



**Indian Institute of Information Technology Manipur
Mantripukhri, Imphal, 795002, Manipur, India**

GENERAL RULES FOR HOSTEL RESIDENTS

1. The hostel is your home in Manipur; room allotted to you is now on your own responsibility, keep it neat and clean.
2. Wise usage of resources is practiced here: minimize wastage of power, water and food items; electrical appliances/fittings should be switched off and water taps should be closed when not in use.
3. Complaints (if any) should be registered in the complaint register kept with Caretaker of the hostel. While the institute strives hard to take of all genuine complaints, the students are advised to be patient until the problem is completely sorted out. Hostel Caretaker is the immediate contact for any need.
4. Ensure safety; do not use electrical appliances in the rooms. You are accountable; do not move furniture, electrical fittings, utensils and others, from their specified place to any other place.
5. General hostel visiting hours is from 6 AM to 6 PM and applicable to all guests (including residents of other hostels). Maintain visiting hour for homogenous inmates to your room between 6 AM to 9 PM and heterogeneous guests limited to visiting area only in and strictly restricted to 6 AM to 6 PM. Any relaxation requires special permission from hostel authority.
6. All students have to inform the warden/caretaker and faculty advisor over phone/mail, if they are staying in the hostel during a working day of academic session. Subsequently, a formal permission from warden as well as the faculty advisor is a must before they are permitted to attend the class.
7. All students should return to their respective hostels by 8 o'clock night. However, students may be permitted to remain away from their hostels beyond 8 o'clock night on academic grounds. In that case, the student movement is confined to the academic area only and he/she has to make necessary entries in the relevant register of the hostel as well as of the department concerned.
8. Whenever a hostel resident goes outside the Institute Campus, it is to be ensured that he/she is back by 7 pm unless prior/special permission from the warden concerned is obtained. If he/she enters the campus after 7 pm then he/she will have to enter his /her name and registration number in the register kept with the security staff at the entry gate(s) of the campus. Students have to submit their I-Card to the security staff and it may be collected from the academic section on the next day. Further, the entry time is restricted to 7 pm for the students who enter the campus by motorcycles.

9. Observe silent hours in hostel (TV and music system should not be used) on weekdays 10 PM to 6 AM and on weekends 11 PM to 6 AM. The Security personal have the authority to switch off audio/video systems during silent hours.
10. Students are required to vacate rooms during institute vacations for hostel maintenance and/or for any other purpose as notified by the Hostel Authority. In special cases, request note (only on academic ground) with parent's endorsement should have warden's permission.
11. Local guardians of students have to be introduced (with an introductory letter) by the parent along with his address and phone number. He would be the immediate contact for the student in Manipur.
12. Private cooking in hostel/rooms is not permitted. The mess timings must be observed. Dining should be confined to the dining hall only. Taking utensils out of dining hall is not permitted.
13. At the beginning of each semester mess menu has to be approved and forwarded by the hostel warden. Further, a copy of the same has to be displayed on the hostel/mess notice board throughout the semester. It will be the responsibility of student mess representative(s) to strictly observe the mess guideline.
14. Rearing pet animals is prohibited in the hostel premises.
15. Display of any notices on the notice board needs prior permission from hostel authority.
16. As a security measure hostel premises will be under visual surveillance. Any vandalism with these security measures will be severely dealt with. Further, the whole restoration expense will be the collective responsibility of all the residents, if person(s) responsible could not be identified.
17. Any matter of misconduct by residents would be severely dealt with. Consumption of alcoholic drinks, smoking and use of narcotic drugs in hostel premises is strictly prohibited. Ragging of any form is a serious punishable offence.
18. General damage of hostel property will be the collective responsibility of all the residents and they will be required to compensate such damage, if person(s) responsible could not be identified.
19. The Hostel Affairs Board (which includes subcommittees responsible for respective activities in the hostel) /Warden's decision on all matters related to the hostels would be final and binding. All hostels in campus is under a single umbrella of Hostel Affairs Board and it deals with overall inter hostel affairs.
20. All the student has to be aware of these guidelines and a copy of these guidelines has to be on hostel/mess notice board throughout each semester.