



# Dhirubhai Ambani Institute of Information and Communication Technology

## RULES AND REGULATIONS: HALLS OF RESIDENCE

The following Halls of Residence rules at DA-IICT result from considerable thought and discussion amongst residents and administrators. Yet no collection of "rules" can adequately express or contain the self-discipline and the concern for one's neighbor and one's environment, which are the only real basis for the pattern of campus life to which we aspire at DA-IICT- one that respects equally the individual and the community to which we all belong. These qualities and aspirations do not lend themselves to formal regulations stated in cold print. So, perhaps it cannot be said here that it is as important, if not more important, than the following rules and regulations. Still, these are important because they provide a framework of common understanding and mutual concern. They should be constantly reviewed and improved by discussing the common concerns with the Hostel Management Committee and concerned officials.

### 1. ROOM ALLOCATION:

1. The allotment of rooms for the new students will be done by the Wardens.
2. No requests for a change of rooms will be entertained.
3. The Dean of Students, Wardens, and Hostel Supervisors reserve the right to allot/re-allot and withdraw the accommodation provided.
4. The allotment will only be made to a registered 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 cannot complete his degree requirements within that period, a room will be allotted to him/her, subject to availability only.
7. Hostellers from outside Ahmedabad and Gandhinagar districts must give complete contact details of at least two guardians/relatives, preferably from Ahmedabad or Gandhinagar, at the time of room allocation process.

### 2. BEHAVIOR AND DISCIPLINE:

1. The residents must ensure peace and tranquility within the Halls of Residence area so that they do not disturb other residents.
2. The residents will behave according to social ethics and respect the privacy of others at all times. Loud music disrupting the peace of others will not be allowed in the Halls of Residence.



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3. Men will avoid unwanted attention-seeking behavior towards Women that can constitute as 'harassment'.
4. Consumption or possession of alcoholic drinks, usage of any form of intoxicating materials, and all forms of illegal activities in the Halls of Residence are strictly prohibited. Prohibition is enforced in the state of Gujarat. The case will be referred to the disciplinary action committee (DAC), and strict action including termination from the Institute will be taken against a student as per DAC policy if he/she is found consuming or possessing alcohol.
5. The entire campus of DAIICT is a no-smoking zone. The case will be referred to the disciplinary action committee (DAC), and strict action will be taken against a student as per DAC policy if he/she is found smoking.
6. All Halls of Residence residents must return to the campus by midnight 12AM.
7. No resident student will be allowed outside the campus from midnight till 6 AM. 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. The residents are responsible for emailing the Hostel Supervisor (prior intimation) if they intend to stay away from the Halls of Residence (even if it is for one night).
9. Entry is prohibited for men and women into the other gender's HOR.
10. 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 fines and disciplinary action. Residents must get approval from the Hostel Supervisor to shift their room officially.
11. Ragging is a criminal offence, and it is strictly prohibited. If anyone suspects or comes to know about it, or becomes a victim of ragging inside or outside the campus, please contact any of the members of the Anti-Ragging Vigilance Committee. One can immediately contact the Resident Warden. Details of this Committee are uploaded on the institute's website. Strict disciplinary action will be taken if a student is found ragging another student. This may lead to termination from the Institute and the legal action.
12. Outside the rooms, the Residents will not be dressed in a manner that would offend anyone within or outside the Complex.
13. Residents will not use loud or abusive/offensive/inciting language while conveying their viewpoints.
14. Residents and visitors are not permitted to sit on parapets or railings or stair cases or any other unsafe area.



15. Inside the room, vulgar posters, text, or drawings displaying vulgarity will not be permitted on the walls or elsewhere in the room.
16. Residents must check the Snail Mail link at this hostel website daily.  
Mails that are older than ten days will be disposed of by the Hostel Supervisor.
17. A minimum fine of Rs. 1000/- per day would be charged to both occupants if anyone else stays in a resident's room without the permission of the Hostel Supervisor.
18. All electrical switches and gadgets must be switched off while leaving the room.
19. 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., the clotheslines provided in the designated areas.
20. Residents cannot bring food inside the Halls of Residence. Suppose any student, Hostel Supervisor, or any administrative authority finds a student carrying food inside the Halls of Residence. In that case, he will be fined Rs. 1000. 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.
21. A sick student (certified by a doctor) can get food in the room. To bring food for a sick student, the sick student or his friends must inform the Hostel Supervisor in advance.
22. Residents are permitted to use computers and table lamps.
23. Use of high power-consuming electrical equipment is strictly prohibited.  
  
The following items are not allowed: irons, heaters, ovens, refrigerators, TVs, and kettles. Keeping such gadgets in your room is against the rules and highly dangerous. Any resident with the same in his/her room will be severely punished.
24. No cooking is permitted in the Halls of Residence.
25. Residents should not transfer furniture from one room to another.

### 3. Vehicles

1. Students are NOT allowed to keep 4-wheelers on campus (cars, jeeps, etc, are NOT allowed).
2. Students can 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 on campus. This includes always wearing a helmet, driving within the speed limit, having two persons in a vehicle, etc. If a student is found violating any traffic rules, 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. Complaints should be written in the concerned register only. If the complaint(s) are not resolved for a reasonably long time, the matter can be escalated to the Hostel Supervisor and then to the Wardens through email or in person.
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 NOT allowed into the Halls of Residence Complex. Cafeteria is a suggested place to meet visitors.
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 to the Hostel Supervisor.

Rent for the non-resident DA-IICT students (who will stay for a short period) is Rs.200 per person per day.

Rent for the outside visitors, including parents is 250 INR per person per day (inclusive of GST). However, the Registrar's Office may take a call on a case-to-case basis.

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 through your course instructor or guide.
  2. Mention the exact period of stay
  3. Pay Rs. 200 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. If any room is found unlocked and completely vacant, Hostel Supervisor is authorized to lock the room and a proper justification will be required for the same. A penalty of 500 INR will be imposed if there is no proper justification. Repeated violation will attract suitable penalty and punishment as decided by authorities.
4. Residents must avoid keeping any valuables in Halls of Residence, like gold ornaments, large amount of cash, etc. Residents will be responsible for any consequences.
5. Any student, who finds his/her roommate(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. 500/- 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. 500/- 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/- in addition to original fine.
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/ERP

**7. 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.

**8. 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. A minimum fine of Rs.1000/-will be applicable in case of breach of any rules of the Halls of Residence, and it may increase depending on the severity of the action. The repeated offense or punishable offense would be reported to the disciplinary action committee.



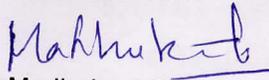
3. The Hostel Management Committee comprises of:

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

Links to the Google Forms:

1. Night out intimation form [Rule 2 (8)]: <https://forms.gle/NU3nkESWU5bvbmNUA>
2. Local Guardian & Emergency contact details [Rule 1 (7)]: <https://forms.gle/ydqxZyRDvw93mguA9>
3. Parent's visit permission form: <https://forms.gle/7BvHhhZVFDtcqW82A>

Recommended By



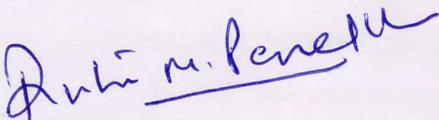
Dr. Madhukant Sharma

Resident Warden-Men's HoR



Dr. Bakul Gohel

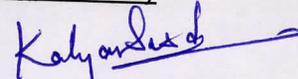
Warden- Men's HoR



Dr. Rutu Parekh

Warden- Women's HoR

Approved By



Dr. P.S. Kalyan Sasidhar

Dean Students

**Dean (Students)**  
**DA-ICT, Gandhinagar**

