

REVISED HOSTEL RULES AND REGULATIONS

(Revised on 01.09.2023)

(Revision in Annexure 'D' & 'F' (page 31-40) of IIMC Prospectus 2023-24)

Room Allotment

- No student can claim admission as a right. All rights of admission to hostel are reserved with the Director General.
- Rooms will be allotted by the Warden according to the plan prepared by the Warden (s) in the beginning of the session.
- Vacant accommodation shall be assigned to the students in order of their admission to the Institute.
- Allotment of hostel seats will be for the full academic year. In case the resident wants to leave the hostel in the middle of the academic year, he/ she shall pay the hostel charges for the full academic year.
- Institute reserves the right to move any hostel resident from one room to another if the need arises.
- A dormitory will not be allotted to a single person even on full payment.
- **Hostels will be allotted only after due verification of documents, contact details and other information provided in the Hostel Application Form.**

Behaviour and Discipline

- The administration will view any activity of the residents observed to be seriously prejudicial and detrimental to the smooth and peaceful functioning of the Institute's hostel, disciplinary action will be taken against those found guilty.
- Hostel residents are prohibited from climbing over the fencing and boundary walls to get in or out of the Hostel/Institute campus.
- Hostel residents are not allowed to change rooms and transfer any furniture from one room to another room and add any furniture without the prior permission of hostel warden.
- Any damage to hostel /institute property must be reported immediately to hostel warden.
- You are required to keep your room clean and tidy at all times. Warden will carry out periodic inspection of the rooms.
- Do not plaster your walls with posters or scribble anything on the walls of your room in the hostel. Penalty would be deducted from your security deposit for the same.

- Residents will be charged for all damages due to negligence on their part.
- Smoking, consumption of alcoholic drinks, drugs and any other intoxicating substances is strictly prohibited. Any resident found indulging in such practices shall be fined heavily and will be asked to vacate the hostel without any notice.
- **The residents shall vacate the hostel rooms by the end of June 2024, or as directed by the authorities. A fine of Rs 100/- per day will be charged in addition to rent of full month for overstaying for the next seven days. In case the room is still not vacated, it will be locked by the hostel authorities till the possession of the room is handed over / taken over and a fine of Rs 200/- per day shall be charged.**
- Acts of indiscipline, misbehavior, gambling or possession of weapons in the hostel premises including rooms shall be severely dealt with. A resident guilty of any of these violations shall be liable to expulsion or any other punishment deemed fit by the Institute.
- Before leaving the hostel, every resident shall obtain clearance from the Warden and personally hand over the charge of the room and hostel property to the concerned authority.
- Residents shall keep the identity cards with them and will present these on demand by the authorities.
- Any form of ragging is strictly prohibited. Any violation may lead to expulsion or any other punishment deemed fit by the Institute.

Mess

- Only dining halls of Mess are to be used for having meals. Nobody will be allowed to take food or mess utensils to their rooms or outside the mess area.
- Residents are not allowed to enter the kitchen.
- Cooking in the hostel rooms is strictly prohibited.
- Complaints, if any, against the conduct of the contractors / servants may be made by the residents to the Wardens. No complaint about mess / canteen, etc. shall be entertained if the complainant himself is a defaulter.

Attendance and Leave

- It is obligatory on the part of the resident to be present in the hostel on all days except when they go home with the permission of the Warden.
- Attendance of boys as well as girls in their respective hostels shall be taken every day at the time fixed by the respective wardens. Any resident not present at the time

of attendance shall be liable to be marked absent for that day for which he / she should have prior permission or sufficient explanation.

- All residents shall, under all circumstances, fill night-out slips and seek permission of the concerned warden about their absence from the hostel whenever they go home. They must also report to the warden and record their departure/arrival in the movement register.

Visitors and Guests

- No visitors (even day scholars or family members) are allowed in the rooms of the students. All visitors are to be entertained during the visiting hours from 10 am to 8 p.m. in the area earmarked for the purpose.

Rent and Mess Charges

- Hostel rent, including mess charges, is to be paid in two installments at the beginning of each semester. Delay in payment may lead to penalty and eviction from the hostel.
- Residents getting admission to hostel at any time during the month will be charged full fee for the month.
- The securities will stand lapsed after one year of leaving the hostel.
- In case of non-payment of dues in time or violation of any hostel rule by a resident, the Warden may get his / her room locked or opened for possession without any liability whatsoever. The belongings shall be transferred to the store. If the dues are not cleared within one month of the taking of possession of the room, he/she shall have no claim, whatsoever, for his/ her belongings.

Maintenance

- Complaints, if any, either related to electricity or civil or maintenance should be lodged in a register placed at the hostel reception. Every effort will be made to attend to your complaints on priority.

Time Schedule

- All the students should be in the Hostel as per time schedule as below:
 - i) In Delhi Campus, hostel gates will be closed by 11.00 pm and will get opened by 06:00 AM on next day. Timing for Regional Centres may be decided by the Respective Regional Directors.**
 - ii) No Entry/Exit will be allowed in/from hostels between the above-mentioned time except specific prior permission.

