campus. While the students, as adult citizens of the country, enjoy their rights, they also are expected to be aware of their responsibilities. The Institute does not support any act that is illegal as construed by the law of the land. As adults, the students are expected to have a fair sense of which act is legal and what is illegal.

They should conduct themselves both inside and outside the Institute in a manner that is befitting an institute of this stature. In addition to being mature and responsible in conduct, the students are expected to respect the rights of the other members of the IIT community. The Institute encourages an all-round development of students' personalities and their progressive and creative thinking. In order that students effectively discharge civic

  
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responsibilities, the Institute sets its own terms of conduct that must be adhered to by the students. The Institute can take action, if these terms are violated, through different Committees.

Students should show due respect to the teachers of the Institute, the Wardens of the Halls of Residence, the Sports Officers of the Gymkhana and the Officers of the National Cadet.

Corps. Proper courtesy and consideration should be extended to the employees of the Institute and of the Halls of Residence. They shall also pay due attention and courtesy to visitors.

Specific Conducts and Discipline to be maintained are as follows:

- a) All boarders are required to maintain standards of behavior expected from students of an Institute of National Importance. They are expected to behave courteously and fairly with everyone inside and outside the Halls and campus.
- b) Modesty in dress is expected from students. All the students should wear dresses befitting to the Institution of National Importance.
- c) All boarders are required to produce, whenever asked, their valid identity cards issued to them by the Institute.
- d) The rooms, common areas, and surroundings of the Hall should be kept clean and hygienic.
- e) Notices must not be pasted on walls. Walls must not be scribbled on or pasting any posters or pictures.
- f) A room is allotted to a boarder on their personal responsibility. They must take care of the cleanliness and maintenance of their room with support from Hall management.
- g) Boarders must also take care of the Hall and its environment.
- h) If any maintenance work (Civil, Carpentry, Electrical, Sanitation, etc.) is required to be carried out in the rooms, corridors, wash rooms or any other place in the Hall premises, boarders should bring it to the notice of the Hall Management.
- i) Boarders must cooperate in carrying out maintenance work and vacate their rooms completely when the Hall Management requires the rooms for this purpose. On such occasions, the Management shall provide alternative accommodation preferably in the same hall as per availability or elsewhere.
- j) The resident of a room is responsible for any damage to the property in the room during their occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the Hall Management shall take disciplinary action, including levying a monetary penalty equal to the market price of the item.

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- k) In case of any damage or loss of Hall property kept in the common area, the cost of repairing/replacing the same will be recovered from the boarders responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the boarders of the wing/Hall, as decided by the Hall Management.
- l) The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the Hall, the occupant of the room shall hand it over to the Hall staff (Manager/Supervisor), failing which they will be charged a penal rent as decided by the Hall Management.
- m) The boarder shall not remove any fitting or fixture from any room or common area.
- n) The boarders will be responsible for the safekeeping of their own property. In the event of loss of any personal property of a boarder due to theft, fire or any other cause, the Hall Management shall in no way be considered responsible.
- o) Boarders are not permitted to ride motorized vehicles inside the campus. However, for special cases, permission must be obtained from the competent authority.
- p) Boarders should refrain from indulging in any act of Cybercrime and violating the code of internet use.
- q) Boarders should not participate in any anti-national, anti-social or any other undesirable activity within or outside the campus.
- r) The boarder shall not indulge in any act of uploading derogatory remarks or images ridiculing a person in the eyes of the Institute or any other person, and such instances will invite disciplinary action.
- s) The boarder shall not indulge in any political or communal activity which is detrimental to law and order and which may hinder harmony in the vicinity. Boarders shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters which may disrupt the peace and harmony.
- t) Boarders should not be involved in activities punishable under the Indian Penal Code. The convictions under the same will lead to termination of student status.
- u) The boarder should refrain from discussing internal matters of Hall or giving any information or interview regarding Hall to any member of the Press, Print Media, Radio, Television or any other media or making any speech containing any information regarding the Hall without prior approval of Warden/Competent Authority.
- v) The boarder should not be involved in any form of ragging activities which shall attract disciplinary action.

**According to the Honourable Supreme Court of India**, ragging means “Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student, or asking the students

  
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to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student". Please understand the Anti-ragging regulations and measures of the Institute.

W. The boarders should not be involved in any form of sexual harassment which shall attract disciplinary action. Please follow the Institute guidelines to prevent gender discrimination and sexual harassment.

X. In the Hall premises, the following acts are prohibited:

- a. Smoking
- b. Consumption of alcoholic drinks
- c. Intoxication
- d. Possession and Consumption of narcotic drugs
- e. Gambling
- f. Intimidation or violence
- g. Willful damage to property

#### 14. Disciplinary Measures

Any boarder, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance with any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections, shall be subjected to disciplinary action by the Hall Management/Institute as stipulated under the relevant clause after a proper inquiry. All boarders are responsible for their own conduct and in the cases when particular persons cannot be identified for any violation, administration may resort to collective punishment solely to the parties involved in that particular incident. Moreover, depending upon the gravity of the offence, if Hall Management so considers it, the case may be forwarded to the appropriate Disciplinary Committee for further necessary action. In all cases, the Warden of the hall will be an ex-officio member of Disciplinary Committees. The punishments for specific offences are given in the table below.

