

**National Institute of Technology Warangal**  
**DISCIPLINARY RULES FOR THE INMATES OF THE HOSTELS**

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The following rules shall apply to both BOY and GIRL students residing in the hostels. Violation of any rule will make the inmate(s) liable to disciplinary action including expulsion from the hostels and also from the institution.

1. Every student must remember that the hostel is the home of the student on the campus and therefore, he/she should behave himself/herself on the campus as well as outside in such a manner as to bring credit to him/her and to the institution.
2. A student once admitted into the hostel will continue to be a hostel inmate throughout the academic year unless otherwise debarred from the hostel on disciplinary grounds. Students having dues will not be allowed to register for the course work. Further, he/she may be expelled from the halls of residence and/or messes.
3. The admission into hostel is valid upto commencement of summer vacation/end of academic program whichever is earlier. Students should vacate the hostel during summer vacation. If they have to leave any belongings in the hostel during this period, they should contact the hostel caretaker for the same but at their own risk. Nominal cloak room charges will be levied. Accommodation may be provided in summer vacation on request subject to availability. The tariff for summer vacation is Rs.50/- per day per student. This facility is available only for B.Tech, MSc, MSc (Tech), MCA and MBA students who are doing their projects in the institute and foreign students. However, M.Tech and PhD students will stay throughout the year as there is no summer vacation for them. Mess charges will be automatically billed to them.
4. Room furniture, electrical fittings etc., are required to be maintained by the students in good condition.
5. Residents shall occupy the rooms only after allotment is made by the hall wardens concerned. Change of room may be permitted in exceptional cases, by the Chief Warden, provided it is deemed necessary and justified. Unauthorized occupation of any room or exchange of rooms without permission shall be treated as serious violation of disciplinary rules of the hostels. Residents found guilty of such violation of the hostel rules shall be expelled from the hostels without any further enquiry.
6. No parent or guardian of a student is permitted to stay in the hostel. They must obtain prior permission from the Registrar/ Chief Warden to stay in the institute Guest House / Visitor's Block only, (if such accommodation is available for a specific period on payment basis as per the Guest House accommodation rules).
7. No student shall remain absent from their hostels during night between 11.00 PM and 6.00 AM without the prior permission of the Warden/Chief Warden. However, all first year B.Tech students must be available in their rooms during 9.00 PM to 6.00 AM. In case of any emergency, they should take permission (written or email) from the concerned Block Warden / Chief Warden. All the students are required to carry their identity cards with them when they move inside the campus.
8. Visitors are not permitted in the hostel after 9.00 PM.
9. Hostel students shall not leave the headquarters without prior written permission from the concerned Block Warden. They shall have to apply for permission in writing in advance stating the reason for leaving and the address of destination. Hostel students who leave hostel without

prior permission from the concerned authorities will do so at their own risk and further, they are liable for disciplinary action.

10. Any hostel student harbouring any unauthorised person(s) will be expelled from the hostel immediately and shall be liable to disciplinary action by the institute.
11. The inmates of the hostel should not leave the hostel premises on holidays for the purpose of excursion or picnic without prior written permission from the concerned authorities. Further, they should inform the respective Block Wardens. However, for any accident or fatality that may occur during picnic/excursion, the responsibility does not lie with the institute or Hostel authorities.
12. No resident of the hostel is permitted to take away any article/utensils etc, from hostel/mess premises, even to his/her room.
13. No association of students on the basis of region, caste, creed or race is permitted.
14. No secret activities or meetings are permitted on the hostel premises. For holding any meeting in the hostel room or anywhere in the hostel area, prior written permission should be obtained from the Chief Warden.
15. Residents shall refrain from any act, covert or overt, that may destroy or disturb the peace and harmony among the hostel inmates or on the campus.
16. No hostel inmate shall take law into his/her own hands. If any of the hostel inmates find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to any other hostel inmates, he/she should report the matter to the warden or other hostel authorities.
17. Keeping of lethal weapons including sticks, rods, chains etc. in the hostel rooms is strictly prohibited.
18. The hostel cannot be considered as the hiding place for miscreants. The Institute / police authorities may inspect the premises and detain anyone depending upon the severity of the offence. Inmates are advised to keep their ID cards with them and show them on demand.
19. Ragging of any kind is severely punishable as per the Telangana State Prohibition of Ragging Act, 1997 and 2002, and other relevant acts prohibiting ragging by the Government of India / State government. Severe disciplinary action, in addition to the fines will be imposed on students indulging in such inhuman acts.
20. Students who have finished the prescribed period of course work but yet to pass some examinations are called backloggers. Such students will not be normally given accommodation in the Institute hostels. The hostel area is declared out of bounds to the backloggers. Therefore, the stay of any backlogger in the hostel will be treated as a case of trespass. The hostellers who entertain or permit backlog students to stay in their rooms, will also be liable to disciplinary action including expulsion from hostels.
21. Students who have not been promoted to the next higher class and who are not for any reason attending classes during the given semester or academic year also will not be given accommodation in the hostels.
22. Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal either from the hostels and/or from the institute or both by the appropriate authority.
23. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled from the hostels.

