

## Rules and Regulations: Halls of Residence

### 1. ALLOCATION:

1. The allotment of rooms for the new students will be done by the Wardens.
2. No requests for change of rooms will be entertained until the end of the first year.
3. The Management reserves the right to allot and also to take away the room.
4. The allotment will only be made to a student of DA-IICT.
5. The resident has to vacate the room within five days of his/her ceasing to be a student of DA-IICT.
6. A UG student will be allotted a room only for the first four years of stay on campus. If a student is unable to complete his degree requirements within that time period, a room will be allotted to him/her subject to availability ONLY.

### 2. BEHAVIOR AND DISCIPLINE:

1. The Residents must ensure peace and tranquility within the Halls of Residence area such that they do not cause disturbance to other Residents.
2. The Residents will behave as per the social ethics and respect the privacy of others at all times. Noisy music disrupting peace of others will not be allowed in the Halls of Residence.
3. **Men will avoid unwanted attention seeking behaviors towards Women that can constitute 'harassment'.**
4. Consumption of alcoholic drinks, usages of any form of intoxicating materials and all forms of gambling in the Halls of Residence are strictly prohibited. Prohibition is enforced in the state of Gujarat. Any person found guilty of the same, would face strict disciplinary action, which may include termination from the Institute.
5. The entire campus of DAIICT is a no smoking zone. Strict action will be taken against a student if he/she is found smoking.

- i. First offence: A fine of Rs. 500, and 10 hours of community service and a letter will be sent to the parents.
  - ii. Second offence: Expulsion from the hostel for one semester.
  - iii. Third offence: The matter will be reported to DAC, which will take strict disciplinary action, which may include termination from the Institute.
6. Residents of both Halls of Residence must return to the campus by 10.30PM midnight. If a resident is required to stay beyond these hours, a special permission has to be sought through email, at least 24 hours in advance, from the Hostel Supervisor.
7. No resident student will be allowed to go outside the campus from 10.30PM midnight till 6AM. An exception will be made only in the case of medical emergencies. An entry needs to be made in the register maintained at the Security gate.
8. It is the responsibility of the Residents to keep the Hostel Supervisor informed if they intend to stay away from the Halls of Residence (even if it is for one night). However, if the absence includes missing of the academic curriculum, then specific permission must be obtained from Dean Academic Program.
9. A Hall of Residence is a place where students are expected to study and have adequate rest. As such, due consideration must be accorded to other inmates at all times. This would be implemented by keeping the low volume of radios, music systems etc. In case of complaints from other residents, suitable disciplinary action will be taken.
10. Men are not allowed inside HOR Women. Women are not allowed inside HOR Men.
11. Residents are not permitted to change rooms or exchange any of the Halls of Residence property without the approval of the Hostel Supervisor. This is a punishable offense and you will be asked to return to your officially allotted room immediately and you are likely to face rigorous fine and disciplinary action. Residents must get the approval from the Hostel Supervisor to officially shift their room.

12. Ragging is strictly prohibited. It is a punishable offense under Central Government Act. Strict disciplinary action will be taken if a student is found ragging another student. This may lead to termination from the Institute.
13. Outside the rooms, the Residents will not be dressed in a manner that would offend anyone within or outside the Complex.
14. Residents will not use loud or abusive/offensive/inciting language while conveying their view points.
15. Residents and visitors are not permitted to sit on parapet or railings or stair cases or any other unsafe area.
16. Inside the room, cheap posters displaying vulgarity will not be permitted on the walls or elsewhere in the room.

