

MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE, GWALIOR  
(A Govt. Aided UGC Autonomous Institute, Affiliated to R.G.P.V. Bhopal)

**RULES AND REGULATIONS FOR HOSTEL RESIDENTS**

As per director order no 1144 dated 24/04/2018, the committee has gone through the existing rules and suggested the following modifications in the rules:

**1. RULES FOR PROVIDING ACCOMMODATION IN INSTITUTE HOSTELS:**

- 1.1 Admission to Hostel is semester wise. On completion of semester Hostel rooms will have to be vacated.
- 1.2 In case of the inmates wants to leave/ keep their luggage/belongings during semester break in the hostel, they have to leave/ keep their luggage/ belongings at the designated place provided by institute/ hostel authority at their own risk.
- 1.3 First Semester Students will be admitted on the basis of first come first serve.
- 1.4 In subsequent semesters, admission in hostels will be strictly on merit basis.
- 1.5 Any student who was involved in any indiscipline activity in the past will not be admitted in the Hostel.
- 1.6 The students are required to pay Hostel fee and Mess fee for one semester in advance i.e. in the beginning of each semester, before occupying the room allotted in the hostel.
- 1.7 Statutorily, hostel accommodation is available to B.E./ B. Tech/ B.Arch. and M.E / M. Tech./ MCA/ MUP students, only during a working semester.
- 1.8 No student will have a right to occupy a room during vacation. But he/she may be permitted to stay on request special circumstances, if he/she is doing any course work / project work / Institute work / Hostel work, only on the recommendation of the project guide/ Head of the department and approval of the warden.
- 1.9 Hostel accommodation is available to B. Arch., B. E./ B. Tech., M.C.A and M.E./ M. Tech/ MUP students for a maximum length of stay for Five years / Four years / Three years / Two years respectively.

**2. RULES FOR FEES REFUND:**

- 2.1 Hostel fee for the semester is non refundable.
- 2.2 Mess fees are refundable, only for the period of vacations, as and when declared by the institute including at the end of the semester.
- 2.3 No refund of mess fee will be paid for willful absent from the hostel.
- 2.4 Refund of mess charge may be admissible only on the absence (not less than continuous 10 days) of the inmates with the prior permission of the institute/ hostel authorities.


**3. CONDITIONS OF ALLOTMENT:**

At the time of admission of a student to the hostel and at the beginning of every semester, each resident is required to submit a duly completed Hostel Allotment Request Form (Annexure-I) whereby he/she has to promise to abide by all the rules and regulations for the hostel residents. The telephone number of the parent with STD code must be provided. Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local









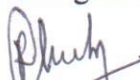


guardian, at any point of time, has to be intimated to the hostel office in writing, at once. Parents/ Guardians have to accompany their ward at the time of admission.

- 3.1 Essential furniture and fittings will be provided for each room consisting of one cot, one table, one chair (per student), ceiling fan with regulator and a tube light fitting.
- 3.2 Rooms once allotted to the student for a semester will not be changed except on special situations.
- 3.3 The Hostel Management, in case of shortage of available accommodation, can allot more students per room than its capacity.
- 3.4 The students are entitled for accommodation in the hostel as long as they are full time registered students.
- 3.5 Student shall vacate the hostel if his / her registration is cancelled or who is removed from the Rolls of Institute or who is found by the warden/ hostel management, not eligible for hostel accommodation.
- 3.6 Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. The electrical installations including the fan should be handed over intact, in addition to the furniture.
- 3.7 If a student is allotted a room in the hostel, the charges are payable for one semester even if he/she vacate the hostel in the middle of the semester, and the refund of the charges paid by them is not permissible. If they wish to come back to the hostel during the semester at a later date, then the full semester charges are payable once again.

