

HOSTEL RULES AND REGULATIONS



HOSTEL MANAGEMENT COMMITTEE

**DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY (DU)
PUNE – 411025, MAHARASHTRA, INDIA**

GANGA HOSTEL



KRISHNA HOSTEL



YAMUNA HOSTEL



GODAVARI HOSTEL



1. HOSTEL MANAGEMENT

- 1.1 There shall be a **Hostel Management Committee (HMC)** constituted by the competent authority.
- 1.2 Each hostel shall be managed by HMC.
- 1.3 The students may approach Hostel Manager / Warden / Chief Warden / HOD in that order for help, guidance and grievance regarding the hostels. Representations to higher officers must be forwarded through proper channel.

2. ACCOMMODATION

- 2.1 The students are eligible for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided after termination of registration. Any student who is removed from the rolls of institute will automatically cease to be a member of the hostel.
- 2.2 Hostel accommodation is available on single / sharing basis to bonafide students of DIAT, interns, project staff (JRF / SRF / RF / PA etc.), guests, and participants of short programmes conducted by the institute. For 1st year students, a double occupancy basis accommodation may be provided. 2nd year onwards, accommodation on single occupancy basis may be provided, purely subject to availability and decision of HMC.
- 2.3 Hostel residents may vacate the hostel even in the middle of a semester. However, they are required to pay establishment charges and any other charges for the semester as decided by HMC.
- 2.4 Sponsored students from central / state government at Level - 10 & above or equivalent may be provided accommodation at Godavari international hostel, subject to availability.
- 2.5 The sponsored students residing in hostels are governed by the same rules, applicable to regular students of the Institute.

3. CONDITIONS OF ROOM ALLOTMENT

- 3.1 The HMC is responsible for room allotment and its decision shall be final and binding.
- 3.2 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed personal data form along with mandatory undertaking forms and affidavits. Phone number and email ids of parents (if available) should be provided. Local guardian's address and phone number may also be provided to deal with any emergency. Any change of address / telephone number of the parent / local guardian, at any point of time, must be intimated immediately to the hostel office in writing.

- 3.3 The HMC shall provide minimum furniture and fittings for each room consisting of one each of cot, table, chair, ceiling fan with regulator and a light fitting for which occupant has to acknowledge the receipt.
- 3.4 Rooms once allotted to the students for an academic year will not be changed except on special situations with the prior permission of the Chief Warden.
- 3.5 If any student wishes to vacate the hostel temporarily or permanently, he / she is required to inform the HMC through proper channel and should vacate the hostel upon due clearance of any outstanding dues.
- 3.6 Before vacating the rooms, the students should fill up the room vacation form. The electrical installations including the fan should be handed over intact, in addition to the furniture. The personal lock is required to be removed while vacating the room. Room key should be submitted to hostel office.

4. EXEMPTION FROM RESIDENCE IN HOSTEL

- 4.1 If any student is not staying in hostel due to any reason, then that student is not liable to pay any charges towards accommodation. However, the student needs to pay mess charges, if mess services are availed.

5. RULES AND CODE OF CONDUCT

- 5.1 All residents are required to maintain standard of behaviour expected from students of a prestigious Institution such as DIAT. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 5.2 All residents are required to carry their valid identity cards issued to them by the Institute.
- 5.3 General cleanliness in rooms, bathrooms, toilets, verandahs, common areas and surroundings must be ensured by all the residents, if not, strict actions will be taken. Notices, posters, etc. shall not be pasted on walls and walls shall not be scribbled on.
- 5.4 Hostel timings are to be strictly followed by the hostel residents. Requests for relaxation in the hostel and the mess timings shall not entertained under any circumstances. The students are expected to be inside the hostel from 10.30 pm to 5:00 am next morning on all days.
- (a) Biometric attendance has to be made between 08:30 pm and 10:30 pm every day during the stay in the hostel.
- (b) Any student who comes late to the hostel i.e. after 10:30 pm, is required to provide prior intimation to the hostel office with proper reason and has to report in a separate record. Disciplinary action shall be taken against repeated offenders along with a fine as deemed fit by HMC.
- 5.5 If any student wishes to be away from the hostel during the weekend, holidays or any other time, he / she has to take prior permission from the hostel authorities by submitting a “sign-

out” form before leaving the hostel. The students must enter for absence in the register available in the hostel premises before they leave.