Residents have to obtain prior permission of the warden if you have to leave the hostel before 6 a.m. or arrive after 11.00 p.m. No students shall be permitted to stay out of the hostel at night without prior permission of the warden.

General Rules

- For the proper functioning of the hostels, hostel committee dealing with several issues related to hostel will be formed in each hostel. The committee will work closely and in full cooperation & coordination with the Warden to enhance the image of each hostel. This committee will also make new suggestions to the administration for further improvement in the hostels and ensure proper discipline & decorum.
- Signed consent by parents/local guardians of students shall be mandatory before students leave hostel. Consent on phone and email will not be valid for this purpose.
- The hostel will not be responsible for any loss/damage of private property such as cash/mobile phone/scooter /motorcycle/car and other valuables. The residents are advised to get their vehicles insured against loss, theft and fire.
- Residents shall see the Wardens in the office during the fixed hours. In case of emergency, security guards on duty should be sent to the Wardens' residence.
- Living in a hostel pre-supposes a high degree of integrity and consciousness as a member of the community. It entails a moral responsibility upon a resident to:
 1. See that no damage is done to hostel property.
 2. Make every effort for peaceful co-existence.
 3. Observe all hostel rules meticulously in letter and spirit.
- Any violation of rules and regulations will be subject to strict disciplinary action and parents of the ward will be informed accordingly. Disciplinary action may take the form of any or all of the following penalties in accordance with the nature and seriousness of the offence:
 1. Payment for the repair or replacement of the article(s) damaged.
 2. Suspension from the hostel for a specified period of time.
 3. Expulsion from the hostel.
 4. Order/ decisions notified from time to time by the IIMC Administration/ Warden will be binding on the residents.
- Ragging of any kind is strictly prohibited. You are expected to maintain cordial relations with other hostel mates.
- IIMC follows Zero Tolerance policy with regards to sexual harassment. Strict disciplinary action would be taken for any violation in this regard.
- You should be properly dressed while visiting the dining hall, lounge, reception and hostel premises.
- Do not bring any expensive jewellery nor keep large sums of money in your room. Hostel authorities will not be responsible for any loss.

**UNDERTAKING BY CANDIDATES ADMITTED TO VARIOUS PG DIPLOMA
JOURNALISM PROGRAMMES**

(Batch 20_____)

I, _____ aged _____ years son / daughter of
_____ now residing at

seeking admission to _____ programme &
branch at IIMC.....and admitted to the Institution, I shall agree to obey the
following conditions diligently.

I am aware that admission is subject to my discipline and conduct. I shall abide by the rules and regulations of IIMC in force, during my education at IIMC. I shall cease to be a student of the Institute if at any time I go on strike or absent myself from the classes during the period of strike or violate any rules and regulations prescribed by the Institution.

I am aware that I shall be summarily expelled if I am found at any time, in possession or in custody of including but not limited to any object or sexually explicit item, or arms or rods, chains, swords, knives, sticks etc., or in possession or custody of drugs, alcohol or psychotropic substances or found to have consumed any of the above within the premises or in the precincts of the Institute or Hostel.

I shall subject myself & undergo medical test /check-up /breathe tests/drugs screening/ blood sample collection etc., by a medical or para-medical professional as may be required by the Institution, at any point of time while I am the student of this Institute. I consent to permit the treating doctor to collect and store blood/urine samples and also to disclose the results IIMC if necessary. I also consent and permit the Institute to access health records from Institute Health Centre. I undertake to keep the institution informed at all times if I am afflicted with any communicable disease.

I am fully aware that ragging in any form is prohibited and an illegal activity and I have full knowledge of the relevant provision of the Indian Penal Code and UGC regulations on curbing the menace of ragging in Higher Education Institution ,2009. Ragging as defined by the Ragging Act also includes physical or mental harm including teasing, abusing, playing practical jokes etc. If I indulge in ragging, I am liable for IMPRISONMENT FOR TWO YEARS with a fine up to

INR Rs. 10,000/- (Rupees Ten Thousand). I am also aware that I am liable to be expelled from the Institute and Hostel, at the discretion of the Institution authorities, if I indulge in ragging, eve teasing and other acts of violence or abet with persons indulging in such activities.

I am fully aware that, while the Institute encourages healthy interaction between boys and girls, it prohibits eve teasing/sexual harassment, any indecent behaviour or any physical contact or public display of affection (PDA) among students and other such conducts prohibited under the Sexual Harassment of Women in workplace (Prevention, Prohibition & Redressal) Act and the relevant UGC Regulations. Those involved in such activities will be summarily expelled from the Institute and may also be liable for criminal action.

I am fully aware that possession of cell phone / any electronic devices inside the examination hall is strictly prohibited and if violated, liable to be confiscated and punished as per the examination rules of the Institution. I am also aware that impersonation in any form will lead to expulsion from the Institute.

I am fully aware that if I engage in any unbecoming act, that shall damage the reputation of IIMC in any manner whatsoever, I shall be expelled from the Institute and Hostel. I shall also disclose and assist the authorities if I am aware of any such violation committed by any person.

