

INSTITUTE OF MATHEMATICS & APPLICATIONS ANDHARUA, BHUBANESWAR, ODISHA-751 029

Hostel and Mess Rules and Regulations

A. Accommodation

1. Hostel accommodation is not a matter of right of the student and allotment shall be made subject to availability of suitable space, based on adherence of rules contained in this document.
2. B.Sc. and M.Sc. students shall occupy a seat/room only during the semesters. No B.Sc. and M.Sc. student will occupy a room only during vacation. However, he/she may be permitted by the Hostel authority to stay on request if he/she is doing any course work/project work/Institute work/Hostel work.
3. Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel office or in the Academic Section of the Institute or it can also be downloaded from the Institute website. Accommodation would be provided only after paying the requisite fees and rents as decided by the Hostel authorities from time to time. All charges and rents prescribed in the application form or any other documents are subject to change as per the decision of the Institute authorities without prior notice.
4. No student will be allowed to stay in the Hostel without formal admission.
5. At the time of admission every student has to submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel and Mess.
6. Provision of hostel accommodation at the time of admission doesn't ensure its continuation in the subsequent years. The student has to apply every year for re- allotment of hostel accommodation in the prescribed format.
7. 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 the attendance of classes and performance up to the last semester examination result of IMA.
8. Allotment of rooms shall be the sole discretion of the Hostel administration.

9. After admission in to hostel, boarders has to fill up the check in form available in the office and has to submit the check out form duly signed by the appropriate authority at the time of leaving the hostel permanently. In case of room transfer a boarder 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.
10. Once the admission is taken in the hostel, no fee will be returned except the caution money.
11. Hostel accommodation (room) can be changed by the Hostel authority if they found the same is necessary at any point of time.
12. After Yearned semester trimester University examination (Theory, Practical, Dissertation viva) a student will be allowed to stay for maximum two working days, from thereon Rs 500/- 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 examination.
13. 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.

B. Code of Conduct:

14. Hostel residents are expected to display acceptable form of behavior and maintain discipline and decorum everywhere in general in and around the hostel premises in particular at all times.
15. Trespassing from Boys hostel to Girls hostel and vice versa is strictly prohibited. Disciplinary action shall be taken against the defaulters.
16. Every care should be taken to maintain the hostel rooms and premises neat and clean. The students need to keep the rooms, corridors, Cupboards, Furniture and other common places clean.
17. Decent dress code is to be maintained in the Hostel/Institute premises.
18. **Ragging is considered as punishable offence. Students should abstain from committing ragging or such offences as no leniency will be shown to any student found guilty. Ragging in any form is strictly prohibited, if someone found guilty, severe action will be taken.**
19. **Possession, distribution and/or consumption of alcoholic beverages, prohibited drugs, any form of narcotics, chewable tobacco, gambling in hostel and in the Institute premises is a serious offence and is strictly prohibited. Student should not consume alcohol outside and enter into the campus. Smoking is strictly prohibited in the hostel**

premises and campus. Non-compliance shall lead to strict disciplinary action and legal authorities shall be informed of violations.

20. Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the hostel authority.
21. The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the Hostel, the occupant of the room shall hand it over to the Hostel staff, failing which he/she will be charged a penal rent as decided by the hostel authority.
22. Holding of meetings, functions, celebration or circulation of notices or other papers in the hostel shall be done at hostel premises only with prior permission of the Hostel Superintendent. Violation of this will attract monetary fine/disciplinary action.
23. Inmates shall respect the equal rights of their roommates.
24. Any kind of celebrations in the hostel should last by 9.30 pm.
25. Students of the allotted rooms shall be responsible for the maintenance and upkeep of their respective rooms and the space/corridor outside including furniture.
26. Students will not enter into rooms of other students without permission of the room inmates.
27. Every case of illness and accident must be reported immediately to the hostel authorities.
28. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel/institute authorities. No police complaint shall be lodged by the student before taking prior permission from the hostel/institute authorities.
29. Student's acts such as using abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. are punishable. Further, the students are liable to be expelled from the hostel/ Institute.
30. Playing loud music to cause disturbance to his/her neighbour(s) is prohibited. Defaulters will be punished. Such repeated acts will attract severe disciplinary action.
31. Keeping electric appliances such as T.V, electric heater, cookers, oven, grinder, fridge etc. in the rooms is also prohibited.
32. The uses of audio systems which may cause inconvenience to other occupants are not allowed.

