

## **9. HOSTEL RULES & REGULATIONS**

9.1. ADMINISTRATION The overall administration of students' hostel and mess shall be the responsibility of the Officer (Students' Affairs & Hostels). The SA Chairperson's decision shall be final in the interpretation of the rules and in all matters of the hostel & mess.

The Hostel Warden/Officer (Students' Affairs & Hostels) shall have powers to issue standing orders to regulate internal matters and other details not explicitly covered by these rules.

The Hostel wardens or authorized personnel or members of the Anti-Ragging Squad may inspect hostel rooms at any time to investigate discipline-related matters

## **9.2. ALLOTMENT OF HOSTEL ROOMS**

Hostel rooms are allotted to students of full time course who are on the current rolls of the Institute. Allotment of hostel room/change of hostel rooms shall be done only by the Hostel Office in coordination with the Students Council (for second year only). Separate hostels are earmarked for girls and boys studying at IIMK. Boys are not allowed to enter girls' hostel for any reason. Hostel premises or common rooms of the campus will not be used for any social get-together/ function, irrespective of the number of students attending. Students are permitted to host social get-together/function only after obtaining due permission of the Hostel Warden or SA Chairperson and necessary clearance from the General Administration and the Estate Department. Students are required to submit the request with all details at least one week in advance to SA & Hostel Office for due process and approval. Such get-together/function should be closed before 23:00 hrs. The Student Organizers of such get-together/function would ensure adherence to rules and regulations of the Institute and will be liable for any untoward incident occurring during such get-together/function. The student organizers must ensure the segregation of waste and disposal as per the Institute guidelines. Those who are undergoing their summer internship in Calicut and/or other nearby cities can avail of the hostel rooms on payment basis. Proportionate monthly rent will be calculated based on the hostel fee component as contained in the PGP fee structure applicable to the concerned PGP Batch. Request for permission to avail this facility should reach Hostel Office latest by 15th March. Students going for International Exchange Programme during Term V are required to vacate hostel room and keep their belongings in the cloak rooms provided at various hostels. All the belongings should be labelled (with their Name and Roll No.) and tagged properly. However, they can occupy the respective hostel room on re-joining from the above programme.

## **9.3. GENERAL CONDUCT AND DISCIPLINE**

9.3.1. Decision of Hostel Office regarding allotment of rooms shall be final. Mutual exchange of rooms will be allowed by the Hostel Office in exceptional cases, based on written request from affected parties. Unauthorized occupation of any room or exchange of rooms shall be treated as misconduct. Occupation/ vacation of hostel rooms shall be done only with due clearance from Hostel Office.

9.3.2. Any student who is permitted to withdraw from the course or whose enrolment is terminated due to any reason, is required to vacate his/her hostel room within one week from the date of receipt of communication to that effect.

9.3.3. Students are required to vacate the hostel rooms within 3 days of convocation.

9.3.4. Mandatory charges, as fixed by competent authority, shall be levied on occupants of hostel rooms with extra facilities like air-conditioner and geyser. The electricity charges in such rooms will be as per actual usage.

9.3.5. Students shall keep their room, its surroundings, and hostel premises clean. The rooms, doors, windows, cupboards, common areas, etc. should not be disfigured by writing and sticking handbills, posters, etc. If any damage is noticed, the inmates will have to pay the cost of repairs as decided by the Institute.

9.3.6. Students are not allowed to remove any article from the hostel room. Any damage to the hostel property shall be immediately reported to the Hostel Office. The cost of damage will be recovered from the individual concerned. If the person is not traced, the students in the floor, wing or flat will be held responsible and collectively charged. In case of wanton damage, all the students of that particular hostel will be held responsible, and in addition to recovery of cost of repair, the Institute may impose a suitable fine.

9.3.7. Each student will be responsible for the furniture supplied to him/her. Any additional furniture shall be brought to hostel room only with permission from Hostel office. The cost of repair of table, chair, cot, cupboard, etc. (other than that due to normal wear- and-tear) will be recovered from the individual student or students occupying the room

9.3.8. Students should ensure that lights, fans, etc. are switched off when they are not required or when they leave the room. Electrical installations should not be tampered with. The use of electrical appliances such as immersion heaters, induction/electric stove etc. are not allowed in the hostel rooms. Such appliances, if found will be confiscated and a fine will be imposed.

9.3.9. The use of entertainment systems, which may cause inconvenience to other hostel occupants, are not allowed in hostel rooms.

9.3.10. Students are not allowed to keep pets or motor vehicles while residing in the Campus. Driving hired/borrowed motor vehicles inside the Campus is not permitted. However, bicycles may be kept and used by students, after obtaining due permission from SA Office.

