

HOSTEL REGULATIONS



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM

An autonomous institution under the Ministry of Education, Government of India

HOSTEL REGULATIONS

IISER-TVM being a residential Institute, all registered students are expected to reside in the Institute hostel throughout their course of study. There are separate hostels for boys and girls. Each room will usually be shared by two students and is furnished with cots, tables, chairs, cupboards, tube-lights, ceiling fan and electrical sockets for using laptops and charging mobiles. Residents of the hostels/hall of residences must abide by the following hostel regulations. Explanatory notes for some of the regulations are attached in the later pages.

A. General Rules

1. All students except the PhD students are mandatorily required to stay on campus. Any deviation requires special permission from the institute authorities. PhD students may choose to stay outside the campus, however, they are strongly advised to stay inside the campus due to its remote location.
2. Students should always enter In/Out entry/exit in the log book kept with the Security Personnel of the respective hostels, irrespective of whether they are leaving the campus or not.
3. Students are required to carry their valid Identity Card issued to them by the Institute all the time.
4. Permanent address including the phone numbers of the parent(s)/guardian has to be given to the Warden/Caretaker of the hostel. Also the address has to be updated whenever there is a change due to shifting/ change of phone number of the parents etc in the register at the caretaker/security desk.
5. Students are required to keep their respective rooms clean and the hostel premises tidy. Trash bins of various types (e.g. for paper, plastic, food, sanitary napkins) are available in the hostels, which are marked with different colours. Use of proper trash bins is essential for segregation and degradation/incineration purposes. Students are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Ours being a plastic free campus, students should not throw litter indiscriminately and should not use and throw plastic items.
6. Students will be responsible for the safekeeping of their personal belongings in the event of loss of any personal property of a student due to theft, fire or any other cause. Institute shall not accept any responsibility and shall not be liable for payment of any compensation.
7. Students are required to take utmost care for the hostel furniture, TV, washing machines, building structure, electrical fittings etc. They are not allowed to move the furniture of their own room to other locations. The residents are responsible for any damage to the property in their respective rooms during their occupancy and are liable to pay for the damage as decided by the Warden/Hostel Affairs Office.

8. Students shall not paste any poster/picture, Vandalise etc. on the walls, doors, windows and shelves. A fine amount proportional to the damage caused shall be levied by the Warden/Hostel Affairs Office.
9. Fine of Rs. 500/- has to be levied for losing Room Keys.
10. Any student withdrawing from the hostel must hand over the possession of room/key to the caretaker and seek No Dues certificate from the concerned authorities.
10. Students should strictly avoid getting into arguments with fellow hostelites and matrons/security personnel/caretakers of the hostel.
11. Students should switch off all allowed electrical equipment after usage, if found otherwise, a fine will be levied, including recovery of cost of electrical equipment/fitting/ appliances etc.
12. Students are not allowed to interchange rooms/ hostels without obtaining approval of the Warden and Hostel Affairs Office.
13. Students should cooperate in carrying out maintenance works and vacate their rooms completely when the maintenance section requires the rooms for this purpose. On such occasions, students shall be provided alternate accommodation.
14. Students suffering from contagious disease are required to meet the medical officers and based on their recommendations such students will be allowed to stay at the hostel.
15. Students are not allowed to keep pet animals in the hostels.
16. In hostels, by definition, everyone except the residents is considered as a guest. Certain guests (usually parents, siblings, close relatives etc.) may be allowed in the hostel only with prior approval of the Warden during the usual hours (8 am till 6 pm). However, they cannot stay in the hostel room with the residents.
17. Subject to availability, guest rooms may be allotted to guests on payment of required charges. Such a request needs to be sent to the Hotel Affairs Office in advance.
18. Visitors (by definition, residents of other hostels) must enter their details, the purpose of visit, name and room number of the person they are visiting, and entry and exit time in the hostel register.
19. Host must accompany the visitors from the main entrance to her/his own room and vice versa. Visitors are not allowed to roam around in the hostel and go to other rooms.
20. It is advisable not to host visitors at odd hours (between 11 pm and 6 am) in order to avoid disturbance to the roommate or to wing-mates of the host. Matron/Security person/Caretaker/Hostel Representatives may ask the visitors to leave the hostel if their behaviour is found to be disturbing or unacceptable (including invasion/infringement of privacy) to other residents of the hostel.
21. In any case, visitors are not allowed to stay overnight with the host. If found, both the visitors and the host will face disciplinary action.
22. All the BS-MS students have to vacate the hostel during the vacation time by duly submitting the hostel room keys. If any student wants to stay back during the vacation for academic purposes (e.g. for research project, remedial classes/make-up examinations etc.) special permission has to be obtained from the competent authority in advance.

