


INSTITUTE OF MATHEMATICS AND APPLICATIONS
ANDHARUA, BHUBANESWAR-751029
(Hostel Rules)

1. **Admission Procedure:** A first year student desirous for an accommodation in to the hostel (boys'/ girls') has to apply in the Accommodation requisition form available in the office or it can also be downloaded from the Institute website.
2. **Selection Procedure:** The first year admission into hostel shall be made based on the distance between their residence to IMA and merit in the entrance test. The re-admission to the existing students shall be made based on their confidential conduct report in the past, regularity and punctuality in attendance of classes, and the performance up to the last semester examination result of IMA.
3. A student selected to take admission into the hostel has to fill up the Hostel Admission form and has to deposit an annual hostel fee of **Rs. 14, 000/- (Rupees Fourteen Thousand only)** subject to revision in time to time in the shape of a bank draft drawn in favor of the **"Superintendent (Hostel), Institute of Mathematics and Applications, Bhubaneswar"** payable at any nationalized bank of Bhubaneswar.
4. After admission in to the hostel, boarders has to fill up the check in form available in the office and has to submit a check out form dully signed by the appropriate authority at the time of leaving the hostel permanently. In case of room transfer a boarded has to apply for the same using the Room transfer form and can change his/ her room only if it will be approved by the authority.
5. **RAGGING in the hostel or in the IMA campus is strictly prohibited and is punishable under law.**
6. Smoking or consumption or possessing of alcoholic drinks and narcotics substance is strictly prohibited.
7. The boarders will abide by the code of conduct issued by the authorities from time to time and on issues in dispute etc. the decision of the authorities is final.
8. The boarders have to take their meals etc. arranged in the hostel mess.
9. The boarders should keep the hostel and IMA premises pollution free. Use of polythene bags should be minimized in the hostel premises.
10. Boarders cannot use other home appliances such as heaters, grinder, fridge, TV, Induction heater, washing machine, geyser, Immersion heater etc. in their room.
11. Without prior written permission of the Asst. Superintendent/Superintendent, no interchange of room shall be allowed.
12. Once the admission is taken in the hostel, no fee will be returned except caution money.
13. No ward-servant or any other hostel or mess employee should be asked by a boarder to do any job exclusively of personal nature.
14. **Care of Hostel Property:** Every boarder is responsible for the care of hostel property he/she uses. Boarders will be charged for all damages caused to the hostel property used by them individually or collectively.

15. Every boarder while leaving his/her room even for a few minutes has to switch off the light and fan supplied to him/ her.
16. **Security:** In order to safeguard against theft, boarders are advised to use strong type of locks. It is the sole responsibility of the owners to keep their Computers, Laptops, Money Purse and other valuable items in their safe custody. The hostel authorities shall not be responsible for the loss/damage.
17. The security personnel have been instructed to check the bags/ belongings of anybody going out wherever they are required to do so. Boarders are advised to cooperate.
18. Whoever brings in his/ her own books, Computers, laptops, Camera or other valuable items must make an entry at the main gate to avoid embarrassment later on.
19. The **common study hour for the hostel students is from 7 PM to 9 PM.** During these hours boarders are advised to maintain silence in the hostel for study purpose.
20. The gates of Ladies Hostel shall be closed during evening and night as per the following schedule.

15 th October to 14 th January	5.30 PM
15 th January to 14 th March	6.00 PM
15 th March to 14 th October	6.30 PM


21. Any boarder who wants to go out of campus for some reason is required to make entry at the main gate while going out and coming in. In such case they are allowed to stay outside the campus maximum for 4 hours duration but in any case the return time will be before the closing time of the Institute main gate specified in 20.
22. In case of planned visit like if he/she proceeds on vacation or leaves the hostel for some reason or any boarder wants to make night halt outside the campus or absence from hostel for a day or more is required to take written permission from the Hostel Superintendent/Asst. Superintendent at least one day before his/her schedule departure. In such cases boarders has to submit the consent letter from their parents/ local guardians. A copy of the written permission to be submitted at the main gate while making entry for check out.
23. **Visitors/ Guests:** A boarder is not allowed to keep any visitor in his/ her room. In cases of emergency, a visitor shall wait at the entrance with intimation to the boarder concerned and the boarder will come to meet the visitor.
24. Hostel TV shall not be played loudly at any time so as to cause disturbance to the boarders of the adjacent rooms.
25. Boarders should in all cases obtain the permission of the Director by applying through the Asst. Superintendent/Superintendent before joining any non-academic association/ society outside the IMA campus.
26. Holding of meetings, parties or circulation of notices and other papers in the hostels shall be done only with the prior permission of the Asst. Superintendent/Superintendent.
27. Watching movies in the room if creates disturbance to others is punishable.
28. Complaints/ constructive suggestions, if any, should be addressed to the Hostel Superintendent, and can be written in the complaint register.
29. Nonpayment of hostel or mess dues of any boarder, if reported by the Superintendent will result in the said boarders being restricted from upcoming University examination, without any notice.


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30. After Yearend semester/ trimester University examination (Theory, Practical and Dissertation Viva) a student will be allowed to stay for maximum two working days, from thereon Rs. 200/- per day will be charged for over stay. In no cases a boarder will be allowed to stay more than a week on payment of charges. In case a student does not appear at the final examination due to his/her personal reason, he/she has to leave the hostel within two days from the date of commencement of the examination.
31. The boarders have to receive a yearly clearance certificate from the hostel only after submitting his/ her check out form duly approved by the appropriate authority.

The following shall constitute breach of discipline:

- a) Absence from hostel without permission.
- b) Continuous neglect of studies and shortage of required percentage of attendance as per University regulation.
- c) Making Proxy in the classroom.
- d) Singing or playing of any musical instrument, causing disturbance to others in the hostel.
- e) Cycling, playing football, cricket or other outdoor games on the corridors.
- f) Splitting or writing or disfiguring or damaging the walls, doors or windows of the building.
- g) Making noises / cat calls/ calling names or showing any other derogatory behavior towards the hostel and mess employees.
- h) Use of drugs, intoxicants or consumption of alcoholic drinks.
- i) Smoking or consumption of narcotics substance.
- j) Misconduct of any other description.
- k) Misbehaving with co-boarders, misguiding juniors, ragging new comers, and misuse of hostel property are punishable.
- l) Taking meals in the hostel mess without payment.
- m) Unauthorized removal of hostel properties, i.e., bed, furniture, etc..
- n) Allowing guests to stay in their room without obtaining prior written permission of the Asst. Superintendent/Superintendent.
- o) Allowing friends and others to use one's room in his/her absence.
- p) Entry of lady guests/visitors into the boys' hostel and male guests/visitors into girls' hostel are strictly prohibited.
- q) Boarders who remain absent for study tour/ project work have to take prior permission from the Asst. Superintendent/Superintendent by producing a certificate from the appropriate authority.
- r) Unanimously bunked classes without informing the authority.
- t) Visiting tourist places, friends' house, picnic spots etc. either individually or in groups without informing the authority will be a serious infringement of the discipline.
- u) Keep rooms unclean or littering the campus shall be considered as indiscipline.


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