#### 4. CODE OF CONDUCT:

- 4.1 All residents are required to maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with every one both inside and outside the campus. Any activity which adversely affects the general discipline of the hostel will be viewed seriously. All residents are required to carry their valid Identity Cards issued to them by the Institute. Identity Card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the institute as well as hostel. Loss of I-card may invite fine in disciplinary grade or monetary fine as decided from time to time.
- 4.2 The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
- 4.3 All the girl students are expected to be in the hostel from 7.00 p.m. (7.30 p.m. on Saturdays) to 7.00 AM. All the boy students are expected to be in the hostel from 10 PM to 6 AM. . Students staying in the Hostel may visit their parents & LGs provided name, address & phone Nos. are registered with the Warden's office, on weekends by obtaining an out pass. Out pass during week days will not normally be given unless there is an emergency. Delay in returning back for any reason whatsoever must be notified to the Warden immediately and his/her permission sought.
- 4.4 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 Estate Maintenance office, through The Warden, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.
- 4.5 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management 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.
- 4.6 The students should not screen pirated / unauthorized / unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by institute authorities.
- 4.7 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.
- 4.8 In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.
- 4.9 The resident shall not move any furniture from its proper 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. The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- 4.10 The residents are required to sign a Hostel Upkeep Undertaking form, a copy of which is given as annexure I. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the Hostel Management.
- 4.11 Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely. For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, " display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:- Teasing, abusing, or playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do". Excerpts from the Directors of Hon'ble Supreme Court of India in respect of curbing ragging in Educational Institutions: "The Head of the institution (Vice-Chancellor/ Director/ Principal, etc.) should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo motto if the circumstances so demand. Freshers should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably. When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential ragers not to indulge in ragging".
- 4.12 All students are required to sign an Anti-Ragging Undertaking form.
- 4.13 Unauthorized student / person found in any room of hostel (except waiting room with prior permission of the hostel authorities), the inmates of the room shall be will be punished by imposing the penalty of Rs 1000/- each time.
- 4.14 Any type of Smoking and consumption of alcoholic drinks/ narcotic drugs/ toxic



element etc. 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 hostel inmate is found violating this shall result in expulsion from hostel and rustication from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel premises / room / common room / dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

- 4.15 Employing unauthorized persons for personal work such as washing cloths, etc., is not permitted. Members of the mess staff should not be asked to enter the hostel rooms on any account.
- 4.16 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:
- He / she will be expelled from the hostel.
  - A record of his / her misconduct will be made in the personal file.
  - The cost of damage based on current price will be fully recovered from him / her together with penalty.
  - He / she will also be fined commensurate with the offence committed.
  - The privilege of appearing in campus interviews will be denied, when he / she reaches the pre-final /final year.
  - No recommendations will be given to him / her for studies abroad.
- 4.17 Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus. Students are prohibited to keep or carry any type of weapon, like pistol, sword, bar, knife, gupti, etc. in the hostel premises even though possessing a license for it.
- 4.18 The visit of a person of the opposite sex to the hostel is restricted to common room and lounge.

All the students are required to maintain good character, discipline and decorum in the Institute premises. If any student is found indulging in any indisciplinary act or any other undesirable, illegal, antisocial or destructive activities in the Institute and/or Hostel premises, suitable disciplinary action will be taken against him/her.

#### Acts of Indiscipline:

- Violation of Institute rule
- Any act that prevents, disrupt or disturbs the regular academic activity
- Unlawful assembly and rioting
- Public nuisance
- Violation of decency and morals
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation.
- Any act of physical abuse or abuse by spoken word to any student.
- Attempts to commit any or all of the above mentioned offences.
- Threat to commit any or all of the above mentioned offences.

#### Punishment if find guilty:

- Suspension from the attending classes and academic privileges.
- Withholding/withdrawing scholarship/fellowship and other benefits.



- iii) Debarring from appearing in any test/examination or other evaluation process.
- iv) Withholding results.
- v) Debarring from appearing in any campus placement process.
- vi) Suspension/expulsion from the hostel.
- vii) Rustication from the institution for period ranging from one to four semesters.
- viii) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- ix) Cancellation of admission.
- x) Imposed Penalty.