33. Pets are not allowed in hostel premises. Also students should do not give food the outsider dogs/cats. In such cases action shall be taken against the defaulters.
34. Electricians, Carpenters or any other room service personnel may enter the hostel premises and / or the rooms as and when necessary in the course of their duty under the directive of the Caretaker/peon, or with prior permission from Superintendent/Assistant Superintendent(s). However, every effort will be made to respect the privacy and dignity of the Residents.
35. The hostel authority reserves the right to move the Residents to other room, if such a need arises, from time to time.
36. Electricians, Carpenters or any other room service personnel may enter the hostel premises and / or the rooms as and when necessary in the course of their duty under the directive of the Caretaker/peon, or with prior permission from Superintendent/Assistant Superintendent(s). However, every effort will be made to respect the privacy and dignity of the Residents.
37. Visiting tourist places, friend's house, picnic spots etc. either individually or in groups without informing the authority will be a serious infringement of the discipline.
38. No cycles / vehicles should be parked at the entrance or in the corridors of hostel.
39. Cycling, Playing football, cricket, or any other out door games in the hostel corridors is prohibited.
40. Singing or playing of any musical instrument, causing disturbance to others in the Hostel is prohibited.
41. Splitting or writing or disfiguring or damaging the walls, doors, or windows of the building.
42. Making noises/ cat calls/ calling names or showing any other derogatory behavior towards the hostel and mess employees.
43. Students have to use water and electricity judiciously. If fan, tube lights, etc., found on in the absence of the students in their rooms, fine shall be charged by hostel authorities.
44. Garbage and wastage shall be put in garbage box available nearby hostel premises. Use of polythene bags should be minimized in the hostel premises.
45. Unanimously bunked classes without informing the authority is a breach of discipline.
46. The Assistant Superintendent shall maintain a confidential conduct register in which names of the boarders will be entered. In case of serious misconduct, students may be expelled from the hostel. Such case shall be referred to the disciplinary committee of the Institute through Hostel Superintendent for necessary action.

47. No ward-servant or any other hostel or mess employees should be asked by a boarder to do any job exclusively for personal nature.
48. 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.
49. 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 authorities is final.

C. Hostel Timing:

50. Students should be present within the Hostel premises between 9:30 PM to 6.00 AM. No student is permitted to stay outside the Hostel during this time without the written permission of the Superintendent. Violation of this rule will invite strict disciplinary action on him/her.
51. 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.
52. The gates of Girls Hostel shall be closed during evening after 9:00 PM.
53. Library timing: As decided by the administration from time to time.
54. 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 cases 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.
55. 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 the Hostel for a day or more is required to take written permission from Hostel Superintendent/Assistant Superintendent at least one day before his/her schedule departure. In such cases boarders has to submit the consent letter from their parent/ local guardian. A copy of written permission to be submitted at the main gate while leaving the campus.
56. Going home frequently is prohibited. A student can take leave maximum up to 15 calendar days in a semester.

D. Security:

57. Hostel residents are solely responsible for all their personal and valuable belongings. They are expected to keep their valuables under their own supervision or under lock and key,

whenever they move out of their rooms. In case of loss of any such belongings whatsoever, the Institute will not be responsible and no claim will be entertained in this regard.

58. 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 do so.

59. 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.

E. Visitors/ Guests:

60. Hostel residents are not permitted to allow visitors of the opposite gender into the rooms at any time for any reason whatsoever. Any hostel resident found violating this rule will be expelled from the hostel and will also be liable for disciplinary action.

61. Day scholars and other relatives of boarders are not permitted to stay in the Hostel as guests. Entertaining unauthorized guests will lead to severe punishment, which may include a monetary fine and expulsion from the Hostel. Also, no guests are allowed inside without the permission of the Superintendent.

F. Mess:

62. The Hostel are meant for both boarding and lodging. No one is permitted to use the Hostel for boarding or lodging only.

63. Once a student is admitted to a Hostel he/she is deemed to have become a member of the Hall Mess until he/she officially vacates the Hostel.

G. Role of Mess Committee:

64. The function of the Mess shall be supervised and carried out by the *Hostel Mess Committee* consisting of the following members:

- (i) Assistant Superintendent (Boys) (Chairman)
- (ii) Assistant Superintendent (Girls)
- (iii) Office Accountant
- (iv) One boy and one girl (elected by hostel inmate)
- (v) One boy and one girl (nominated by Hostel Superintendent)

65. Mess committee members shall monitor the quality of food served in the mess.

66. Mess committee members shall decide the menu in consultation with the Mess manager in every two months.

67. Mess committee members shall review the menu regularly.

68. Mess committee members shall make every effort to make sure that wastage of food is reduced to a minimum.
69. Mess committee members shall impose fines according to set rules.
70. Mess committee members shall see to it that the mess workers serve the inmates well.
71. Mess committee members shall decide on the rate of the food/grocery items sold in the canteen.
72. Mess manager shall make sure that cleanliness and hygiene in the mess area is maintained at all times instead he shall be penalized by the Mess Committee members.
73. The complaints by inmates shall be conveyed by the mess manager takes appropriate and prompt actions on the complaints by inmates.
74. Mess manager will manage the mess and will have to solve all minor problems related to mess at his level.
75. Time to time an audit will be made by the Mess Committee members to verify the mess properties issued to the mess manager. Any loss or damage of mess properties will be penalized to the mess manager.
76. All kinds of penalty cases by the Mess Committee members shall be referred to the Superintendent for its approval and the decision of the Superintendent is final.