9.3.11. Students are allowed to leave Campus on book-out during daytime, as per the timings published from time to time. Station Leave permission is required to be obtained from Hostel Warden in case a student want to stay away from Campus during night. Any unauthorized absence from Campus will be construed as misconduct.

9.3.12. Students are responsible for safekeeping of their personal belonging such as Laptop, Mobile Phone, Ornaments, etc. The authorities will not be responsible for any loss or damage of personal belongings. Any case of theft should be promptly reported to Security Officer through the Hostel Office.

9.3.13. Academic and co-curricular activities alone are permitted in the hostel.

9.3.14. No student shall absent himself/herself for any night from the hostel without the prior permission of the Hostel Warden. If a student finds it necessary to leave the hostel in an

emergency and is unable to meet the Hostel Warden, he/ she must before his/her departure report the reasons for his/her absence in writing to the Hostel Warden through the procedures to be set up by the Hostel Warden.

9.3.15. Students are not allowed to keep or consume alcohol, cigarettes, and contraband drugs anywhere inside the campus, including hostel rooms. The entry of students into the campus in intoxicated manner will also be treated as an act of misconduct.

9.3.16. Ragging in any form is a cognizable offence and severely punishable as per the Supreme Court directives, and may lead to expulsion from the Hostel and the Institute as well, apart from legal proceedings.

9.3.17. Students should not break open or try to break open any other hostel rooms. No furniture or equipment is permitted to be moved out from any hostel room or premise, without due permission.

9.3.18. Complaints regarding unserviceability of various facilities provided in the hostel room are to be lodged through the provision available in IIMK Intranet. In case complaints are not resolved within two working days, the same may be communicated to Hostel Office through email, duly quoting the complaint docket number.

9.3.19. IIMK is committed to create a healthy environment that enables students to study without fear of prejudice, gender bias or any kind of harassment. Students have the moral obligation to report any instance of ill-treatment or harassment to the SA Chairperson or Head of SA. The Institute expects students to treat each other and the support staff with dignity and respect. Getting into argument with Security personnel, Housekeeping staff, Catering staff or other support staff will be construed as misconduct. Use of foul language or violence as a means to resolve conflicts amounts to misconduct and such behaviour will evoke severe disciplinary action.

9.3.20. Institute has employed full time Psychologists to look after the wellbeing of students. A facility to book appointment with Psychologist is available in the IIMK Intranet and students have the option for online or in person counselling.

9.3.21. Students are not permitted to make audio/video recordings of hostel or mess premises or upload the same in Internet. Students are expected to be vigilant and avoid posting derogatory or insulting comments in social media platforms.

9.3.22. Students are required to be judicious while sending communications/ mails to Institute authorities. Mails should be addressed only to the action addressee, with copies marked on need to know basis. Dean (P&IR) or SA Chairperson may be contacted only if subordinate authorities do not respond within 7 days.

9.3.23. Entry of students to other hostels will be recorded in the register available with the security personnel at hostels.

9.3.24. Trespassing is strictly not allowed. In case of any breach the issue will be notified to the general administration for appropriate action.

9.3.25. Students are supposed to take care of their health themselves. Student suffering from infectious disease has to leave for medical treatment to hospital or isolated place.

9.3.26. Students have the provision of book out/ book-in from/to the campus, as per the timings published from time to time. Any student leaving the campus during the day should return to IIMK campus before 2:00 hrs without fail. Students while going for the book out/ book –in have to ensure that biometric face recognition is recorded and also produce the student Identity card at the security main gate. Any breach of this clause will be construed as misconduct.

9.3.27. Students are not allowed to host any other person in their hostel rooms and students mess. Guests may be brought inside the campus, after obtaining due permission from the Students Affairs & Hostel Office. The concerned student will be responsible for the conduct and all charges incurred by the guest. Parents/Guests/visitors are not allowed to stay in the hostels. Students have to accompany the Parents/Guests/Visitors, during their period of visit inside the campus. Parents/Guests/Visitors are permitted from 9:30 AM to 6.00PM only. Permission to accommodate bystanders in the hostel room will be considered on medical grounds, subject to the recommendation of the IIMK Dispensary Doctor and availability of room.

#### **9.4. HOLIDAYS / VACATION**

9.4.1. Personal belongings of the students proceeding on vacation may be left behind in the hostel till they return. All such articles must be packed, properly labelled, and entrusted to the hostel steward for safe custody in the rooms earmarked for this purpose. While every effort will be made to see that the articles are kept safely, the hostel authorities are not responsible for any loss or damage caused. Students are, therefore, advised not to leave behind any costly item in the hostels when they go on vacation. The Institute reserves all rights to allocate the room for another academic activity or undertake repair/ maintenance work during holidays/vacations.