

To be approved by Board of Governors, NITAP, as per section 38(6) of the First Statutes for all National Institutes of Technology, 2009.

**OFFICE OF THE HOSTEL MANAGEMENT COMMITTEE
NATIONAL INSTITUTE OF TECHNOLOGY, JOTE
ARUNACHAL PRADESH-791111**

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Chapter I

Vision and Mission Statements

1.1 Vision:

To provide clean, safe, secure and aesthetic hostels and messes to the students of the Institute, with the sole purpose to support the Institute to achieve her Vision.

1.2 Mission:

- (a) To form/amend/append rules & regulations for hostel management as provisioned in section 38(6) of the First Statutes for all National Institutes of Technology, 2009.
- (b) To be a channel of communication between Director & students, regarding the matters pertaining to hostel management.
- (c) To report & record any damage of infrastructure of all the hostels of the Institute & to request for timely maintenance/repair thereof.
- (d) To record items that is issued to each hostel (room, reading room, TV room, dining hall, wash room, verandah, etc.) of the Institute & to request for timely maintenance/repair/replacement thereof.
- (e) To maintain emergency lifesaving facilities (like first aid box, fire extinguisher, emergency exit doors, etc.) in each hostel of the Institute.
- (f) To accommodate students with furnished/semi-furnished/unfurnished rooms in all the hostels of the Institute for a safe & comfortable stay.
- (g) To take care & maintain the cleanliness & aesthetics of all the hostels of the Institute for the betterment of student's physical and psychological health.
- (h) To nurture an atmosphere of brotherhood/sisterhood for nation building, since the Institute admits students from different states of the country.
- (i) To foster a congenial climate in all hostels of the Institute for curricular, co-curricular and extra-curricular activities of the students.
- (j) To report & record disciplinary breach in hostels by students to Director/Dean Student Affairs.
- (k) To manage the messes of the Institute.
- (l) To automate Hostel & Mess Management activities & processes.

Chapter II

Power to Establish, Maintain & Manage Hostels

2.1 Power to establish, maintain & manage hostels:

As per Chapter-II, Section 6-1(e)& (f) of the National Institute of Technology Act, 2007, National Institute of Technology Arunachal Pradesh is empowered to establish, maintain and manage halls and hostels for the residence of the students.

As per section 38(1) of the First Statutes for all National Institutes of Technology, 2009, National Institute of Technology Arunachal Pradesh shall be a residential institution and all students and research scholars shall reside in the hostels and halls of residence built by the institute.

2.2 Power to lay down rules for the management of the hostels and halls of residence:

The Board of Governors shall lay down rules for the management of the hostels and halls of residence as provisioned in section 38(6) of the First Statutes for all National Institutes of Technology, 2009.

Chapter III

Hostel Management Committee

3.1 Organization of Hostel Management Committee:

- (a) There shall be a Hostel Management Committee (HMC) for the purpose of managing all the hostels of the Institute.
- (b) There shall be a Chairman for the HMC.
- (c) There shall be a Convener for the HMC.
- (d) The hostel wardens shall be the members of the HMC.
- (e) The president of hostel committee, In-charges of hostel sub-committees and a nominated student representative from each hostel of the Institute shall be the members of the HMC.
- (f) HMC shall have meeting with Director, Dean Student Affairs and Dean Academics on a monthly basis.
- (g) 60% of the members of HMC, including Chairman, shall form the quorum for holding the HMC meetings.
- (h) Decisions in the HMC meetings shall be made on the basis of the majority of votes of the members present, including the chairman HMC.

3.2 Appointment of the chairman & members of HMC

- (a) The Chairman, HMC, shall be appointed by the Director of the Institute from among the academic staffs, as authorized in section 38(1) of the First Statutes for all National Institutes of Technology, 2009.
- (b) The hostel wardens shall be appointed by the Director of the Institute from among the academic staffs, as authorized in section 38(1) of the First Statutes for all National Institutes of Technology, 2009.
- (c) The president of hostel committee, In-charges of hostel sub-committees shall be elected by the resident students of hostels of the Institute.
- (d) The nominated student representative shall be nominated by the students of the hostels.

3.3 Functions of HMC

HMC shall oversee and ensure that the vision and missions statements are achieved.