Punishment given will be endorsed in character certificate/T.C. and same will be displayed on institute website

#### 5. GUESTS:

Usually no Guest is permitted to stay in the hostels. However under special circumstances the following will govern:

- 5.1 A guest of a resident may be permitted, with the prior approval by the Warden, to stay in hostel for not more than a week on payment of the necessary charges, as fixed by the Hostel Management from time to time. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room. For this purpose every person other than resident of the hostel will be considered as a guest for definition.
- 5.2 Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel as decided by the HMC.
- 5.3 No overnight guests are permitted in a student's room without permission of the Warden. No person of the opposite sex either guest or otherwise shall be permitted to stay overnight in any part of the hostel.

#### 6. VISITORS:

- 6.1 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard. Parents/guardians/day scholars are required to take warden's permission to see their ward/ classmate. They will meet in the common room only. No entry of outsider shall be allowed in the hostel rooms.
- 6.2 Visitors with due permission of wardens shall be allowed 5.00 PM to 6.00 PM
- 6.3 The visit of boys' students to the women's hostel and vice-versa is restricted.

#### 7. USE OF APPLIANCES:

- 7.1 The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron are forbidden in any of the rooms allotted for residence. 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.
- 7.2 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited.



The students should not hire objectionable obscene literature/video films CDs from outside.

- 7.3 When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

## 8. COLLECTIVE RESPONSIBILITIES:

- 8.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good of such damage, if the students who caused the damage could not be identified.
- 8.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 8.3 Residents will be personally responsible for the safety of their belongings.
- 8.4 Residents are required to obey all traffic rules inside the campus.
- 8.5 Residents are duty bound to report to the Warden / Dean (Students) in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 8.6 Residents are required to park the cycles only in the space provided for them in an orderly manner. No cycles / vehicles should be parked at the entrance or in the corridors.
- 8.7 Use of powered vehicles by students has been banned. Residents violating this rule are liable for punishment. Powered vehicles brought to the campus will be handed over to the Police.
- 8.8 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities.
- 8.9 Students should not arrange for any picnic outside without prior permission of the Dean (Students) / Warden.
- 8.10 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
- 8.11 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period. The hostel administration will not be responsible in case of any loss or damage to such belongings.
- 8.12 Any case of theft should be reported promptly to the Security Officer.
- 8.13 The jurisdiction of MITS is confined to the campus only. If the students create law and order problems outside the campus, they are answerable to the police. Picking up a quarrel with the cop will only land them in trouble.
- 8.14 Students are advised not to go out in large groups (more than 6 students) which are difficult to control. If the students get involved in unpleasant situations, they are not the only one to be affected. The students end up creating a bad impression of the Institute also.
- 8.15 INSTITUTE will do its utmost to protect the hostel inmates as long as they are on the right side of the law.

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## 9. MESS RULES:

A student mess committee will be constituted by the concerned warden to look after the general supervision of the mess in each hostel block. However any recommendation of this committee will be implemented only after the approval of the warden. In general the following rules will be applicable unless otherwise revised.

- 9.1 Mess will be closed during vacation.
- 9.2 Cooking in the room is not permitted in any case.
- 9.3 Heater/ any cooking elements/ items in the room is strictly not allowed.
- 9.4 Institute/ Hostel may provide the gas cylinder/gas stove in Mess area for making of tea/ any other eatable fast food etc.
- 9.5 No student is allowed to stay in the hostel without being a member of the mess. No private cooking or cooperative cooking will be permitted. All students will deposit messing charges in advance, along with the semester fee for six months.
- 9.6 A student has to join a mess of his specific block if applicable. No change of mess is permissible during the semester.
- 9.7 Students who absent themselves on the date of reopening of the Institute after any semester vacation will be deemed to have joined the mess wherein they dined during the previous semester and will be charged accordingly.
- 9.8 Absence from joining the mess will be permitted only by the Director/In-charge Administration & Financial Affairs on the recommendation of the concerned warden based on request of student for valid reasons, for a maximum period of 10 days only from the date of reopening of the college. Afterwards they will be charged as stated above. Such permission should be obtained and the Mess Manager intimated well in advance of the absence.
- 9.9 Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess. Students should sign the Mess Leaving Register kept in the mess whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.
- 9.10 Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.
- 9.11 The usual mess timings are as follows and the students should strictly adhere to these timings:

Breakfast	:	7.50 a.m.	to	9.50 a.m.
Lunch	:	12.30 noon	to	2.30 p.m.
Snacks	:	4.45 p.m.	to	5.45 p.m.
Dinner	:	7.30 p.m.	to	9.30 p.m.

However the mess committee can modify the above timings only after the due approval of the concerned warden.
- 9.12 The mess charges for each of the hostel will be as per the memorandum of understanding (Annexure-II) duly signed by the mess contractor and the hostel management.
- 9.13 Mess reduction is admissible to the residents of Hostels on the following grounds:
  - Approved Study Holidays and Semester Vacation declared by the Director.



- 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 Professor of Training and Placement.
- Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
- Application for mess reduction should be submitted three days in advance. The application should be forwarded by the Warden. An acknowledgement may be obtained from the Mess Manager for having applied for mess reduction.
- Any absence of a student from the mess exceeding 10 days should be intimated to the Mess Manager / Caterer so as to regulate the supply of provisions even though the student is not eligible for mess reduction.
- Students proceeding on medical Leave from the campus should produce the Medical Certificate issued by the College Medical Officer at the time of their leaving.
- In case of sudden illness, information on leaving the mess should be made available to the Hostel Warden immediately and the application for mess reduction should be submitted within the next 3 days.
- Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the Hostel Warden by post/ e- mail before expiry of the approved holidays, the probable date of rejoining the mess along with a medical certificate from a Medical Officer not lower the rank of a Civil Asst. Surgeon. No mess reduction will be given, if advance intimation is not provided.
- No student can claim mess reduction unless he/ she had intimated his / her absence to the concerned warden/ mess manager in advance and got prior written approval.
- Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- Students are not permitted to cook any food on their own accord in the messes or in their rooms.
- 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.
- 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 student's condition requires, only the food suitable to the sick inmate (Oil – less food / khichdi) to be served in his/her room.
- If any diner is medically ill and requires a special diet (e.g. Oil-less food) he / she can request the warden to arrange for the same at the mess.
- No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.









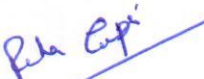
- All diners shall interact with the mess staff in the dining hall in a courteous manner.
- After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- All diners shall produce ID card to dine every time in the mess.
- Students should not bring any pet animals into the mess halls or encourage such practice.


#### 10. RIGHTS OF HOSTEL MANAGEMENT:

- 10.1 Any breach of these rules will invite an enquiry that will be conducted by the Hostel Management. If the student is found guilty, the Hostel Management 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.
- 10.2 The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards. In general however these rules may be reviewed within a period of two years and revised, if needed, according to modifying environment and experiences of Hostel Management Committee (HMC).

  
(Dr Anjula Guar)

  
(Dr. Manish K Sagar)

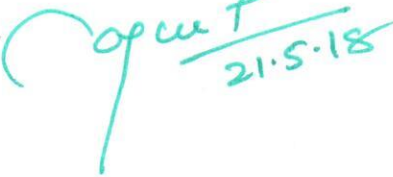
  
(Dr Rekha Gupta)

  
(Dr R S Jadon)

  
(Prof. L.K.Jain) 18/05/18

Submitted/

(Dr. R. K. Pandit)  
Director

*Approved*  
  
21.5.18