

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
LADIES HOSTEL
RULES & REGULATIONS

[All requests (to go home/ to stay back in the institute after 9pm/ to leave hostel before 6am/ to avail mess cut request etc.) should be through the request forms available in LH / MLH office]

Movement Matters

1. All inmates of Ladies Hostel are expected to be in the hostel **before 9pm** and should not leave the hostel **before 6 am**. Entry/exit between **9 pm and 6 am** is allowed only with the prior permission from **the Warden**.
2. In case, if a student reports at the gate **during 9 pm and 6 am without prior permission**, disciplinary action will be taken against the student. The student may be allowed to enter the hostel at the wardens' discretion (in consultation with student's parents) and late entry shall be made **in the late register**.
3. If a student's name is registered **three times in the late register**, strict disciplinary actions shall be taken in this regard (including suspension from the hostel).
4. If a student wants to leave the **hostel before 6am** for unavoidable reasons, she should submit the request for permission through the Resident Tutor to **LH office before 12noon on the previous day** of their departure for Warden's approval. They shall leave the hostel only if Warden approves the request.
5. All the students should be present for the attendance/roll call in front of the Resident Tutor's room of their respective blocks **exactly at 7 pm**.
6. Students should make the entry in the movement registers available with **the security and also at the LH office** whenever they are leaving on Saturdays, Sundays and holidays. This should be followed on week days also when leaving for places other than college. Prior permission from the Warden is required for going **beyond Calicut city limits**.
7. If a student absents herself from the hostel for more than **two working days**, prior permission shall be taken from the warden through the faculty advisor and resident tutor.
8. No inmate shall absent herself for any night from the hostel without prior permission of the Warden. If a student needs **to leave for home from the hostel urgently to meet any unforeseen emergencies**, she must inform the same to the Resident tutor and before her departure should submit the written request to the Warden through the concerned resident tutor.
9. The inmates of the hostel will not leave the hostel premises for the purpose of **excursion or picnic**. Prior permission from the **faculty advisor, HOD and Warden** has to be obtained for going for any picnic or excursion. **Written consent of parent/guardian** of all the participating students is required for granting the permission. The responsibility does not lie with the hostel authorities if any untoward events that may occur during picnic/excursion.

10. Students **absenting** themselves from **regular classes for a long period** will have to take the permission of the concerned **faculty advisor, HOD** and communicate the information to the Warden in written form.
11. Wrong entry, improper / lack of entry in movement register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable which includes suspension from the hostel.
12. Students going to church/temple, friend's house in weekends/holidays and going for department tour programme should submit their **parents consent letter (hard copy) well in advance and Warden's permission is to be obtained**. Phone call and mails from parents in this regard are strictly not encouraged. **Parents consent letter (hard copy) should reach LH by speed post only addressed to the Warden, LH, NITC.**

Mess Related Matters

1. All the inmates of the hostel are required to join one of the messes of their choice (South Veg and Non Veg Mess / South-North Veg Mess / North and South Mixed (Veg & Non Veg) Mess every month.
2. The mess card has to be taken from the LH/MLH office on **the last week of every month (25th of a month till 5th of the forthcoming month)**.
3. Transfer from one mess to another will be permitted only during the beginning of the calendar month.
4. No resident shall take meals from the mess to which she does not belong. A member is not permitted to take food in place of another member in any mess.
5. NITC Warden's Council decided to collect **22 days' mess charge as the minimum monthly mess fee** and mess cut is permitted only for the remaining days of the month.
6. A student who leaves for home during Saturday, Sunday and institute holidays can avail mess cut **(minimum 2 consecutive days)** after entering the details in the register in the respective mess.
7. To avail mess cut for **more than two consecutive working days**, permission from the Warden is required and the request for the same should be through the resident tutor in the prescribed format.
8. All students shall strictly follow the mess timings show extreme politeness in all their dealings with the mess employees and expected to dress decently while going to mess.
9. Food from outside as well as delivery of parcel food to ladies hostel is strictly prohibited.
10. Cooking inside the hostel room is strictly prohibited.
11. Taking the mess utensils like spoon, tumblers, plates etc outside the mess hall is strictly prohibited.

Life Style Matters

1. All inmates are expected to dress decently anywhere within the campus and hostel premises. They are also entitled to follow cleanliness & hygienic habits.
2. Acts of shouting, hooting, reading aloud, playing music, games, etc. which are likely to disturb other inmates should not be done at any time; especially during night time, between **10.00pm and 6.00am**.
3. All inmates will have to take adequate care to prevent the theft of their valuables and hostel authorities are not responsible for any theft, loss or damage of their valuables.
4. Disfiguring the hostel buildings, damaging of hostel properties, removal of light fittings, shifting cot from one room to another etc. from their positions by the inmates shall be deemed as major offences and shall invite disciplinary actions.
5. Mobile phones should be used judiciously and without disturbance to others. Avoid using mobile phones in the reading room, common room and mess halls.
6. Clock alarms should be switched off, when not in use. There have been instances turned on clock alarms ringing in untimely hours causing nuisance to others.
7. Students are not allowed to keep any motor vehicles. Strict disciplinary actions would be taken in case if a student violates it. Bicycle can be used.
8. **No electrical gadgets are allowed** to be used in the hostel. Any items for medical purpose like inhaler can be used with prior permission from the Warden.
9. When leaving the rooms for attending classes or for vacation, etc., fans, electrical gadgets, lights etc., should be switched off. Glass windows are to be closed securely.
10. Water should be used judiciously.
11. The Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action will be taken against them.
12. The hostel rooms are subject to inspection by the Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like cigarettes, liquor, drugs, lethal weapons etc. are kept in the room. Possession of any instrument which is likely to cause physical harm to others is strictly prohibited.
13. The inmates are not permitted to convene meetings/conduct celebrations of any sort anywhere in the hostel or its premises without permissions. They should not collect fund of any sort or enlist other inmates as members of any forms without the express approval of the Chief Warden.