3.4 Functions of Chairman of HMC

- (a) The Chairman, HMC shall be responsible to the Director for the proper discharge of his/her functions.
- (b) The Chairman, HMC shall receive instructions from the Director of the Institute & shall report, the matters of hostel management, thereof.
- (c) The Institute shall provide the necessary infrastructure (room, tables, chairs, fans/AC, almirah, computer, printer, etc.) for the office of the Chairman HMC.
- (d) The Director shall appoint other supporting staff(s) for the office of HMC.
- (e) The Chairman, HMC, shall be entrusted with the overall responsibility of fulfilling all the objectives of Hostel Management Committee of the Institute.
- (f) The Chairman, HMC, shall implement all the objectives of the hostel management committee and the instructions of Director with the advice & assistance of all the hostel wardens & assistant hostel wardens of all the hostels of the Institute.
- (g) The Chairman, HMC, shall be responsible for maintaining account & audit for student mess fees (collection & refund).
- (h) The Chairman, HMC shall be in coordination with Dean Academics, Dean Student Affairs, Medical Officers, Security Officers and others for their inputs to synchronize

hostel management with academic, disciplinary, medical, security and other needs of the Institute.

3.5 Functions of Hostel Warden

- (a) There shall be a hostel warden for each hostel of the Institute.
- (b) Hostel wardens shall be responsible to the Director for the proper discharge of his/her functions.
- (c) Hostel wardens shall receive instructions from the Director through the Chairman, HMC, & shall report to, the matters of hostel management, thereof.
- (d) The Institute shall provide the necessary infrastructure (room, tables, chairs, fans/AC, almirah, computer, printer, etc.) for the office of Hostel Warden in each hostel of the Institute.
- (e) The hostel warden shall be a channel of communication between the Director through the Chairman, HMC, & students, regarding the matters pertaining to a specific hostel.
- (f) The hostel warden shall be responsible for allocating rooms to students after their registration.
- (g) The hostel wardens shall be responsible for issuing **No Objection Certificate** to students of the hostels of the Institute.
- (h) Hostel wardens shall be entrusted with the responsibility of achieving objectives (c), (d), (e), (f), (g), (h), (i), (j) of the Hostel Management Committee with respect to the specific hostel entrusted to the hostel wardens.
- (i) As per section 38(5) of the First Statutes for all National Institutes of Technology, 2009, Hostel wardens shall be entitled to rent free unfurnished quarters corresponding to the type of quarters to which they are normally entitled.

3.6 Assistant Wardens & Caretakers

- (a) Director may appoint Assistant Warden(s) for each hostel of the Institute from among the academic staffs, as authorized in section 38(1) of the First Statutes for all National Institutes of Technology, 2009.
- (b) Assistant wardens shall assist the hostel wardens in managing hostels.
- (c) Assistant wardens shall take charge of the office of hostel warden during his/her leave.
- (d) As per section 38(5) of the First Statutes for all National Institutes of Technology, 2009, assistant wardens shall be entitled to rent free unfurnished quarters corresponding to the type of quarters to which they are normally entitled.
- (e) The Director shall appoint hostel caretaker(s) for the office of Hostel Warden.
- (f) Hostel caretakers shall function as per the instructions from Director, Chairman, HMC & Wardens for implementing objectives (c), (d), (e), (f), (g), (h), (i), (j) of the Hostel Management Committee.

Chapter IV

Hostels & its Maintenance

4.1 Procedure for entrusting new hostels to HMC

- (a) When a newly constructed hostel is handed over to HMC by Engineering Cell of the Institute, HMC shall be provided with a copy of the files containing the information about the name, Identity number and quantity of furniture items, electrical appliances, electronic appliances, gym items, etc.
- (b) In case of lack of item identity number, all items shall be given a unique identity number, either by Engineer Cell or by HMC, for the purpose of tracking & record keeping.
- (c) HMC shall share copies of hostel specific files to each warden of the hostel.

