

IIT GANDHINAGAR HOSTEL NORMS

HOSTEL FACILITIES

Facilities provided in the hostels are to be used responsibly. Several refrigerators, microwaves, and induction heaters are available in the pantry area of each hostel block. Cooking inside the hostel rooms is strictly prohibited. Hostel residents are requested to use these facilities only in the pantry area. Removal of any hostel equipment (microwaves/induction heaters/bean bags) from the designated area is not allowed. Few shops facilitating daily basic needs are available in the hostel area. Residents are encouraged to seek bills for every transaction they make. Residents are not allowed to carry any crockery/cutlery items from the Mess/Hostel Eating joints to their rooms. However, you may use personal utensils to carry eatables to the room.

HYGIENE

Residents are requested to make their rooms available for cleaning at least once every week. The detailed cleaning schedule is shared in advance so that they can plan accordingly. The hostels are fogged regularly to mitigate mosquito-related problems. Residents are requested to assist the cleaning personnel during this exercise. Residents are also encouraged to maintain proper cleanliness in their hostel rooms and the surrounding hostel area.

COMPLAINTS

For issues related to student/resident welfare in the hostel, all are welcome to contact the Warden(s) (email: hostel.warden@iitgn.ac.in). They can either send an email or meet them in person with a prior appointment - however, it is advised that students meet the wardens during the dedicated *Warden Hours* to discuss their complaints. Please use forms for various types of complaints, posted on the internal website (Student Affairs page). For maintenance related issues, residents can lodge their complaints online at maintenance.iitgn.ac.in. The complaints are normally attended to within 48 hours. However, if there is a delay, the students may contact the Welfare Secretary or the hostel office (Beauki Hostel, ground floor).

VISITORS

(Anyone who is not a regular IIT Gandhinagar Student)

Considering the sensitivities of the students, visitors of the opposite gender are not allowed inside the hostel rooms at any time. However, visitors of the opposite gender are allowed in the hostel common rooms and common areas. Parents are the only exception to this norm if the roommates (in the case of a shared room) have no objection. You are allowed to host guests in the hostel with prior permission from the hostel warden. Overnight stay of visitors is not permitted. All visitors are required to enter their credentials in the registers kept at the security desk of the corresponding hostel. If the security personnel demand, a valid identity card has to be produced by the visitor(s) for the verification of their credentials. Accommodation of the guests is not possible in the hostels, but they may avail the Guest House services by filling the Guest house request form at least 1 week in advance. The priority of the guest accommodation will be given to the Institute related activities (conferences, seminars, academic programs, interviews, etc., and urgent

medical issues. The normal check-out time for guest accommodation will be 10 AM and check-in time will be 12 PM.

ECOSYSTEM

There are several species of plants, birds and animals on the campus. All are encouraged to protect and preserve the ecosystem and live harmoniously with other species. From time to time, we have challenges with human-animal conflicts which are handled by the Animal Management Committee. Please note that we have presence of dogs in the campus. The Animal Management committee has created designated feeding places for dogs. It is only in these spots that anyone is encouraged to feed dogs for the larger benefit of the community. Feeding or petting of dogs in the hostel premises is strictly prohibited.

MEDICAL EMERGENCY

A detailed list of recommended actions (for a medical emergency situation) has been provided at the notice board of each hostel. First aid boxes have been made available and are kept with the respective security guards of each hostel block. These can be availed for any emergency situation. However, residents are requested to use this facility judiciously and effectively and the first aid box is to be returned to the respective guard after use. Residents are requested to inform the Warden, Student Welfare Secretary or any of the members of the Health Committee regarding any chronic medical conditions that may need special attention. For more details, please refer to the SoP on medical emergency (shared separately through email and available at hostel notice boards).

EXEMPTION / WAIVER FROM PAYING HOSTEL, MESS & LAUNDRY FEES

Students who are on leave due to academic or personal reasons may avail the benefit of fee waiver/exemption. This benefit shall be applicable in either of the below-mentioned cases, and only where the leave/absence has been duly authorised by the Institute. If student is availing leave in between the semester, their imminent fees may be adjusted against the fees of next semester or refund in cash (cash refund is permitted in cases only where a student is in the final semester). Here, the waiver shall be provided on pro-rata basis.