24. Possession/consumption of alcoholic drinks, narcotic drugs and any other banned substances and smoking in the hostel premises is strictly prohibited. Students shall not be found in the hostel/institute premises in an intoxicated state. Any violation will attract severe punishment such as expulsion from hostels and rustication from the Institute. Any kind of gambling is also prohibited.
25. Medical facilities are provided in the institute dispensary for routine health problems. However, for any other treatment requiring specialist/expert medical care and treatment, the inmates are supposed to make their own arrangements. Institute Ambulance will be provided for taking the patient to the local hospital for treatment. Medical expenses have to be borne by the students themselves.
26. In case, a student falls sick, he/she should contact immediately the Medical Officer/ Warden /Chief Warden. In case of emergency, students may shift the patient immediately to a hospital and inform the authorities at the earliest. A student suffering from infectious/contagious diseases will not be permitted to stay in hostels.
27. Residents shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. If there is any complaint or suggestion to be made, it shall be made to the warden concerned.
28. A hostel student will be completely responsible for all his possessions including his/her cycle/Laptop/Computer/Electronic gadgets, etc. The institute / hostel will not be responsible for any loss incurred.
29. The use of motor vehicles such as car, motor cycle, scooters, mopeds, etc. by students is strictly prohibited inside the campus.
30. No one should use the belongings of other students without their consent.
31. Boarders will be personally and collectively responsible for any loss/damage to the properties, equipment and other fittings in the common halls. In case of damage to any buildings, furniture, apparatus or other property of the institute, the loss caused to the institution shall be recovered directly from those identified persons whenever possible. But, if persons who cause the damage are unknown, the repair / replacement costs, will be charged equally among all the students of such groups or associations as may be found responsible.
32. Students are advised not to keep valuables in the hostel rooms. They are fully responsible for their belongings. They should keep their articles under lock & key. They are advised to deposit extra cash in the bank or in the post office.
33. They should lock their rooms properly when they go out for their bath, mess etc. In case of double/triple seated rooms, each student must keep a key of the door lock of his room.
34. Each student shall use only one tube-light not exceeding 40 watts. Use of electrical appliances such as heaters, air coolers, induction heaters, electric kettles etc., is strictly prohibited and those items will be confiscated, and the concerned student will be penalised. However, the usage of computer/laptop and printer in the hostel room is allowed with prior permission from the Hostel Office.
35. A student, who wishes to take his /her personal computer outside the campus, will have to contact the Hostel office in person and get permission by producing (a) the original bill of purchase and (b) Identity card.
36. Fans and lights must be switched off when the students leave their rooms. Lights must be switched off positively when they go to bed. In case it is noticed that fans/lights are not

switched off in a locked room, a penalty of Rs. 500/- will be imposed for wasting the precious energy.