4.2 Procedure for the maintenance of the hostels of the Institute

- (a) Hostels are subject to wear & tear. So regular (yearly) maintenance is mandatory for the longevity of hostel structures.
- (b) As provisioned in Chapter 2 subsection 6(d) of The National Institutes of Technology Act, 2007 and Section 37(i) of the First Statutes for all National Institute of Technology, 2009, a nominal & non-refundable fee, as agreed upon from time to time by the Institute, may be collected by the Institute from hostel students for the general hostel maintenance.
- (c) General hostel maintenance like plastering, painting, wiring, plumbing, etc. shall be carried out once every year.
- (d) In cases of replacement or repair of damaged furniture items, electrical appliances, electronic appliances, gym items, etc. following procedure has to be followed.
- (e) The warden shall inspect and prepare a report & cost estimate of the damaged furniture items, electrical appliances, electronic appliances, gym items, etc.
- (f) If identified students are responsible for the damage of furniture items, electrical appliances, electronic appliances, gym items, etc. then the cost of repair or replacement thereof shall be borne by the students.
- (g) If unidentified students are responsible for the damage of furniture items, electrical appliances, electronic appliances, gym items, etc. then the cost of repair or replacement thereof shall be borne by the students of that particular room or wing or block or floor of the hostel.
- (h) If clause (f) & (g) are true then the students have to purchase the items and hand them over to warden; who will record & hand them over to caretaker.
- (i) If the damage was because of wear & tear involved in normal usage of furniture items, electrical appliances, electronic appliances, gym items, etc. then the cost of repair or replacement thereof shall be borne by the Institute.
- (j) If clause (i) is true then the warden shall submit the report & cost estimate of the damaged furniture items, electrical appliances, electronic appliances, gym items, etc. to the Chairman, HMC.
- (k) Chairman, HMC shall submit the report to the Purchase Committee of the Institute.

- (l) The Purchase Committee shall procure the requested items and hand it over to the Chairman, HMC. He/she shall in turn record & handover the items to warden; who will further record & handover the items to caretaker.
- (m) If there is any new requirement for new furniture items, electrical appliances, electronic appliances, gym items, etc. then the warden or students through caretaker/warden shall submit the application for new requirements to Chairman, HMC; he/she shall further forward the application to Purchase Committee.
- (n) Every newly purchased item shall be given a new unique identity number and it shall be accordingly recorded.

Chapter V

Room Allocation & De-allocation

5.1 Procedure for Allocation of Hostel Room to Students

- (a) If a student has registered himself/herself for an academic programme of the Institute and has paid requisite hostel room fee and hostel mess fee, then he/she becomes eligible for allocation of a room in a hostel of the Institute.
- (b) In view of objectives (h) & (i) of the Hostel Management Committee, students of an academic batch/session may be accommodated in the same hostel for the minimum number of years required to complete his/her programme.
- (c) Hostel wardens shall allocate rooms to students in a manner so as to achieve objectives (h) & (i) of the Hostel Management Committee.
- (d) The general principle for room allocation shall be based on first come first serve basis.
- (e) Hostel wardens shall be provided with the list of registered students by the Dean Academics.
- (f) On the production of registration card by a student, hostel warden shall first instruct the student to sign up a mandatory hostel undertaking. The form for student hostel undertaking is shown in **Annexure-I**.
- (g) Hostel warden shall use room allocation card/form/software to allocate rooms to students. The format of the room allocation card/form is shown in **Annexure-II**.
- (h) A copy of the room allocation card/form shall be given to the student.
- (i) On the production of the room allocation card by a student, Caretaker shall unlock the institute lock and handover the specified room mentioned on the room allocation card/form to the student.
- (j) After inspection of the allocated room, the student shall write the names of furniture & electrical items & the conditions thereof in the room allocation card/form and sign it.
- (k) Hostel warden shall maintain the room allocation card/form in the individual file of the student who has been allocated a room of the hostel.
- (l) Room shifting within a hostel may be permitted & recorded by the warden on the principle of genuine requirements of the students.
- (m) Provided that in exceptional cases, for reasons to be recorded in writing, the Director may permit a student to reside with his/her parent or guardian, where any such permission is accorded to a student, such student, as the case may be, shall be liable to payment of seat rent had he/she resided in the hostel as provisioned in section 38(5) of the First Statutes for all National Institutes of Technology, 2009,

5.2 Procedure for Allocation of Hostel Rooms to Students with Disabilities who do not need constant assistance of another person

- (a) On the production of Disability Certificate by the student, the Dean Academics shall affirm in writing that the student is fit for undertaking the programme offered by the Institute.
- (b) The student shall submit his/her written academic approval from Dean Academics to hostel warden.

- (c) Hostel warden shall allocate him/her a room in the ground floor of a hostel where there are facilities for students with disabilities who do not need constant assistance from another person.
- (d) If there are no hostels with facilities for students with disabilities who do not need constant assistance from another person, then hostel warden shall bring the matter to the knowledge of Chairman HMC, Director, Dean Academics & Medical Officer for appropriate actions.