Conduct

1. The inmates are expected to behave politely with fellow students and institute and hostel authorities and show extreme decency in all their activities. They should follow the instructions from the hostel authorities and security personnel.
2. The hostellers should not enter into any unnecessary conversation or quarrel with the hostel staff including office staff, sanitation workers, mess employees and security personnel. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden.
3. Use of abusive, vulgar and unparliamentarily language against the hostel/mess staff is strictly forbidden. Any such complaint received from the hostel staff is subjected to enquiry and will be viewed seriously.
4. The students are encouraged to discuss their problems and the requirements for recreation, study, food, etc. with their Wardens who are their mentors.
5. The students are not supposed to cater any pet animals inside hostel premises. If any student involve in such matters disciplinary action will be taken against them

Health Matters

1. In case a student falls sick, she should immediately contact the Resident tutor/Matron and get the medical aid.
2. In case of an emergency, students may shift the patient immediately to a hospital and inform the authorities at the earliest. Institute ambulance may also be used in this context. The Resident tutor is entrusted to attend the crisis management in the nights along with the support of care taker.
3. A student suffering from infectious/contagious diseases will not be permitted to stay in hostels.

Matters related to Guests

1. Parents/ Guardian visiting the student should remain in the Visitor's Hall of the hostel. Entry into the hostel blocks is not permitted.
2. Guests (only ladies) are permitted to stay in the hostel rooms only with the prior permission by the Warden. The guests' name, address and the purpose of their visit should be clearly mentioned in the request letter.
3. Friends from other colleges and sisters/cousin sisters visiting without their parents are not permitted.
4. Children under 10 years are not allowed to stay in the hostel rooms as guests. In case of any emergency, children can be accommodated in the guest rooms in the RC building along with the mother with prior permission from the warden.
5. Accommodation in the **Institute guest house** is permitted **only for the parents** of an inmate (also for the family in case of married students). The student should get the permission from the Warden which needs to be submitted to the Registrar.

ADDITIONAL RULES FOR FIRST YEAR STUDENTS

1. All students should be present for the attendance/roll call in front of the LH office **exactly at 7pm.**
2. No student shall be permitted to leave the hostel other than to college, unless accompanied by their parents/authorized local guardians. Permissions to go home alone/ with friends during weekends/holidays will be granted only with the written consent from their parents.
3. The students should get their permission letters signed (at least one day in advance) from the **respective Resident Tutors** and hand over the same to the security whenever they are leaving the hostel.
4. If a student finds it necessary to leave the hostel urgently, she must inform the same to the Resident Tutor/Warden. Before her departure she should submit the written request to the Warden through the resident tutor.
5. Students going to church/temple, etc. should be accompanied by senior girls. Permission letters enclosing the consent of the senior girls should be signed by the Resident Tutor and submitted to the security.

Warden (LH)

RULES FOR PG/PhD SCHOLARS

1. All PG/PhD students should **compulsorily** enter their name, roll number, room number, mobile number, purpose of leaving, sign-out and sign-in time with signature, **individually** in the register provided with the security whenever they are leaving the hostel.
2. They should make the entry in the movement registers available with **the security and also at the LH office** whenever they are leaving on Saturdays, Sundays and holidays. This should be followed on week days also when leaving for places other than college.
3. All requests for late entry to hostel (in the format available in the ladies hostel office), **strictly pertaining to academic purposes**, should be recommended & forwarded by the respective FacultyAdvisors/Guides/HODs. The permission letter duly signed by the warden has to be submitted to the matron & one copy each is to be handed over to the security and the respective Resident Tutors.
4. All PG/PhD students should **compulsorily** give their attendance/roll call at the **LH office at 7pm**. In case of late entry, they should report at the LH office/respective RT room as soon as they enter the hostel.

WARDEN (LH)

Duties of Resident Tutors

1. The resident tutor has to act in between the student and the warden to make smooth functioning of the hostel.
2. RTs have to monitor the safety of the students and ensure the discipline in the hostel.
3. Take Roll Call everyday for the block/floor assigned to you exactly at 7pm. Inform the Warden about unauthorized absence and regular late comers.
4. Matters related to students leave, late entry and early exit have to be addressed by the RTs and then routed to warden
5. In case of any clarification for the inmates or minor disputes or misunderstanding between the students or any staff, it may first be attended by the RT and should be reported to the warden if it is beyond the state to handle.
6. If an inmate is found absent for more than two working days without the permission of warden, RT must inform the matter to matron or warden. If this happens in the evening time, rt should inform the parents of the concerned inmate.
7. Rts are also entrusted to handle any crisis in the hostel in the late evening or night(including taking a student to the hospital with help of care taker or night attendants).institute ambulance or vehicle may be arranged in that context.
8. At times when rt wishes to avail leave,her responsibility may be assigned to another rt.the leave has to be recorded with hostel office.
9. Rts are also supposed to mark in the movement register in case of their leave or visits outside the campus.
10. Rts can call for a meeting in their corresponding blocks with the student representatives and hear the matters if any and may report to matron/warden.
11. Rts are free to share their problems in hostel management with the matron and wardens anytime.
12. Rts are expected to behave politely with all the hostel staff including mess staff and security.
13. Rts have to be considerate and understand the problems of the inmates,at the same time should be responsible for the discipline in the hostel.
14. The hostel rules are applicable to the rts too.
15. If any issue is found about an inmate, rt will be the one whom wardens would call for and hence it is expected that rt keeps a track of leave ,permissions etc of the students.
16. Rts are exempted from boarding fees at hostel. However they have to pay for the dining facilities.

Warden, LH