

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

Hostel Rules and Regulations (*do's and don'ts*) for Boarders

| DO'S | DON'TS |
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| 1. Do stay in the room allotted to you. | 1. Do not mutually exchange rooms after the completion of final allotment. (Chief Warden may, however, allow for the same, in special cases, on valid and reasonable grounds.) Violation of this rule will be considered as an act of gross misconduct and will entail appropriate disciplinary action, including imposition of heavy fine and expulsion from the Hostel. |
| 2. Do keep note of the fact that the Warden team member or any authorized member of the Institute staff can inspect the room of any student in the hostel at any time to ensure proper cleanliness and other discipline related matters. | 2. Do not engage a private servant or keep pet animals. |
| 3. Do keep the rooms and the hostel premises clean. | 3. Do not remain absent from your hostel during the night without the prior permission of the Warden. Hostel Closing time: 10:00 PM (for girls), 11:00 pm (for boys) for all days. (Disciplinary action may be taken if a student returns to the hostel after scheduled hostel closing time without prior permission.) |
| 4. Do carry your identity card whenever you go outside the hostel and do produce the aforementioned identity card on demand from institute/Hostel authorities. Else, a fine or disciplinary actions might be taken. | 4. Do not leave the hostel premises on holidays for the purpose of excursion or picnic. Permission from the Wardens/Chief Warden has to be obtained before going for a picnic or excursion. (However, the Institute authorities will not be accountable or responsible for any eventuality that may occur during picnic/excursion.) |
| 5. Do maintain the room furniture, electric fittings, and LAN fittings in good condition. At the time of room allotment and while leaving the hostel, do be careful in matters pertaining respectively to the take-over and hand-over of the hostel property. | 5. Do not, keeping your own interests in perspective, leave excess cash or any other valuables unguarded in your hostel rooms. |
| 6. Do lock your rooms before going out for bath, food, food etc. (In the cases pertaining to double / triple/four seated accommodations, each roommate should have a key of the door lock of her room.) Do keep your rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks. | 6. Do not disregard the mandate whereby male students are strictly forbidden from entering the Girls' Hostel and female students are forbidden from entering Boy's Hostel. |
| 7. Do be mindful of the fact that you are personally responsible for | 7. Do not forget that Parents/relatives/friends are not allowed to stay in |

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| <p>safeguarding your belongings. Any theft of Laptop, mobile phone, computer, purse, calculator, wristwatch, wallet or any other valuable item is to be accounted for solely by your sense of responsibility. Do be careful about the safety of your belongings. You are advised to close your room securely when you leave the room, even for a short period of time, or while sleeping. (Institute shall not be responsible for the loss of such items due to theft or otherwise.) However, in the case of theft, do report the matter to the Security Control Room (SCR) of the Institute.</p> | <p>the hostels. They must obtain prior permission from the Registrar to stay in the institute guesthouse.</p> |
| <p>8. Do report all disputes to the hostel Warden, and avoid all kinds of shouting, fighting, gambling, stealing, violent knocking, maltreating or abusing. Do refrain from ragging the junior students in any form and violation of this will be treated as a gross misconduct. Do avoid the use of motor vehicles such as Cars, Motor cycles, Scooters, Mopeds, etc. inside the institute/hostel premises. If any boarder is found to have any of the above items in possession, strict action will be taken by the competent authority.</p> | <p>8. Do not consume alcohol and other intoxicants and drugs. Do not keep any firearms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel. Do not take law into your own hands. Violation of any of the rules will entail <u>strict</u> disciplinary action.</p> |
| <p>9. Do switch off the lights and fans, when they are not in use. Use water and electricity judiciously. (If fan, tube, etc., is/are found turned ON in the absence of the students at their rooms, fine will be charged by hostel authorities.)</p> | <p>9. Do not take meal or utensils to your rooms. Heavy penalty will be imposed if this rule is violated. Only under special circumstances, such as severe illness, and with prior permission from the hostel warden, the student may be allowed to take food in her room.</p> |
| <p>10. Do make entry in the "In/Out Register" kept in the Hostel office, in accordance with the norms of the Hostel.</p> | <p>10. Do not cook food in the hostel room. In order to avoid fire hazards, no fire producing equipment in the room is permitted.</p> |
| <p>11. Do treat your fellow boarders, institute staff, hostel staff, mess staff with dignity and decorum.</p> | <p>11. Do not patronize food/soft drinks/snacks from unhygienic shops and road-side vendors. These measures will help you in avoiding infection and will also prevent or reduce the spread of infections and diseases among fellow boarders.</p> |

Approved by competent authority