5.3 Procedure for Allocation of Hostel Rooms to Students with Disabilities who need constant assistance of another person

- (a) On the production of Disability Certificate by the student, the Dean Academics shall affirm in writing that the student is fit for undertaking the programme offered by the Institute.
- (b) The student shall submit his/her written academic approval from Dean Academics to hostel warden.
- (c) Hostel warden shall allocate him/her and his/her assistant a room in the ground floor of a hostel where there are facilities for students with disabilities who need constant assistance from another person.
- (f) Possibility of allocating rooms in Married hostels may be considered.
- (c) If there are no hostels with facilities for students with disabilities who need constant assistance from another person, then hostel warden shall bring the matter to the knowledge of Chairman HMC, Director, Dean Academics & Medical Officer for appropriate actions.

5.4 Procedure for Allocation of Hostel Rooms to Married Students

- (a) Married students registered for Bachelor and Master level programme of the Institute shall not be allocated any hostel room of the Institute.
- (b) Married students/single parents with unmarried dependent children registered for full time PhD or Post-Doctoral programme shall be provided rooms in the married hostel.
- (c) If a full time PhD or Post-Doctoral scholar takes up any employment (temporarily outside of NIT Arunachal Pradesh/permanent), then s/he is not eligible for married hostel.
- (d) If the spouse of a full time PhD or Post-Doctoral scholar takes up any employment (temporarily outside of NIT Arunachal Pradesh/permanent), then s/he is not eligible for married hostel.
- (e) If a married student has registered himself/herself for an academic programme of the Institute and has paid requisite hostel room fee then he/she becomes eligible for allocation of a room in a hostel of the Institute.
- (f) Hostel warden shall allocate rooms to married students in a manner so as to achieve objectives (h) & (i) of the Hostel Management Committee.
- (g) The general principle for room allocation shall be based on first come first serve basis.
- (h) Hostel warden shall be provided with the list of registered married students by the Dean Academics.
- (i) On the production of registration card by a student, hostel shall first instruct the married student to sign up a mandatory hostel undertaking. The form for married student hostel undertaking is shown in **Annexure-III**.
- (j) Hostel warden shall use room allocation card/form/software to allocate rooms to married students. The format of the room allocation card is shown in **Annexure-II**.

- (k) A copy of the room allocation card shall be given to the married student.
- (l) On the production of the room allocation card by a married student, Caretaker shall unlock the institute lock and handover the specified room mentioned on the room allocation card to the married student.
- (m) After inspection of the allocated room, the married student shall write the names of furniture & electrical items & the conditions thereof in the room allocation card and sign it.
- (n) Hostel warden shall maintain the room allocation card in the individual file of the married student who has been allocated a room of the hostel.
- (o) Room shifting within a hostel may be permitted & recorded by the warden on the principle of genuine requirements of the married students.
- (p) Allocation as per Section 5.4 is subject to availability of married hostels.

The Director shall take appropriate action for allocation of hostel rooms for public during emergencies like earthquake, corona, etc.

5.5 Procedure for De-allocation of Hostel Rooms from Students

- (a) In case a student is found to be unsuitable, by Director, HMC & Dean Student Affairs, for him/her to stay in any hostel of the Institute, due to hostel/institute law & order issue, any further, his/her room shall be de-allocated & recorded through office order and s/he shall be prohibited from entering into any room of any hostel of the Institute by the hostel warden.
- (b) In case a student is found to be unsuitable, by Medical Officer, Director, HMC & Dean Student Affairs, for him/her to stay in any hostel of the Institute, due to his/her physical or mental health conditions, his/her room shall be de-allocated & recorded through office order and s/he shall be prohibited from entering into any room of any hostel of the Institute by the hostel warden.
- (c) If a student fails to register for his/her programme at appropriate time, as notified by Dean Academics, s/he may be de-allocated from his/her hostel room by the hostel warden.
- (d) Any violation of sub-section 5.5(a) & (b) of chapter-III shall be reported & recorded by warden/caretaker to Security Officer, Medical Officer, Chairman HMC, Dean Student Affairs & Director on an urgent basis for appropriate decision & action.
- (e) Upon the completion of minimum number of semesters/years of hostel accommodation required by the programme to which the student is registered, the student may be de-allocated from his/her hostel room by the hostel warden. In case of year back, Director may permit the student to stay in hostel.
- (f) In case of PhD and Post-Doctoral students who are not staying in their hostel rooms for long time without any permission from Director due to academic/non-academic reasons, such students shall be de-allocated from their hostels by hostel warden.
- (g) Student's room shall be de-allocated from the next date of the day of the submission of PhD thesis.
- (h) In cases of natural/unnatural emergencies, hostels shall be vacated as per the directions of the Director.