- 5.6 Rooms are allotted to each student on his / her personal responsibility. He / she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the warden through proper channel, for all routine maintenance works (Civil, plumbing, carpentry and electrical), if any, required to be carried out in their rooms.
- 5.7 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the HMC requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant’s responsibility to make the room available for the same.
- 5.8 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any. He / she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he / she changes / vacates the room / hostel. If any damage occurs, the charges for repair / replacement / white washing etc. will be deducted from their hostel deposit / advance.
- 5.9 The resident shall not move any furniture or fittings from its allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the warden, failing which he / she will be charged a penal rent as decided by the warden.
- 5.10 All hostel residents are required to submit hostel upkeep undertaking form, at the time of admission in the hostel. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the HMC.
- 5.11 Ragging is strictly prohibited. A separate anti-ragging committee has been constituted by the Institute to investigate such cases and take action.
- 5.12 **Smoking** and consumption of **alcoholic drinks, tobacco** and / or **narcotic drugs** in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. **Severe action will be taken if any resident is found to violate this, including expulsion from hostels and rustication from the Institute.** Hostel zone is a no smoking zone. Students should not smoke inside the hostel / room / common room / dining hall / toilets / corridors / terrace and other areas. Depending on the case, the management reserves the right to take disciplinary action, amounting to even expulsion at short notice from the hostel.
- 5.13 Personal work like washing clothes, etc. shall be done through authorized vendors of the institute. Employing unauthorized persons is not permitted inside the hostel premises. Members of the hostel staff should not be asked to enter the hostel room on any account.

- 5.14 Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
- Expulsion from the hostel.
 - Record of misconduct in the personal file.
 - Recovery of cost of damage with penalty.
 - Levy of fine commensurate with the offence committed.
 - Debarment from placement through “Centre for training and placement” (CTP) cell.
 - No recommendations for higher studies.
 - Cancellation of admission.
 - Any other penalty as decided by the competent authority.
- 5.15 Any student found hosting / harboring an offender will be also liable to the punishments mentioned in rule 5.14.
- 5.16 Residents must not participate in any anti-national, anti-social or undesirable activity in or outside the campus.
- 5.17 No student shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostels.
- 5.18 Residents are expected to maintain discipline in the hostel and not to cause inconvenience to other fellow residents. In this regard the time period from 10.00 pm to 6.00 am is treated as “Silence Hours” and students are expected to maintain silence and not disturb others during these hours.
- 5.19 Residents are required to switch off lights, fans, electric supply, and water tap before leaving the rooms.
- 5.20 For any activity within the hostel such as meeting, election and celebrations, etc. the residents are required to obtain prior permission from the hostel authorities.
- 5.21 Students are not allowed to organize any event in the institute campus without prior permission from wardens. The permission needs to be obtained at least a day in advance. Last-minute permission shall not be granted.
- 5.22 Students should avoid moving to uncommon places in the institute and should not indulge in any misconduct.
- 5.23 Any inconvenience regarding stay, food, or any other issues related to hostel are to be brought to the attention of the hostel authorities immediately for necessary corrective action.
- 5.24 Any resident, who is found misbehaving / indulging in an activity that spoils the reputation of the institute, will be immediately suspended from the hostel.

- 5.25 Students are not allowed to use the hostel terrace. Disciplinary action along with a fine of Rs. 5,000/- per incidence shall be initiated against the offenders.
- 5.26 The visit of male students to the female hostel and vice-versa is not allowed. Their visit shall be restricted to common rooms and lounge.
- 5.27 Residents are required to obey all traffic rules inside the campus.
- 5.28 Residents are duly bound to report to the Care Taker / Assistant / Hostel Manager / Warden of hostels in case they notice any unwanted incident or undesirable activity going on in the hostel or in the campus.
- 5.29 The residents of the hostel are responsible for the safe keeping of their personal belongings, documents, etc. They are advised to keep all valuable items such as laptop, mobile-phone etc. under lock and lock the room even when they are out for a short period. Jewels and other costly items are not to be possessed in the hostel. Institute and hostel authorities are not responsible for loss of any of their belongings.
- 5.30 Any case of theft, it should be reported promptly to the security officer and the hostel staff.
- 5.31 Presently, hostels are not under electronic surveillance. However, HMC reserves the right to install electronic surveillance system for security and safety.
- 5.32 Residents are expected to obey the hostel rules and regulations during their stay in hostel. Violation of hostel rules by the residents will attract heavy fine for once, followed by suspension from the hostel, if repeated.

6. GUESTS

- 6.1 A guest of a resident may be permitted, with the prior approval by the warden of the hostels, to stay in hostel subject to availability, for not more than a week on payment basis. All rules applicable to students are also applicable for guests as it is.
- 6.2 It shall be the sole responsibility of the student resident for any kind of violation of hostel rules by their guests.
- 6.3 Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.
- 6.4 Overnight guests are not permitted in a student's room without permission of the warden. Person of the opposite sex either guest or otherwise shall not be permitted to stay overnight in any part of the hostel.