H. Guidelines to the Mess members:

77. One month mess advance shall be deposited to the Mess manager before the 7th of every month.
78. Defaulter members will be fined Rs 100/- if they are depositing the money with in 8th to 15th of the month and Rs 200/- if they are depositing the money after 15th of the month. If some one does not pay any advance in the whole month his/her mess page will be blocked and he/she shall be debarred from the mess. He/she must pay the advance plus a fine of Rs 500/- to reopen the mess page.
79. Non-payment 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.
80. Every month (30 days) the boarder will have to pay for minimum 56 number of meals (lunch and dinner) and 26 breakfasts. Equivalent percentage of meals will be calculated in the months when official vacations are declared by the institute.

81. A member debarred from the mess can not take meal as guest of any other member. In that case host may be fined Rs. 200/- or debarred from the mess.
82. Fine collected by the mess manager shall be deposited to the Hostel Office. Office Assistant shall maintain an account of the money collected. The 60% of the total fine collected shall be given to the mess manager and rest 40% all be used for the mess development.
83. Breakfast, lunch and dinner shall be taken within the times as given below: No claim for food items will be entertained beyond these time hours.
 1. Breakfast : 8:00 AM to 9:30 AM
 2. Lunch : 12:30 PM to 02:00 PM
 3. Dinner: 7:30 PM to 9:00 PM.
84. No food items are permitted to be taken out of the mess hall. Food items provided in the mess shall be strictly taken inside the mess hall.
85. No mess utensils shall be taken outside the mess. Violation of this will attract a fine of Rs 200/-.
86. Don't leave the plastic cups, plates and empty tubes(like fruity, ice-cream, chips packets etc.) on the table.
87. Members are requested to consult the Mess Committee in case of any confusion regarding mess rules. If members have any suggestion or want any amendment in the above guidelines it shall be brought to the notice of the Mess Committee.
88. Mess Committee shall take the necessary steps to overcome the reported problems/suggestions.
89. Current meal rate (subject to revision)
 1. Lunch : Rs 42/-(for regular members) and Rs 45/- (for Guest)
 2. Dinner : Rs 42/-(for regular members) and Rs 45/- (for Guest)
 3. Breakfast : Rs 21/- (for regular members) and Rs 25/- (for Guest).
90. Meal cancellation timing for breakfast and lunch shall be at least one day before a day, latest by 9:30 PM and for dinner latest by 10:00 AM on the same day.

I. Penalties:

91. For entering unauthorized guest Rs. 500/- per day (for first time). From the second time onwards, the charges will be Rs. 1000/- per day. If the student is found entering guests third time, the report will sent to the discipline committee for appropriate action.
92. For using home appliances for cooking and other purpose in the room Rs. 500/- will be charged.

93. Consumption of alcoholic drinks/drugs Rs 500 and /or immediate expulsion from the hostel.
94. Smoking or consumption of narcotics substance in the hostel premises Rs 500/- will be charged. In case of cigarette buds or cigarette packets, chewable tobacco packets found in a room, Rs 200/- per seat will be charged for all occupants in that room.
95. In case of any damage to property, furniture cost shall be recovered from the concerned boarder/boarders and suitable penalty shall be imposed.

J. Disciplinary Measures:

Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any rules or violation of any other rule defined in this manual will liable to the following punishments:

- Expulsion from the hostel
- A record of his/her misconduct will be made in his personal file.
- The cost damage will be fully recovered from him/her together with penalty.
- No recommendation will be given to him/ her for studies in abroad/India.
- Rustication from the institute.

Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the hostel authority. If the student is found guilty, then the hostel authority will take disciplinary action that it deems fit. Depending on the case, the authorities reserves the right to take disciplinary action, amounting to even expulsion at short notice from the hostel.

Complaints/constructive suggestions, if any should be addressed to the Hostel Superintendent.

Ignorance of rules will not be accepted as an excuse. Authorities reserve the rights to add and amend any decision regarding hostel matters.