**17. Residents must check the Snail Mail link at this website everyday.**

**Mails which are older than 5 days will be disposed off by the Hostel Supervisor.**

18. A minimum fine of Rs. 500/- per day would be charged to both the occupants, if anyone stays in a residents' room without the permission of the Hostel Supervisor. This is in addition to the guest charge of Rs. 100 per day.
19. All electrical switches and gadgets must be switched off while leaving the room.
20. Drying clothes on the room window and staircase railing is strictly prohibited. Drying of clothes should be done at the place designated for the same, e.g. clotheslines provided in the designated areas.
21. **Residents are not allowed to bring food plates inside the Halls of Residence. If any student, Hostel Supervisor or any administrative authority finds a student carrying a plate inside the Halls of Residence, he will be fined Rs. 500. This amount should be paid within 72 hours to the Hostel Supervisor and the receipt for the same should be collected from the Supervisor. If the student fails to pay the penalty within the stipulated time, the warden will forward this case to the Disciplinary Committee for appropriate disciplinary action.**

22. A sick student (certified by doctor) can get food in the room. To bring food for a sick student, either the sick student or his friends must inform the Hostel Supervisor.
23. Residents are permitted to use computers, table Lamps, and Audio Systems. Hostel Supervisor should be informed in writing, if a resident wishes to keep any of these items in the room.
24. Men's Halls of residences are wi-fi enabled. Women's Halls of residences are having lan connectivity in the rooms.
25. Use of high power consuming electrical equipment is strictly prohibited. The following items are not allowed: irons, heaters, ovens, refrigerators, TV, kettles. It's against the rule as well as highly dangerous to keep such gadgets in your room. Any resident having the same in his/her room would be severely punished.
26. No cooking is permitted in the Halls of Residence.
27. Residents are NOT allowed to transfer any furniture from one room to another.

### **3. Vehicles**

1. Students are NOT allowed to keep 4-wheelers in the campus (cars, jeeps etc are NOT allowed).
2. Students are allowed to keep 2-wheelers on campus (bicycles, scooters, motorcycles etc). Each student is allowed to keep a maximum of one vehicle only.
3. Parking of vehicles must be done in authorized parking areas ONLY. Students must obey all traffic rules, within the campus. This includes wearing a helmet at all times, driving within speed limit, max of two persons on a vehicle etc. If a student is found violating any traffic rule, disciplinary action will be taken against the student.
  - i. First offence: This will include a monetary fine and a few hours of community service. A letter will also be sent to the parents.
  - ii. Second offence: The student will not be allowed to keep a vehicle

in the campus, for the remaining part of his/her stay at the Institute. Depending upon the severity of the offence, the student may also be expelled from the hostel.

#### **4. MAINTENANCE OF HALLS OF RESIDENCE:**

1. Residents are individually responsible for keeping their rooms, bath rooms/toilets neat and clean. The common areas too must be kept clean and tidy at all times and residents should avoid littering the place. The Institute will undertake the housekeeping of common areas only.
2. Residents will be responsible for adhering to the electricity, water etc. conservation plans announced from time to time. Any misuse observed or detected will result in an imposition of appropriate fine. This may be for the whole floor of the affected wing(s).
3. The HMC members of the respective floors/wings or the Hostel Supervisor should be informed by the students through emails or personally for problems pertaining to water, electricity, furniture etc. If a problem remains un-resolved for reasonably long time, the students can escalate the matter by reporting it to the respective warden.
4. Any damage to Halls of Residence property must be reported immediately to the Hostel Supervisor.
5. The Institute reserves the right to make spot checks of the rooms without prior notice to the students. Every effort will be made to respect the privacy and dignity of the residents.
6. Drilling and other civil works, which may alter the structure of the Halls of Residence, are strictly prohibited.
7. All rooms will have their own fixed inventory; copy of the same will be handed over to the occupant who will be responsible for their maintenance in good condition.
8. No private items of furniture are allowed in the Halls of Residence. However students may bring their personal furniture, if advised by a doctor, by producing medical certificate to the Hostel Supervisor.