If I am expelled from the Institute for any reason whatsoever, I am aware that I shall forthwith be expelled from the Hostel also. I am aware that my re-admission to the Institution shall be entirely at the discretion of the Institute authorities and if I am permitted to rejoin the Institute, I shall be liable to remit readmission fees prescribed by the Institute.

I have read “Campus code of conduct for the students and Code of Conduct of IIMC Library for the students of the Institute” and understood the codes. I shall abide all the codes of conduct. I have signed undertaking for all these codes of conduct.

Signature of the Parent/Guardian

Signature of the Applicant

Name:

Name:

Date:

Date:

Mobile No.:

Mobile No.:

UNDERTAKING BY HOSTEL RESIDENTS

I, _____
_____ with Registration No. _____ enrolled for the
_____ Programme. in the
Department of _____ do hereby undertake that as a hosteller at IIMC
New Delhi/Dhenkanal/Aizawl/Kottayam/Jammu/Amravati, I hereby solemnly promise
that:

1. I shall obey, in word and spirit, the rules and regulations of hostel and any amendments thereof.
2. I shall always maintain discipline and decorum of hostel.
3. I shall preserve, tend, and safeguard the property of hostel, and shall not, knowingly or otherwise, destroy, damage or deface hostel property.
4. I shall always keep my room and the common grounds of hostel clean and unsoiled and will make it available for inspection as and when required.
5. I understand that ragging is strictly prohibited and is an offence, and that any involvement will lead to my summary termination from the Institute.
6. I understand that use of any addictive substance like tobacco, alcohol, narcotic or habit-forming drugs, etc., is strictly prohibited in hostel / Institute. I will be liable for any disciplinary action for indulgence in such activity, viz., smoking, consumption of alcoholic drinks or any other intoxicating substance in hostel and Institute premises and if found under its influence at any point of time / place in the Institute.
7. I will maintain my valuables in my own custody. The management is not responsible for any loss or damage.
8. I agree that no entry or exit will be made by me from **11 PM to 06 AM** in the Institute hostel, unless specific permission is taken.
9. I understand that prior permission must be obtained from the competent authority to visit outside campus for bonafide purpose; I will be solely responsible for my safety and protection during the time I am out of the institute. In case I leave the Institute /hostel without prior permission, Institute can initiate the disciplinary action against me and Institute authorities are not responsible for my safety.

10. In the event, when I take a leave (with permission) to visit hometown or other places, I will be solely responsible for my safety and protection during my departure and return to the Institute.

11. In the event of visit by my parents / guardians or relatives, I will inform the Warden in advance and access / contact with them, meeting in hostel or going out for local visit will be with the consent of the Warden (Written permission).

12. I understand that no friends or outsiders are allowed in the hostel premises. Also, men cannot go to the women's hostel or vice versa if not otherwise stipulated, and any such visit will be seen as a serious misconduct, inviting penalty.

13. I will play a proactive role as a student and suggestions / feedback for improvement or any concerns about aspects of hostel life will be brought to the notice of hostel in-charge (warden) immediately.

14. I will strive to play a proactive role in keeping gender amity and maintain cordial & harmonious relations with all, group, individual and authorities on the campus. I understand that the Institute observes a non-negotiable stand with regard to issues of caste, creed and communal harmony.

15. I understand that my involvement in any unacceptable behaviour under the code of conduct and above and any violation of hostel rules will lead to my immediate expulsion from the hostel / Institute.

16. I will not change my allotted room without permission from the authority. As an IIMC hosteller, I will be responsible for the care of the hostel property. I will not remove any furniture from the room and add any furniture without permission of the Warden.

17. I will not cook any type of food item in my room, and will not carry kitchen utensils, tea or milk to my room or any place other than the dining hall.

18. I will not bring any expensive jewellery nor keep large sums of money in my room. Hostel authorities will not be responsible for loss of any jewellery/ money.

19. I shall ensure that all dues, including fines or penalties that may have been imposed against me, are paid on time.

20. I shall strictly observe and abide by the code of conduct of hostel.

21. **Hostel Staff:** Students shall always treat the staff and housekeeping staff of hostel with courtesy. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of hostel.

22. **Hostel Rent:** Hostel rent has to be paid in two installments. Delay in payment may lead to penalty and eviction.

23. Celebration of Birthdays: (1) It shall be with prior written permission of the Warden. (2) It shall be held in a common place for one to two hours between 8.00 pm and 10.00 pm. (3) There shall not be any kind of physical discomfort to other hostellers. (4) No outside guest will be allowed. (5) Violation of the rule shall be penalized.

Student's Signature: _____

Name of the Student: _____

Contact No.: _____

ACKNOWLEDGEMENT

I, _____, father/ mother/ guardian of _____

have read the terms of above undertaking and understand that the above rules are for my ward's benefit and improvement. I also understand that if he/she fail to comply with these terms, he/she will be liable for suitable action as per Institute rules and law. I undertake that he/she will strictly follow the above terms and conditions.

Parent's/Guardian's Signature: _____

Name of the Parent/Guardian: _____

(If Guardian mentions the relationship with student) Address for Correspondence :

Contact No. : _____ E-Mail ID: _____