23. While going on a vacation/leave, students are required to remove their possessions from the room and keep them in a common store room assigned for the purpose and to hand over the key of the room to the security personnel/Caretaker staff duly entering in the register.
24. PhD students have to vacate the hostel immediately after their thesis submission, duly submitting the No Dues. Extension of stay, beyond thesis submission, needs prior approval of the competent authority.
25. Students are duty bound to report to the Wardens in case they notice any unwanted incidents or undesirable activity going on in the hostel or in the campus.
26. Students should not arrange any function or large gathering within the hostel or within the Institute campus without specific permission of the Dean, Student Affairs.
27. No religious activities are allowed inside the campus except in some specified areas. Prior permission from the Dean Student Affairs is required for such activity.
28. Students are advised to report to the hostel representatives or to Hostel Affairs Office or to the Warden regarding any civil and electrical maintenance problem. They will in turn file the complaint on the institute ESM portal and get the issues rectified within a reasonable time frame.
29. Residents should not indulge in practices/activities, which may endanger their own personal safety as well as others. For the safety and security, students are not allowed to climb the rocks/mountains and go to rivers/waterfalls (be careful about the flash flood), and not allowed to go into jungles/bushes. Heavy fine or disciplinary action will be taken against violators.

B. Leave Rules

1. Except the 1st year BS-MS students, all other students are allowed to leave the campus between 5 am and 8:30 pm, after making an entry at their respective hostels and at the main gate. They are required to return back to the campus by 11 pm of the same day. Heavy fine or disciplinary action will be taken against violators.
2. 1st year BS-MS students must return to their respective hall of residences by 10.00 pm. Students CAN NOT leave the hostels after 10 pm. Parents of the defaulters shall be contacted in case such activities happen without prior permission of the warden. This restriction is not applicable for any other batch of students.
3. Leaving the hostel for a day or longer needs prior permission from the authority. Students are required to fill up the leave application form available from the Academic Office and get it signed by the appropriate authority. The form should be submitted, well in advance, to the Academic Office with a copy to the concerned caretaker/security of the hostel.
4. PhD students leaving hostels during weekends or on institute holidays are not required to fill the leave application form. They should however inform the warden and make entry at the hostel and at the main gate.

C. Offences

1. Anti-ragging regulations of the institute have to be strictly followed.
2. Cooking inside the hostel rooms is strictly prohibited. Heavy fine or disciplinary actions will be taken for violation in addition to confiscation of cooking utensils/equipment.
3. Storage and use of inflammable materials in hostel rooms is banned. Heavy fine or disciplinary actions will be taken for violation.
4. Possession or consumption of alcoholic beverages/tobacco products/smoking in the hostels is strictly prohibited. Heavy fine or disciplinary actions will be taken for violation.
5. Possession or consumption of substances which are prohibited by the laws of both State and Central Governments (explosives, drugs, narcotics and other intoxicating substances) to the Hostel / Institute Premises is strictly prohibited and the guidelines and decision of the Anti-Narcotics cell / local administration will be binding on the students.
6. Students are not permitted to use Motorized vehicles inside the campus unless permitted by the institute authority as a special medical case. Heavy fine or disciplinary action will be taken against violators.
7. Any kind of loud noise in the rooms, corridors and premises of the hostel, **especially during 11 pm till 6 am**, is prohibited. Heavy fine or disciplinary action will be taken against violators.

D. Rights of the Hostel Affairs Office

1. Any violation of the above mentioned rules will invite disciplinary actions.
2. The Disciplinary Procedure, Code of Conduct and Disciplinary Actions, for violating the hostel regulations, has been laid down in the Guide Book of regulations of the BSMS/PhD programmes (as applicable). Every student must be acquainted with all the rules and regulations of the Hostel. He/she must observe them strictly. Ignorance of rules will not be considered as an excuse.
3. The Warden and the institute authorities have the full right to make a visit to the hostels and to specific rooms at any time, without any prior intimation.

In case of any emergency (illness, accidents etc), contact the 24x7 hotline number **0471-2778027 (or 8028)/ 9446898159** or the Security Officer **0471-2778026** or the Health Center **0471-2778144** or the concerned warden.

Explanatory Notes on various Hostel Regulations

On Leave Request:

1. At all times, students need to make entries in the In & Out registers kept at the hostels and at the main gate.
2. Prior permission from the competent authorities is required to go out of the campus beyond the allowed hours. If any student wishes to be away from the hostel during holidays or any other time, he / she has to take prior permission from the Warden/Chief Warden or Dean Student Affairs.
3. If this channel of information cannot be established during an emergency at late nights/odd hours, the Assistant Security Officer can permit the students after looking into the genuineness/urgency of the cause carefully.
4. Since 1st year BS-MS students are new to the institute and Thiruvananthapuram and most of them are minors, their parents' consent is needed if they want to go out of the campus. They also need parent consent to apply for leave.

On Property Damage:

In case of damage to any part of the hostel buildings, furniture, apparatus or other property of the institute, caused by inmates of the hostel, the loss shall be recovered from the persons identified as responsible for such damage. However, if the person causing damage cannot be identified, the cost of repairing the same as may be assessed will be distributed equally amongst all the inmates of the hostel or group of inmates of the hostel found responsible for the damage.

On Having Guests (Nonresidents):

1. Students need to get prior permission from the Warden to have a guest on campus. Permission, if granted, will be communicated to the security officer.
2. Guests have to enter their details at the security desk of the main gate and a visitor pass will be issued to them.
3. Guests are allowed only during the period 8 AM to 6 PM.
4. Guests can wait in the common area/visitors' room of the hostels. They are usually not allowed inside the hostel rooms unless prior permission is obtained from the Warden.
5. Guests should park their vehicles at the main gate.