##### Punishment to boarders for specific offences:

	Offenses	Punishment	Assessment Committee
1	Shifting room without permission	Financial Penalty	Hall Disciplinary Committee(HDC)
2	Accommodating unauthorized guest in room	Financial Penalty	HDC

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3	Keeping forbidden items in room	Confiscation of equipment and/or a Financial Penalty	HDC
4	Use of TV/Fridge/Air conditioner in room	Confiscation of equipment and/or a Financial Penalty	HDC
5	Using a motorized vehicle without permission	Confiscation of vehicle and/or a Financial Penalty	HDC
6	Not switching off lights or fans when not in the room or in vacation	Warnings for consistent violations and Financial Penalty	HDC
7	Wasting food	Warning for the first time and Financial Penalty per each subsequent incident	HDC
8	Taking food/beverage/mess utensils to room	Warning for the first time and Financial Penalty per each subsequent incident	HDC
9	Missing mess duty without substituting it with any other boarder	Financial Penalty	HDC
10	Private cooking in room	Financial Penalty	HDC
11	Partying, playing loud music and causing inconvenience to other boarders	Financial Penalty	HDC
12	Entering Hall premises in an intoxicated manner	Financial Penalty and/or Disciplinary Action	HDC
13	Theft in Hall (boarders are involved)	Financial Penalty and/or Disciplinary Action	HDC
14	Defacing walls and undesirable painting on walls	Financial Penalty and/or Disciplinary Action	HDC
15	Damaging or destroying Hall property	Financial Penalty and/or Disciplinary Action	HDC
16	Violating discipline of Hall including physical confrontation and damage to Hall property	Financial Penalty and/or Disciplinary Action and depending on the extent of violation/ injury/ property damage, forwarding the complaint to IDC or DC.	HDC
17	Teasing/ Bullying other students	Financial penalty and/or Disciplinary action. May be forwarded to IDC in	HDC

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		case of repeated offence.	
18	Providing wrong Home Address for Communication/ wrong contact information/ wrong Parent or Guardian Details	Financial penalty and/or Disciplinary action. May be forwarded to IDC in case of repeated offence.	HDC
19	Changing Hall without proper permission	Financial Penalty and/or Disciplinary Action	Inter-Hall Disciplinary Committee(IDC)
20	Leaving the campus without permission	Financial Penalty and/or Disciplinary Action	IDC
21	Taking food/ beverage unlawfully in another hall of residence	Financial Penalty and/or Disciplinary Action	IDC
22	Gambling	Financial Penalty and/or Disciplinary Action	IDC
23	Intimidation or violence and Using abusive language	Financial Penalty and/or Disciplinary Action	IDC
24	Smoking/ drinking of alcohol/ carrying alcohol within Hall premises or in campus including in own/another student's room	Financial Penalty and/or Disciplinary Action and depending on the repeated violation, forwarding the complaint to DC.	IDC
25	Indulging in Physical Fights/ Quarrels/ Bouts in the Hall and damage to Hall properly with involvement of borders from other Halls	Financial Penalty and/or Disciplinary Action and depending on the severity of the violation, forwarding the complaint to DC.	IDC
26	Illegal Entry/ Over stay beyond permitted hours in Halls designated for opposite Gender	Financial Penalty and/or Disciplinary Action and depending on the severity of the violation, forwarding the complaint to DC.	IDC
27	Sending SMS/ WhatsApp message/ making Hoax calls to other students threatening them or even spreading wrong information about one's own action	Financial Penalty and/or Disciplinary Action and depending on the severity of the violation, forwarding the complaint to DC	IDC

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28	Willful disobedience or proxy signatures, forging of any kind or all of the types of defiance of authority, nonobservance of Hall rules, causing damage to person or property or indulging in antinational or undesirable activities/ slogan shouting of any sort	Financial Penalty and/or Disciplinary Action	Institute Disciplinary Committee (DC)
29	Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the Institute or any other person or organization	Financial Penalty and/or Disciplinary Action	DC
30	Possession and Consumption of Narcotic drugs	Disciplinary action and additional punishment as per the law of the land	DC
31	Any act of Cybercrime	Disciplinary action and additional punishment as per the law of the land	DC
32	Ragging in any form	Disciplinary Action as per the law of the land	As per the Institute Guidelines
33	Sexual Harassment	Disciplinary Action as per the law of the land	As per the Institute Guidelines

The specific punishment in case of each infringement will be decided by the respective committees. In case of repeated violation, the matter will be taken up by the next higher level committee. A list of likely punishments that can be imposed on students by the different committees is listed below:

#### **14.1 Possible punishment that can be recommended by the HDC**

The punishment will include one or more of the following

- a) Formal written warning to the boarder by the Warden, with a copy to the Faculty Advisor/ Supervisor (for MS/ PhD students)/Chairman (HMC) and parents/ guardian.
- b) If deemed necessary by the Warden, the parents/ guardian will be called in person and must report within three working days.
- c) Submission of signed hard copy apology letter-cum-undertaking (that s/he will never repeat the mistake) by the boarder to the Warden.