7. VISITORS

- 7.1 All visitors to the hostel including the students / parents / guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard. Visiting hours at the hostel are from 8:00 am to 8:00 pm.

8. USE OF APPLIANCES

- 8.1 The use of electrical appliances such as immersion heaters, electric stove, heaters, electric iron, etc. are forbidden in the hostel. Private cooking in the hostels student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.
- 8.2 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV is prohibited.

9. COLLECTIVE RESPONSIBILITIES

- 9.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- 9.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 9.3 The residents should also take the responsibility of common walls, fittings in the corridors, bathrooms, quadrangle etc. If any damage or misuse occurs the amount towards the cost of repair / replacement shall be equally shared by all the residents of the hostel and the same shall be deducted from their hostel deposit / advance.
- 9.4 Designated parking spaces must be used for keeping cycles / vehicles of the students in the campus in an orderly manner. Vehicles parked anywhere else shall be confiscated and released after necessary disciplinary action along with a fine as deemed fit by the competent authority. **Cycles / vehicles should not be parked at the entrance or in the corridors.**

10. MESS RULES

- 10.1 Subscription to the mess is compulsory for every student resident of the hostels. A student has to keep his / her identity card and produce it to the mess supervisor as and when demanded.
- 10.2 Once a student joins a mess, he / she shall be deemed to have become a regular member of that mess throughout the semester.
- 10.3 Application for mess rebate should be made in the form prescribed along with copy of sanctioned leave of absence approved by concerned head of the department and accepted by the hostel warden at least two days in advance. An acknowledgement may be obtained from the hostel office. No student can claim mess rebate unless he / she has intimated his / her absence in advance.

10.4 Students should ensure that they are availing mess facility for the permitted duration only. Mess rebate shall be cancelled / considered null and void completely if found availing mess facility during the period of mess rebate. Further, no rebate shall be provided to the student for the next 3 months.

10.5 The mess timings are as follows and the students should strictly adhere to these timings:

	Monday – Friday	Saturday – Sunday
Breakfast and Tea	08:00 to 09:30 Hrs	08.30 to 09.30 Hrs
Lunch	13:00 to 14:30 Hrs	13:00 to 14:30 Hrs
Evening Tea	17:30 to 18:00 Hrs	17:30 to 18:00 Hrs
Dinner	20.00 to 21.30 Hrs	20.00 to 21.45 Hrs

10.6 The system of self service will be followed in all the messes.

10.7 The quantity of food will be unlimited except in the case of special items.

10.8 Students can entertain their parents as guests in their respective messes on prior intimation and on production of guest tokens on payment basis. Students are not permitted to dine in any mess as self-guest.

10.9 Mess / food rebate is applicable to the residents of hostels (3 days or more) only on the following grounds:

- Approved study holidays, sanctioned leave, and semester vacation declared by academic section of DIAT.
- Periods duly recommended by the head of the department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
- Periods availed by students for attending interviews and in-plant training on the recommendation of the Director, Centre of Training & Placement and head of the respective department.
- Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.

10.10 Students proceeding on medical leave from the campus should produce the medical certificate issued by the institute medical officer at the time of leaving.

10.11 In case of sudden illness, information on leaving the mess should be made available to the hostel office immediately and the application for mess rebate should be submitted within the next 3 days.

10.12 Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess rebate for a further period should intimate the Hostel staff before expiry of the approved holidays, the probable date of rejoining the mess along with

a medical certificate from a medical officer not lower in rank than that of a Asst. Civil Surgeon. No mess rebate will be given, if advance intimation is not provided.

- 10.13 Students other than the mess committee members are not permitted to enter the kitchen or store room of the mess on any account.
- 10.14 Students are not permitted to cook any food on their own accord in the messes or in their rooms.
- 10.15 Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- 10.16 No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Institute medical officer to the effect that the students' condition requires the food to be served in their rooms.
- 10.17 No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- 10.18 Students are expected to maintain the mess and surroundings neat and clean. Notices, put up on the notice boards should not be removed by the diners.
- 10.19 All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 10.20 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- 10.21 Students should not bring any pet animals into the mess halls or encourage such practice in the Hostel room.

11. RIGHTS OF HOSTEL MANAGEMENT

- 11.1 Any breach of these rules will invite an enquiry that will be conducted by the HMC. If a student is found guilty, then the HMC will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- 11.2 The HMC reserves the right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.