Chapter VI

Room and Hostel Discipline

6.1 Room Discipline

- (a) Once hostel rooms are handed over to students, they shall take control of the rooms by securing the rooms with their personal locks.
- (b) Students shall keep their belongings in their allocated rooms at their own responsibility.
- (c) HMC, Wardens, Caretakers, etc. are not responsible for the damage or loss of any students' belongings.
- (d) Students shall not keep and/or consume any narcotic drug items (as banned by law), any alcohol, any smoking items, etc. in their rooms or any part of the hostels of the Institute.
- (e) Students shall not cook and shall not keep any cooking or heating equipment and vessels like gas cylinder, stove, electric heater, air conditioner, etc. in their rooms or any part of the hostels.
- (f) Students shall not do any activity that may cause fire accidents in their rooms.
- (g) Students shall not damage furniture, lights, fans, switches, windows, walls, etc. of their rooms.
- (h) Students shall regularly clean their rooms either with the help of hostel sweepers or on their own.
- (i) Students shall not disturb their fellow students of their room and students of other rooms by means of loud music, loud singing & dancing, loud gossip/discussion, birthday party, any other celebrations, etc.
- (j) Students shall not use their rooms for any antisocial/terrorist/commercial activities.
- (k) Students shall not keep any pet animals/birds/plants in their rooms.
- (l) Students of opposite gender are not allowed to visit/stay in any room of the student of the other gender.
- (m) Students shall not perform any life threatening activities in their rooms.
- (n) Students shall not involve themselves in any form of violence in their rooms.
- (o) Students shall not involve themselves in any form of ragging in their rooms.
- (p) In case of student death, due to sickness, accident, etc., the matter shall be informed first to Director, Police, Dean Student Affairs, Chairman HMC, Warden & caretaker on an urgent basis.
- (q) Parents/guardians/guests of a student are not allowed to stay in the student's room.
- (r) Parents/guardians/guests of a student staying in the student's room shall be fined with charges (as decided from time to time). The fine money shall be used for general hostel maintenance.
- (s) Hostel Wardens, Assistant Wardens and Chairman HMC may conduct surprise inspection of hostel rooms from time to time to check for the room discipline.
- (t) Students are not allowed to stay in rooms during vacation in normal circumstances. Prior written permission should be obtained from Director to stay during vacation.
- (u) In case a student violates subsection-6.1 of chapter-VI, the matter shall be brought to the knowledge of caretaker, warden, Chairman HMC, Dean Student Affairs, Security Officer & Director by any student/caretaker/warden/HMC/Dean Student Affairs/Security Officer for appropriate decision and action.

Chapter VII

Hostel Cleanliness and Aesthetics

- (a) Wardens shall be responsible for the cleanliness and aesthetics of the hostels.
- (b) Sufficient number of sweepers and gardeners shall be provided by the Director to each of its hostels.
- (c) Sweepers and gardeners shall be under the direct control and supervision of Wardens.
- (d) Wardens shall distribute & schedule the cleaning works of washroom, veranda, TV room, reading room, garbage disposal, etc. to sweepers.
- (e) Wardens shall distribute & schedule gardening works to gardeners.
- (f) Wardens shall take feedback about hostel cleanliness from students and their representatives from time to time.
- (g) Wardens shall procure & record cleaning chemicals, brooms, mops, gardening seeds, pipes & tools etc. from the purchase section through the approval of HMC.

Chapter VIII

Student Hostel Committee

- (a) There shall be a student hostel committee for each hostel of the Institute.
- (b) There shall be hygiene, discipline, sports and mess subcommittees for each hostel of the Institute.
- (c) Hygiene, discipline, sports and mess subcommittees are subcommittees of student the hostel committee.
- (d) There shall a president for each student hostel committee from among the hostel students.
- (e) There shall be an In-charge for hostel hygiene, discipline, sports and mess subcommittees from among the hostel students.
- (f) Hygiene, mess and discipline subcommittees shall each be comprised of five to ten students of the hostel.
- (g) In-charges of hygiene, discipline, sports and mess subcommittees shall be the members of the student hostel committee and shall assist the president thereof.
- (h) Warden/Assistant warden shall be Chairman of the subcommittees.
- (i) Hostel hygiene subcommittee shall give feedback/report to the hostel warden regarding hostel hygiene and shall also check if students and sweepers are taking care of the hostel hygiene.
- (j) Hostel sports subcommittee shall give feedback/report to the hostel warden regarding hostel sports needs and shall also be responsible for the sports items and equipment.
- (k) Hostel discipline subcommittee shall give feedback/report to the hostel warden regarding hostel discipline and shall also check if students are taking care of the hostel discipline.
- (l) Mess subcommittee shall give feedback/report to the hostel warden regarding hostel mess and shall also check if mess staffs are taking care of the food taste & hygiene, dining hall and kitchen cleanliness.
- (m) The members of the above listed committees and subcommittees shall be from among second and/or third year UG students and they shall be elected by the hostel students for two years.
- (n) Hostel warden shall conduct and oversee the election.