Benefit of waiver or adjustment in hostel fees can be requested only if the authorised leave is more than one month and benefit of waiver or adjustment in Mess and Laundry Fees can be requested only if the authorised leave is more than two weeks. In case the waiver is sought in advance due to leave for entire semester, the waiver may be considered for the entire fees amount. To avail this benefit, a student has to submit an application to the Student Affairs Office stating reasons for waiver/exemption along with relevant documents. If the leave is sanctioned in advance, it should be communicated to the Student Affairs Office as soon as possible. If the leave is sanctioned and communicated to Student Affairs office after the student has left the institute, waiver or adjustment shall be provided from the actual date of receipt of the confirmation.



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HOSTEL AMBIENCE

Hanging of clothes on any area outside those designated, such as rails and balconies are strictly prohibited. Residents should keep not more than 3 pairs (per person) of footwear outside their rooms. In case of shared rooms, it is advised to keep shoes in separate stands. As a courtesy, residents are requested to keep noise levels to a minimum after 12 midnight. Thefts of any kind, measure or form will attract strict disciplinary action.

FIXTURE IN THE ROOM

Residents are requested to not use any posters/fixtures/wallpapers inside their rooms that damage the infrastructure inside the room (paint, walls, etc.). The cost of repair for any damage to hostel property will be borne by those responsible.

POSSESSION AND USE OF VEHICLES ON CAMPUS

No hostel resident is allowed to use or park their motor vehicles inside the campus. Any exception to this norm should be approved by the Dean of Student Affairs.

USE OF ELECTRONIC/ELECTRIC ITEMS

No electrical appliances are allowed to be used inside the hostel room. However, electric iron and hairdryer are exempted from this list. Usage of additional decorative lights inside the room should not cause any harm to any part of the room.

PANTRY

Residents are advised to keep their belongings with a name tag in the refrigerators. Taking someone else's belongings without their permission can attract disciplinary action. Residents must maintain proper hygiene while and after using the pantry and are advised not to leave their utensils in the pantry area.

ACCOMMODATION DURING VACATIONS

All students are required to vacate their rooms (unless stated otherwise) during vacations. All belongings and luggage shall be kept in a storage room provided by the institute. The responsibility of the luggage will be at the owner's risk. If anyone is found to have left for vacation with his/her room locked, the institute reserves the right to break the lock for entry and the student has to bear the loss to infrastructure (if any) in that case. If the student is staying during the summer, he/she is required to have the necessary permission as communicated by student affairs and must pay the hostel rent charges for the period of stay.

RAGGING/HARASSMENT/BULLYING

The institute has a zero-tolerance policy on ragging, harassment, bullying or violent behavior of any kind, verbal or physical. The students are duty-bound to report any cases of ragging, harassment, bullying or conflicts to the warden or Dean, Student Affairs.

CELEBRATION OF FESTIVALS AND BIRTHDAYS

Residents are free to celebrate birthdays and festivals inside the hostel area without any inconvenience to the community. Residents are not allowed to coerce/force anyone to celebrate any festivals/ birthdays, etc.

SECURITY AND SAFETY

All residents are encouraged to carry their valid Identity Cards issued to them by the Institute. The Security has the right to identify you to verify your credentials at any time.

GENERAL NORMS

The Institute treats all hostel residents as responsible adults and thus expects responsible conduct at all times. Residents are requested to take care of the Institute assets and infrastructure made available for their use. They are advised to adhere to the waste management guidelines issued by the Green office from time to time. While visiting the Mess, residents should take care not to waste food, and avoid visiting at the last minute to circumvent crowding.

SMOKING

Smoking in the hostel area (including hostel buildings, rooms and the vicinity of hostels) is strictly prohibited. Any violations will attract fines and may involve disciplinary action. If any student/ hostel resident faces any inconvenience due to others indulging in smoking in hostel premises, he/she can report the issue to the Warden.

SUBSTANCE ABUSE

Consumption, possession, sale, purchase, or distribution of alcohol and other illegal substances is prohibited not just in the hostels, but throughout the entire campus. If any student/hostel resident learns about or faces any inconvenience due to others indulging in use of alcohol or illegal substances, he/she can report the issue to the Caretaker/Warden. Hostel residents who have a substance abuse problem are encouraged to seek assistance from the Counseling Services team.

USE OF RESTROOM

Institute has gender separated restrooms across the campus / hostels to maintain the safety and privacy of individuals. Use of washrooms designated to the opposite gender is strictly prohibited and any violation may attract disciplinary action.

SPECIAL NORMS

All residents are expected to adhere to special norms issued by wardens/Dean, SA from time to time, such as the norms for safety during the COVID-19 pandemic. Such norms supersede other norms mentioned here in case of a conflict.