9. The residents are expected to bring mattress, pillow, linen and personal clothing.

#### 5. VISITORS:

1. Visitors are allowed into the Halls of Residence Complex between 8.00 am to 10.00 p.m. only. Male visitors are not allowed in Halls of Residence, Women. Female visitors are not allowed in Halls of Residence, Men.
2. Guest Room in both Halls of Residences will be available only for medical emergencies. To avail of this facility:
  1. The students must get the permission from the Hostel Supervisor.
  2. The rent should be paid in advance (Rs. 100 per person per day) to the Hostel Supervisor.
3. Any resident found entertaining a visitor without prior intimation or booking will be liable to be fined a minimum of Rs. 1000/- in addition to the guest charge for the duration of stay.
4. Parents and Guardians wishing to visit at other times should obtain special permission from the Hostel Supervisor.
5. Visitors are not allowed to stay overnight in the Halls of Residence except in the case of a medical emergency.

#### 6. All students who are non-resident of Halls of Residence must:

1. **Inform the Hostel Supervisor first for registration.**
  2. **Mention the exact period of stay**
  3. **Pay Rs. 100 towards rent /- per day during their stay.**
7. A copy of the list of temporary residents of the Halls of Residence will be given to the Security Supervisor for monitoring purpose.
  8. The Security personnel will report to the Hostel Supervisor if he finds some students staying beyond the registered time.
  9. Rooms for temporary stay will be provided based on the availability.
  10. Once a student is permitted to stay for a short-period, the student will become the temporary resident of the Halls of Residence and hence must follow all the rules and regulations of the Halls of Residence applicable to other residents.

## **6. SECURITY:**

1. The Institute is not responsible for loss or damage of any personal property.
2. Student must keep their belongings under lock and key.
3. Students must lock their room before leaving, even if it is for a few minutes.
4. Residents must avoid keeping any valuables in Halls of Residence, like gold ornaments, large amount of cash, etc.
5. Any student, who finds his/her room mate(s) missing during the night, must intimate the Hostel Supervisor immediately.
6. Each Resident will be given one key to his / her room. In case of loss of the original key a fine of Rs. 200/- will be charged along with the cost of a new lock.
7. The residents are not allowed to use their own locks.
8. In case of any damage to the provided lock, the resident must inform to the hostel supervisor and should get a new lock issued by paying a fine of Rs. 200/- along with the cost of the new lock. If a resident fails to inform the Hostel Supervisor about it and is found using his/her own lock, he/she would be charged a fine of Rs. 1000.
9. Residents must update their profile (like phone numbers and addresses of parents and guardian) whenever there is a change in the same.
10. Residents must ensure that their photographs have been uploaded on SRS.

## **7. Computer Policy**

1. It is mandatory for all residents of Hall of Residences that they register their computer or laptop within 7 days of bringing it into the campus.
2. For Registering Desktop/Laptop, you need to contact Hostel Supervisor with the proof of ownership, like original bill.

3. While bringing a computer/laptop into the campus, a resident must make an entry at the gate (in a register kept with security guard). Failing to do so will incur a fine of Rs 1000/-.
4. Any resident found keeping a laptop/desktop unregistered, (s)he will not be allowed to keep a laptop/desktop for that and/or next semester.
5. It should also be noted that first year students are NOT allowed to have a laptop.

**8. PETS:**

1. NO PETS are allowed in the Halls of Residence.
2. Residents must not encourage stray cats/dogs. They should inform security guard in case they find any.

**9. HOSTEL MANAGEMENT:**

1. The Hostel Management Committee (HMC) reserves the right to revise the Rules and Regulations from time to time and will keep the residents informed of any changes.
2. The students found violating any of the Halls of Residence rules will be referred to Disciplinary Committee for appropriate punitive action. Those involved in serious breaches will be asked to vacate the Halls of Residence.



3. Annual election will be held for floor representatives of the Halls of Residence.

4. The Hostel Management Committee comprises of:

- i. Dean Students
- ii. Warden: Hall of Residence, Men
- iii. Warden: Hall of Residence, Women
- iv. Hostel Supervisor
- v. Electrical Maintenance Engineer vi.  
Elected student representatives