Chapter IX

Mess

9.1 Mess Infrastructure

- (a) The Institute shall provide mess infrastructure (Dining hall & kitchen) for housing the mess of each hostel.
- (b) Kitchen furniture, electrical appliances, cooking gas license, LPG, cooking stoves, vessels, etc. may be provided by the Institute.
- (c) Dining hall furniture, electrical appliances, etc. shall be provided by the Institute.
- (d) HMC shall maintain an inventory for Kitchen and Dining hall infrastructure & items.

9.2 Mess Management

- (a) There shall be a mess in-charge for each mess of the Institute.
- (b) The mess in-charge shall be appointed by the Chairman HMC.
- (c) The mess in-charge shall function under the supervision of Chairman HMC.
- (d) The office of the hostel warden shall accommodate the office of mess in-charge.
- (e) The Institute shall provide the necessary infrastructure (room, tables, chairs, fans/AC, almirah, computer, printer, etc.) for the office of mess in-charge.
- (f) The mess in-charge shall maintain an inventory for Kitchen and Dining hall infrastructure & items.
- (g) As provisioned in Chapter 2 subsection 6(d) of The National Institutes of Technology Act, 2007 and Section 37(i) of the First Statutes for all National Institute of Technology, 2009, a nominal & non-refundable fee, as agreed upon from time to time by the Institute, may be collected by the Institute from hostel students for the general mess maintenance.
- (h) The mess in-charge shall be responsible for the safety and quality of food provided by the mess.
- (i) The mess in-charge and student mess subcommittee shall be responsible for preparing the mess menu/rate with consultation from the students.
- (j) The mess in-charge and student mess subcommittee shall be responsible for the cleanliness, discipline and aesthetics of the dining hall of the mess.
- (k) The mess in-charge shall be responsible for arranging sick food for students, whenever possible.
- (l) A hosteller must join the mess of the hostel.
- (m) The mess in-charge shall be responsible for recording the attendance of students during breakfast, lunch & dinner time (signing, biometric, smart card etc.).
- (n) The mess in-charge and student mess subcommittee shall be responsible for specifying the time slot for breakfast, lunch and dinner.
- (o) The mess in-charge shall be responsible for mess rebate of students.
- (p) The mess in-charge shall prepare student mess bill and display it in the hostel notice board for any clarification/correction from mess vendors and students for a week.
- (q) The final mess bill will be approved by HMC and payments will be disbursed to vendors.
- (r) The mess in-charge shall prepare refund mess fee for students and submit it to HMC for approval and disbursement to students.
- (s) The mess supervisor shall be supervised by the mess in-charge regarding food safety, food quality, dining hall cleanliness, kitchen cleanliness, etc.
- (t) The mess in-charge shall ensure that the wages of mess and dining hall staffs are regularly paid.
- (u) The mess in-charge shall ensure that the wages of mess and dining hall staffs are according to the latest orders of the Government of India.

- (v) The Institute may provide accommodation for mess and dining hall staffs based on availability.

9.3 Maintenance of Mess Infrastructure & Equipment

- (a) The mess in-charge shall report & record the damage of any mess infrastructure & equipment to HMC for any necessary managerial action.
- (b) The mess in-charge shall be responsible for the repair or replacement of mess infrastructure & equipment.
- (c) The mess in-charge shall place the list of items to be repaired or replaced to HMC and then HMC shall obtain the same from the purchase section and hand it over to mess in-charge.
- (d) The mess vendor, under the supervision of mess in-charge, shall be responsible for the daily maintenance of kitchen equipment provided by the institute.

9.4 Mess Vendor Management

- (a) HMC shall select mess vendor through tendering/other process.
- (b) HMC shall be responsible for preparing all the details of the mess vendor tender/other process.

