



Indian Institute of Technology Kanpur

Hall of Residence –XIII

Accommodation Form

Important Instruction

*All details should be filled in **BLOCK LETTERS**

PASSPORT SIZE
PHOTOGRAPH

Date..... Time.....

Name:..... Roll No.....	
Dept/Program..... Block..... Room No.....	
Permanent Address	Correspondence Address (If different from permanent address)
Address.....	Address.....
Town/City.....	Town/City.....
District.....	District.....
State/UT.....	State/UT.....
Country.....Pin/Zip.....	Country.....Pin/Zip.....
Father/Mother Name.....	Father/Mother Name.....
..... Mobile..... Mobile.....
Email.....	Email.....
Father/Mother Signature.....	Father/Mother Signature.....
Student's Mobile No.....	Mother Name.....
Student's Email ID.....	Mother Contact:.....
Emergency Contact Name	Guardian Name.....
Emergency Contact No.:.....	Guardian Contact No.(If ny).....

Student's Signature

Parent's Signature

FOR OFFICE USE ONLY

Allotment Status (confirm/reject/anyother).....
Mess/Elect Bill Advance..... Date.....
Received By DD/I-Collect/Trf/No.....Balance.....
Place.....

(Signature of Dealing Officer)



Indian Institute of Technology Kanpur

Hall of Residence –XIII

Ph: 0512-679-4954, email: hall13@iitk.ac.in

Hall Rules and Regulations

Students should read all the rules and regulations and follow the same till their stay in the Hall.

- 1) It should be clearly understood by all residents that no tenancy shall be created by their occupation or use of hall premises and property and that each of them is merely permitted by Management, under the rules and regulations framed by the Competent Authority/Management which can be changed, altered, modified, varied wholly or partly and can be replaced by Competent Authority/Management at their discretion and without assigning any reason for same. Upon such revocation the resident shall not be entitled to stay and/or enter the Hall/Institute or any part or portion thereof.
- 2) Any misleading or false statement or information in the application form shall render the admission for termination and on such termination, students shall not be entitled to stay and/or enter the hall or part thereof.
- 3) The Wardens reserve the right to terminate the occupancy of the student for any wilful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and strict action will be taken against the offenders including disciplinary action as well as their parents will be informed immediately.
- 4) The Wardens reserve the right to decide who can or cannot enter the hall, the warden also reserves the right to ban the entry of anyone into the hall at any point of time, as and when deemed necessary.

Conduct in the Hall and handling its property

- 5) The Hall Office will provide the keys to open the allotted rooms to the students. After unlocking the room, return that pair of lock and key on the same day to the Hall Office. Students will have to put their own locks and keys for the allotted room.
- 6) In case of loss of the key to the lock, student must not break the lock, instead, inform the Hall Office, for necessary action.
- 7) The students shall not interchange their rooms with mutual consent. A strict action will be taken against the violators.
- 8) Students shall not bring any extra furniture or other fixtures in the room. All furniture and fixtures that have been provided by the Hall management in the rooms allotted to students, must be handled carefully so as they are not damaged. In case of missing room-property the students of those rooms shall be required to pay double the original cost of missing from their room. Students shall also be required to pay twice the charges of repairing items that are found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear. No wet clothes should be dried on the furniture
- 9) Interchange of Furniture/Fixture: Students shall not interchange any furniture/ fixture from one point/location in the hall to another. The strict action will be taken against offenders including disciplinary action.
- 10) No student shall take any outside visitors to the room other than his/ parents/ legal guardian. Personal servants/Domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.
- 11) Students shall not bring and/or keep any pets including fish, cats, dogs, and so on in the Hall premises. Students should desist from pampering stray dog by offering food.
- 12) Students shall keep their room, veranda and surrounding areas tidy, neat and clean at all times and shall not throw trash at any place other than the dustbin or the place specifically assigned for this purpose.
- 13) No students shall store any cooked food in the room, when they are going to be away for more than a day.
- 14) Defacing walls, lifts, equipment, furniture etc., is strictly prohibited. Strict action will be taken against offenders including disciplinary action. In the event of such activities, facilities like lift, furniture, etc. may be withdrawn subsequently.