37. Every student residing in the hostel must dine in the hostel messes only (refer point # 3). Individual/group cooking in the rooms is strictly forbidden. Any violation will attract punishment including expulsion.
38. Playing instruments/music at a loud volume, singing aloud, shouting and making noise of any kind causing disturbance is to be strictly avoided. It is expected that hostel residents will respect each other's privacy, rest hours and peace of mind by not making undue noise. Habitual offenders are subject to punishment by the disciplinary committee.
39. Mess exemption on medical grounds may be allowed, subject to prior intimation and approval, under prolonged and extraordinary situations.
40. Block Representatives/Mess Representatives will be selected on merit or any other criteria as deemed fit by the Warden from among the wards for assisting him/her in the supervision of hostel block/mess and in enforcing discipline. Every hostel inmate should cooperate with him/her in the act of discharging his/her duties.
41. Hostel inmates are required to maintain their surroundings neat and clean.
42. Students should not break open or try to break open the occupied/vacant rooms of the hostels. Any damage done to the hostel property will have to be borne by all the residents of the hostel and they are subject to disciplinary action.
43. Inmates should not fire crackers, on any occasion, inside the hostel or within the premises of the hostel.
44. Inmates are prohibited from any writings, including slogans, obscene drawings etc., on the walls and ceilings in the hostel. Heavy penalties will be imposed on students/group of students indulging in such writings.
45. Inmates should not play cricket, football etc., in the common halls or inside or in front of hostels. It causes damage to the hostel property, but also disturbs the peace of the surroundings. Heavy penalty will be imposed in case of violation.
46. All the hostellers are to note that electrical/carpentry/plumbing complaints should be given in writing to Warden In-charge (Maintenance) or written in the complaint register available in the hostel office. In case the complaint is not attended to or there is any difficulty, the students can approach the Chief Warden.
47. Female visitors and girl students are not permitted to visit the men's hostel.
48. The Chief Warden and the wardens can effectively discharge their duties only with the cooperation of students and the parents / guardians. The Chief Warden and the wardens are not to be contacted beyond the working hours for non-emergency issues.
49. Dress code: All the inmates are required to follow decent dressing manners. Students should avoid clothing depicting illegal drugs, alcohol, profane language, racial, sexual and vulgar captions etc. Short shirts/ tops and low waist trousers exposing body parts are prohibited.
50. Hostel premises cannot be used for carrying out unauthorized / illegal activities.

For Ladies Hostel (in addition to the above):

51. Male visitors (Parents / Guardians) are not permitted into the Ladies hostel.
52. Lady visitors are not permitted into Ladies Hostel beyond 8.00 p.m.

53. All Girl students must be present in their rooms before 11.00 pm (For first year B.Tech Students 9.00 pm only). Girl students must take prior permission from the concerned Warden/ Dy. Chief Warden for leaving the campus, in case of urgent necessities only. They must enter their movements in the Register, outgoing and incoming. Students leaving the hostel without prior permission will invite disciplinary action including expulsion from the hostels.

#### **RULES APPLICABLE TO BOARDERS OF ALL FOOD COURTS AND MESSSES**

The present mess timings are as follows and the students should strictly adhere to these timings:

- Breakfast: 7.00 am to 9.00 am
  - Lunch: 11.30 am to 2.00 pm
  - Dinner: 7.00 pm to 9.00 pm
1. A student as soon as he is admitted into the institute hostel will also be enrolled with one of the messes (unless he/she takes permission to be a day scholar from the institute authorities). Admission will be made on payment of the specified mess deposit and other fees.
  2. The mess charges will be levied from the date of issue of mess card, irrespective whether the student dines in the mess or not.
  3. All boarders must carry the mess card and show it on demand in the mess.
  4. Mess exemption on medical grounds may be allowed, subject to prior intimation and approval, under prolonged and extraordinary situations.
  5. Rebate is permitted if a student goes out for internship. Recommendation by the concerned head of the Department is required.
  6. Change of Mess can be allowed by the Chief Warden, subject to maintaining the healthy balance of numbers among all the messes. Change of mess cannot be insisted upon as a matter of right. Mess changes are allowed at most, twice in a year i.e., at starting of each semester.
  7. Caution Money Deposit (CMD) will be adjusted/refunded only when a student finishes his/her course and leaves the institute. No adjustment of mess bills against CMD is permissible.
  8. Every year student has to bring a passport size photograph for affixing on mess card. Mess card is strictly not transferrable. Impersonation will attract a penalty of Rs. 2000/- and disciplinary action.

#### **PROHIBITION OF RAGGING:**

- (i) A student taking admission as a fresher or a student continuing to the higher classes, is required to give an affidavit signed by the student himself and duly endorsed by his / her parent/guardian that he / she will not indulge in any form of ragging. In case he / she is found guilty of indulging in any act of ragging, he / she will be liable for punishment including jail as per the Telangana Prohibition of Ragging Act, 1997 (Act 26 of 1997) and other relevant acts.

- (ii) Ragging in any form is a cognizable offence and severely punishable, as per the Supreme Court directives, including expulsion from the Institute. Further, Police will intervene in ragging cases to book the culprits.
- (iii) To eliminate ragging, first year students of B.Tech are not allowed to enter the hostel blocks of their seniors. If the first year students are found inside the seniors' hostels, they will be suspended from the hostels, considering the fact that such visits are aiding the ragging activities.
- (iv) Senior students are not allowed to enter the hostel blocks of first year B.Tech students. Any violation will attract disciplinary action.

**Penalty Money:** Money collected under penalty will be utilized for improving the hostel amenities and student welfare.

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