9.5 Dining Hall Discipline

- (a) Students shall wear proper attire when they come to dining hall for having food.
- (b) Students shall not take their food to their hostel rooms, except with the permission from mess in-charge for sick students only.
- (c) Students shall not play music, shall not make noise, etc. in the dining hall.
- (d) Students shall follow the cleanliness procedure of dining hall.
- (e) Serving staffs of dining hall shall wear proper dress code (head cover, hand gloves, etc.).
- (f) Serving staffs of dining hall shall behave properly with students.
- (g) Parents/guardians/guests of students may have food from the hostel dining hall by paying requisite food charges.
- (h) Dining hall shall be exclusively used for dining purpose only.
- (i) Students & staffs shall not sleep in the dining hall.

9.6 Kitchen Discipline

- (a) Students shall not enter into the kitchen of the hostel mess.
- (b) Students shall not take any eatable items/equipment from kitchen.
- (c) Students shall not cook anything in the kitchen.
- (d) Kitchen staff shall wear proper cooking attire.
- (e) Kitchen staff shall not smoke/drink in the kitchen.
- (f) Students & staffs shall not sleep in the kitchen.

Annexure I

Undertaking by Hostel Students

I, _____, with registration No. _____ enrolled for the _____ Programme in the Department of _____ do hereby undertake that as a hosteller at NITAP:

- (a) I will follow the code of conduct relating to the hostels as formulated by the Institute, after going through them in the Institute website.
- (b) I shall keep the hostel room allotted to me and the premises clean and hygienic and will make it available for periodic cleaning and inspection as required.
- (c) If any damage is caused to the furniture, fans, switch, wall, window, etc. of my room, I shall be responsible for it and charges for repairs/replacements shall be collected from me.
- (d) I will keep my valuables in safe custody. The management is not responsible for any loss.
- (e) I will not part take in any form of violence, strike, riot, or any anti-social activity.
- (f) Institute gates will be closed after 8:30 PM. I understand that no entry or exit is permitted after the scheduled time, unless specific permission is taken.
- (g) I understand that prior permission needs to be obtained from the Warden to visit places outside campus even for bonafide purpose. In the event I take leave (with permission) to visit hometown or other places, I will be solely responsible for my safety and security during my departure and return to the Institute.
- (h) I understand that use of any narcotic and addictive substance - tobacco, alcohol, drugs, etc., is strictly prohibited in the hostel / Institute. I will be liable for disciplinary action for indulgence in any such activity, viz., smoking, consumption of alcoholic drinks (including beer) or any other intoxicating substance in the hostel and Institute premises and found under its influence at any point of time / place during my studies in the Institute. Any violation may lead to immediate hostel suspension and up to a year of suspension from the Institute.
- (i) I understand that ragging is strictly prohibited and is an offence. Any involvement will lead to my summary termination from the Institute.
- (j) I understand that hostel residents are required to develop cordial relationship and to show concern, respect and dignity for one another and live in harmony with hostel staff, security personnel and other fellow residents. I will play a proactive role as a student and if I have any suggestions / feedback for improvement or any concerns about aspects of hostel life, it will be brought to the notice of HMC and Warden immediately.
- (k) 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.
- (l) I will receive guidance from the Counselor or Doctor, wherever required and as referred to or guided by the Warden / Institute.
- (m) In the event of my parents / guardians or relatives visiting me, I should inform the Warden in advance. Access / contact with them, meeting in the hostel reception area or going out for local visit will be with the consent of the Warden (written permission).
- (n) I understand that no friends or outsiders are generally allowed in the hostel premises. Also, men cannot go to the women's hostel or vice versa if not otherwise stipulated. Any such unauthorized visit will be seen as a serious misconduct, inviting penalty up to suspension from the Institute.

- (o) Normally, I will avail the food from a mess and be a member of a mess. In the event I decide to take food from elsewhere, during my bonafide visits or otherwise, I will inform accordingly and will be careful about my health, food safety and nutrition.
- (p) I understand that my involvement in any unacceptable behaviour under the code of conduct and above and any violation of hostel rules may lead to my immediate expulsion from the hostel / Institute.
- (q) I shall not hold any motorized vehicle in the campus during my stay in hostel without permission from Competent Authority. Any violation may lead up to a year of suspension.
- (r) The premises of the campus other than those marked as "Allowed Locations for 24x7 Access" for students are considered to be "Restricted Zones". I shall be socially and ethically responsible for entering into any restricted zone beyond permitted hours.

Date: _____

Student's Signature: _____

Name of Student: _____

Contact No.: _____

ACKNOWLEDGEMENT

I, _____, father/mother/guardian of Mr./Ms. _____, have gone through carefully the content of the above undertaking and understand that following these guidelines are for the student's own benefit and wellbeing. I also understand that if he/she fails to comply with these terms, he/she will be liable to suitable action as per Institute rules and law. I undertake that he/she will strictly follow the above terms and conditions.