  
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- d) Undertaking (acknowledging the punishment imposed on the boarder) by the parents/ guardian by e-mail/ personal submission by parent/ guardian.
- e) Financial Penalty (at least Rs 2000/-)
- f) Removal from any position of Hall council/ sub-committee.
- g) De-barring from contesting any Hall/ TSG level election in Future.
- h) Changing of Room/Wing/Block including possible shifting to shared rooms.
- i) Imposing compulsory Hall level community service spanning at least two weeks up to the entire duration of the semester.
- j) Imposing additional mess duty.
- k) Possible recommendation to HMC for considering the case in IDC.

#### **14.2 Possible punishment that can be recommended by the IDC**

The punishment will include one or more of the following:

- a) Formal written warning to the boarder by the Chairman, HMC, with a copy to the Warden/ Faculty Advisor/ Supervisor (for MS/ PhD students)/Dean (SA) and parents/ guardian/employer (for sponsored candidates).
- b) If deemed necessary by the Chairman HMC, the parents/guardian will be called in person and must report within three working days.
- c) Submission of signed hard copy apology letter-cum-undertaking (that s/he will never repeat the mistake) by the boarder to the Chairman HMC, forwarded by the Warden.
- d) Undertaking (acknowledging the punishment imposed on the boarder) by the parents/ guardian by e-mail/ personal submission by parent/ guardian.
- e) Financial Penalty (at least Rs 5000/-)
- f) Removal from any position of Technology Student Gymkhana/CDC/Any Hall-related committee/any other event committee/society.
- g) De-barring from contesting any Hall/ TSG level election in Future.
- h) Changing of Hall including possible shifting to shared rooms.
- i) Imposing compulsory Institute level community service spanning at least two weeks up to the entire duration of the semester.
- j) Possible recommendation to Dean (SA) for considering the case in DC.

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### **14.3 Possible punishment that can be recommended by the DC (except ragging or sexual harassment)**

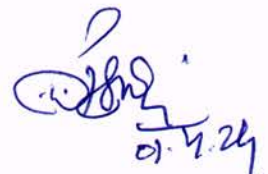
The punishment will include one or more of the following:

- a) Submission of signed hard copy apology letter-cum-undertaking (that s/he will never repeat the mistake) by the boarder to the Dean (SA), forwarded by the Warden.
- b) Undertaking (acknowledging the punishment imposed on the boarder) by the parents/ guardian by e-mail/ personal submission.
- c) Financial Penalty (at least Rs **10,000/-**)
- d) Temporary suspension from the curriculum spanning from at least 1 up to 4 semesters.
- e) Compulsory sending back to Home and vacating hostel room during the suspension.
- f) Permanent rustication from the Institute
- g) Removal from any position of responsibility across the Institute, including Hall of Residence/TSG/CDC/Department.
- h) De-barring from contesting any Hall/ TSG level election in Future.
- i) Changing of Hall, including possible shifting to shared rooms upon return to Institute.
- j) Debarring from any award/medal and/or scholarship.
- k) Debarring from registration in CDC.

**Rights of Hall Management:** The Hall Management reserves the right to initiate amendment of the rules and regulations stated hereinbefore from time to time as felt necessary. The inmates shall be informed of any amendment becoming effective through circulars displayed on the Hall notice boards.

#### ***Important Telephone Numbers:***

- ★ Security Control Room: 03222-282751/281001/281004
- ★ Senior Security Officer: 9420284299
- ★ Security Officer: 9434386647/9434386649
- ★ Quick Response Team: 03222-281002/281003
- ★ Hospital: 03222-282632
- ★ Medical Emergency/Ambulance: 03222-281006/281007/281008/281009
- ★ Transport Section: 03222-282796
- ★ Technology Guest House: 03222-282834, SAM Guest House: 03222-282138
- ★ Complaints Network: 03222-282391
- ★ Complaints Civil: 03222-282610/282613/282615
- ★ Complaints Water Works: 03222-282629/260734
- ★ Complaints Electricity: 03222-282549
- ★ Complaints Sanitary: 03222-282734
- ★ Complaints Telephone: 03222-282710



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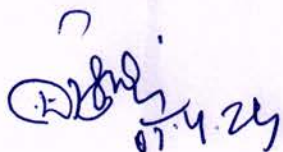
- ★ Medical Emergency/Mental Health Emergency : 03222-281008, 82632
- ★ Fire Emergency: 03222-255709
- ★ Senior Counsellor
  - 03222 281098,
  - 03222 281108
  - 03222 281109
  - 03222-281208
- ★ Kharagpur Station Telephone: 03222 255751, 255735
- ★ Hijli Station Telephone: 03222 279387
- ★ Kharagpur Railway Police Contact: 03222-255034
- ★ Howrah Police Contact: 033-2641-5614, 033-2637-4761 and 033-2637-4762

**This document is prepared by a team of Wardens with the coordination of the Chairman, Hall Management Centre**

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