Student's Signature

- 15) **Electrical Appliances:** No electric appliances shall be permitted in the room except with proper permission, failing which the Warden/Hall Administrator will have the right to confiscate the gadget. Students are not allowed to use electronic gadgets/equipment of high wattage. Electronic gadgets/Equipment of those at fault will be confiscated. The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not in use. While leaving the room, students should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion. Students must turn off all the electrical equipment & lights before leaving their rooms.
- 16) Electricity charges will be calculated of entire hostel and it will be divided among each student on the basis of calculation of BDER (basic day electricity rate) (BDER x total number of mess days).
- 17) If any common property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
- 18) **Intoxicants / Smoking:** Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behaviour shall invite strict disciplinary action leading to program termination from the Institute as well as parents/local guardian will be informed immediately
- 19) The Warden/Hall Office and In-Charge have the discretion to inspect any room.
- 20) **Burning of fire** in and around the hall premises is strictly prohibited. Strict action will be taken against the guilty including disciplinary action as well as their parents will be informed immediately. Assets in Common Areas/Corridors: Theft/damages to hostel assets in common areas/corridors shall be thoroughly investigated and the amount recovered from the students found guilty, which may even be applied to all students of the flank/wing. In case of theft/damage to items that pertain to usage by the complete hall, the recoveries shall be made from all the occupants of the hostel.
- 21) Students shall treat the staff and housekeeping staff of the Hall with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the housekeeping staff of the Hall.
- 22) **Celebrations of festivals and birthdays:** Birthdays may be celebrated within a wing, but usage/consumption of illegal materials is strictly prohibited. The noise level should be controlled such that it does not result in inconvenience to other hall residents. For celebrations on a scale larger than this, prior permission must be sought from the Wardens.
- 23) No student shall bring or store any firearm, ammunition, explosive and inflammable goods within their room and the premises of the hall.
- 24) Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.
- 25) **Loud Music/Noise:** Care should be always taken to ensure that music or noise inside your room does not disturb your roommates or other residents of the hall; just use headphone in such cases. Also, during phone-calls make sure other roommates are not disturbed; you can continue the phone call outside the room. Any manner of activities within the hall premises that may cause disturbance to other inmates in the hall, will not be entertained.
- 26) Students must keep in mind that running of bicycle and playing outdoor sports in corridors/wings, is strictly prohibited. Strict action will be taken against offenders including disciplinary action.
- 27) **Ragging:** Ragging in any form is BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to programme termination from the Institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offence. Please report any incident immediately to any member of the Anti-Ragging Committee/Warden/Hall Administrator/Security Personnel/Deputy Director/Director directly at any time of the day/night
- 28) **Food** will be served only in the designated Dining Hall(s) and only during the specified timings. Wasting food & water is highly discouraged. Student must inform their non-availability to the Mess Manager well in advance. If a student is sick, written application by the student endorsed by the Wardens/Hall Office and medical certificate by HC should be given to Mess Manager for serving food in the room. Students are requested not to waste food.

Student's Signature

- 29) Tipping of Mess Staff, Security Guards, Cleaning staff etc., is not permitted.
- 30) **Visitors** are allowed only in Canteen between: 4:30 p.m. and 6:30 p.m. Visitors are not allowed beyond the visiting area. No outside Guest\Students will be allowed inside the hostel without any permission from the Wardens.
- 31) Any **complaints** regarding electric equipment, plumbing etc., is required to be entered in the 'Pingala'.
- 32) Students should not enter rooms of other students without permission.

Mess Rebates

- 33) Students during their stay in the hostel will be governed by the management rules. The wardens have the right to discontinue Hostel accommodation given to a student on account of misconduct and/or violation of rules and regulations.
- 34) For Mess rebates, the rebates which are for more than 5 days will require a prior approval from the Warden. Also, the rebates for less than three days will not be considered.

Safety of your belongings

- 35) Make sure not to keep personal belongings, laptop, mobile, earbuds, tablets, wallets jewellery and other valuables, unattended. Keep your room locked when not present in the room, even when you go to washroom. It has been found that the suitcase having zipper arrangement for keeping it closed, is not safe. If anyone's room is found open in their absence, then the fine/penalty will be charged as decided by the wardens.
- 36) Do not lend any valuable including the money to others (students/staff). In case of monetary losses, valuable gone missing or damaged, it will be the matter between the lender and the recipient. the Wardens, Management cannot help much in this case.
- 37) For your bicycle, make sure: (a) you retain the purchase receipt to prove ownership in case if it goes missing, however, make sure that the bicycle **Frame Number** is clearly written on the purchase receipt, the date of purchase is written and there is signature and seal from the vendor who sold it to you, and finally, (b) keep the bicycle locked, and use the lock from a trusted brand; it has been noticed that for the locks manufactured by local brands, same keys can be used to open multiple locks which has led to bicycle theft in the past. Make sure you park the bicycle in the parking area which is under CCTV coverage.
- 38) In case of bicycle theft, report it to the Hall-Office asap.

NON-COMPLIANCE WITH THE HALL RULES WILL BE DEALT WITH STRICTLY

I.....hereby assure that I will abide by the Hostel Rules and Regulations.

Signature of Student

Signature of Parents