Date: _____

Parent's/Guardian's Signature: _____

Name of the Parent/Guardian: _____

Address for Correspondence: _____

Contact No.: _____

Email ID: _____

Annexure II

Room Allocation Card for Hostel Students

Mr./Ms. _____ with registration no. _____
has completed all the processes of registering herself/himself for _____
programme for the academic session _____. S/He has paid the requisite hostel fee of
Rs. _____ and mess fee of Rs. _____. S/He has been allocated Room
no. _____ of _____ hostel of the Institute for the academic
session _____.

Hostel Warden,

NITAP, Jote.

Date: _____

Annexure III

Undertaking for Students of Married Hostels

I, _____, with registration No. _____ enrolled for the PhD/Post Doctoral Programme in the Department of _____ do hereby undertake that:

- (a) I am not employed in any job (permanent/temporary).
- (b) My spouse is not employed in any job (permanent/temporary).
- (c) I will follow the code of conduct relating to the hostels as formulated by the Institute, after going through them in the Institute website.
- (d) I shall keep the hostel room allotted to me and the premises clean and hygienic and will make it available for periodic cleaning and inspection as required.
- (e) If any damage is caused to the furniture, fans, switch, wall, window, etc. of my room, I shall be responsible for it and charges for repairs/replacements shall be collected from me.
- (f) I will keep my valuables in safe custody. The management is not responsible for any loss.
- (g) I will not part take in any form of violence, strike, riot, or any anti-social activity.
- (h) Institute gates will be closed from 8:30 PM. I understand that no entry or exit is permitted after the scheduled time, unless specific permission is taken.
- (i) I understand that prior permission needs to be obtained from the Warden to visit places outside campus even for bonafide purpose. In the event I take leave (with permission) to visit hometown or other places, I will be solely responsible for my safety and security during my departure and return to the Institute.
- (j) I understand that use of any narcotic and addictive substance - tobacco, alcohol, drugs, etc., is strictly prohibited in the hostel / Institute. I will be liable for disciplinary action for indulgence in any such activity, viz., smoking, consumption of alcoholic drinks (including beer) or any other intoxicating substance in the hostel and Institute premises and found under its influence at any point of time / place during my studies in the Institute. Any violation may lead to immediate hostel suspension and up to a year of suspension from the Institute.
- (k) I understand that ragging is strictly prohibited and is an offence. Any involvement will lead to my summary termination from the Institute.
- (l) I understand that hostel residents are required to develop cordial relationship and to show concern, respect and dignity for one another and live in harmony with hostel staff, security personnel and other fellow residents. I will play a proactive role as a student and if I have any suggestions / feedback for improvement or any concerns about aspects of hostel life, it will be brought to the notice of HMC and Warden immediately.
- (m) 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.
- (n) I will receive guidance from the Counselor or Doctor, wherever required and as referred to or guided by the Warden / Institute.
- (o) In the event of my parents / guardians or relatives visiting me, I should inform the Warden in advance. Access / contact with them, meeting in the hostel reception area or going out for local visit will be with the consent of the Warden (written permission).
- (p) I understand that no friends or outsiders are generally allowed in the hostel premises. Any such unauthorized visit will be seen as a serious misconduct, inviting penalty up to suspension from the Institute.

- (q) I understand that my involvement in any unacceptable behaviour under the code of conduct and above and any violation of hostel rules may lead to my immediate expulsion from the hostel / Institute.
- (r) I shall not hold any motorized vehicle in the campus during my stay in hostel without permission from Competent Authority. Any violation may lead up to a year of suspension.
- (s) The premises of the campus other than those marked as "Allowed Locations for 24x7 Access" for students are considered to be "Restricted Zones". I shall be socially and ethically responsible for entering into any restricted zone beyond permitted hours.

Date: _____
Student's Signature: _____
Name of Student: _____
Contact No.: _____

ACKNOWLEDGEMENT

I, _____, father/mother/guardian of Mr./Ms. _____, have gone through carefully the content of the above undertaking and understand that following these guidelines are for the student's own benefit and wellbeing. I also understand that if he/she fails to comply with these terms, he/she will be liable to suitable action as per Institute rules and law. I undertake that he/she will strictly follow the above terms and conditions.

Date: _____
Parent's/Guardian's Signature: _____
Name of the Parent/Guardian: _____
Address for Correspondence: _____

Contact No.: _____
Email ID: _____