



SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY

HOSTEL REGULATIONS

Allotment of rooms:

All students are expected to be in regular communication with their respective floor Wardens and get themselves included in the whatsapp group of their floor.

Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with written permission of the chief warden. However, the chief warden reserves the right to change rooms on specific grounds or in case of any disciplinary actions.

At the time of admission into the hostel every year, each student is required to submit a duly filled personal data form with complete contact details of parents and local guardians, if any.

Allotments made to students are subjected to cancellation if the student fails to occupy the room within the prescribed time period. Students will also forfeit their rooms if they fail to clear all their hostel dues by the date specified by SMIT. In such cases, they may be asked to vacate the hostel.

Hostel accommodation will be provided purely at the discretion of the Director/Chief warden and on condition that the student agrees to abide all the rules and regulations of the Institute/Hostel. The Director/Chief warden may refuse hostel facilities to any student without assigning any reason or remove a student from hostel at any time on disciplinary grounds.

River Teesta & all its tributaries are out of bound for all students



residing in SMIT campus.

The Director/Chief warden/Warden/Floor warden reserves the right to enter/break/open rooms in case of any violation of hostel rules or any suspicion of unlawful activities for any period security risk perceived.

Students are entitled for accommodation in the hostel as long as they are full time registered students of the institute i.e. 4Yrs for B.Tech / 3Yrs BBA/ BCA and 2 Yrs M.Sc./ M. Tech. / MCA/MBA. Any student who is removed from the rolls of the institute can be removed whose registration is cancelled will automatically cease to be member of the Hostel.

Students are not entitled to stay in the Hostel after completion end semester examination. Any extension in such case stay in Hostel is permitted only by the recommendation of Departmental HOD and approval of the Director.

Hostel Discipline and Code of Conduct:-

Every student who is allotted a room in the hostel is fully responsible for all the amenities, fixtures and furniture provided in his/her room.

The rooms, common areas and surroundings should be kept clean and hygienic. Students are not allowed to stick posters/ notices and scribble on the walls and doors etc. Defacing the hostel in any form is not allowed.

All the hostellers are automatically bound by the common code of conduct of the institution. Defying students will be punished.

Day scholars/ visitors are not permitted to enter any Hostel beyond hostel office and students messes.



Physical attendance of students at night hours will start from 09.00 PM onwards for Girls and 10.00 PM onwards for Boys in their respective hostel.

Every day all hostellers must return to respective hostels by 09.00 PM in case of girl students and by 10.00 PM in case of boy students, and they are not allowed to leave the hostel before 6.00 AM, except for valid reasons with prior permission from the warden/Floor warden.

All students are required to be present in their room at the time of night attendance.

The resident of a hostel room is responsible for any damage / loss of property in the room during his / her occupancy and will be required to make fine for the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel. In case of damage or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all students of the hostel, as decided by the Chief Warden.

The resident of a room is responsible for any damage to / loss of the property in the room during his / her usage of electronic gadgets resulting in cybercrime or cyber offence which is beyond the control of SMIT and will be reported to police immediately.

9.30 PM onwards is hostel silence hours. Playing of loud music and disturbing the quiet atmosphere by any other means is not permitted. Earphones allowed only for listening music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.

Boys are not permitted to enter girls hostel and vice-versa. Strict



action would be taken towards violations.

Inter Hostel movements are not permitted.

Students are not allowed to carry food items and utensils from student mess to Hostel room.

Pets of all kinds are prohibited inside the hostel. Feeding stray dogs/ cats inside the hostel premises is not permitted.

Students are advised not to indulge/ take part in any kind of mob activity.

Students are expected to use computers/laptops for the academic purposes. Misuse of computers/laptops for playing games in late hours and other prohibited activities will be dealt seriously and the computer/laptops will be confiscated by the warden/Chief warden.

Students are expected to maintain peaceful atmosphere in the hostel. Indulgence in violence will be viewed seriously and strict disciplinary action will be taken against those involved.

Students who are staying outside the hostel, if found involved in any form of physical violence within the hostel premises, will be suspended from the institute.

Outsiders/students, who are not the residents of the hostels, are not permitted to enter the hostel without written permission of Chief Warden / Warden. If they are found involved in any illegal/unlawful activities in the hostel premises, the local police station will be contacted for necessary actions.

All hostellers are expected to display acceptable form of behavior and maintain the discipline and decorum of hostels.

Possession, distribution and consumption of alcoholic beverages, prohibited drugs and chewable tobacco as well as smoking inside



the hostel/campus is strictly prohibited.

Parties, celebrations, social or organized gatherings in the hostel are not permitted.

During class hours Students who have classes as per time table cannot stay in Hostels.

Out side food is not to be brought to Hostel room.

Students should not arrange any picnic outside, without specific permission of the Warden/ respective HODs.

Leave of absence from Hostel is granted on specific request from parents. Whenever a student needs to go out of the campus and spent night out, he/she has to fill up the leave application and parents of the student need to call the Floor Warden in presence of the student from the registered mobile number. Floor Warden after confirming the authenticity of the caller shall grant leave of absence. Detailed instructions have already been uploaded in the intranet homepage 'suchana' as well.

If the roommate is continuously absent from classes, it should be reported to the Floor Warden/Warden/Chief Warden by the occupant.

If the roommate is causing any inconvenience in your place and studies, it should be immediately reported to Floor Warden/Warden/Chief Warden.

All hostel inmates must report any indiscipline or problems concerning them or their room-mate / neighbor(s) coming to their notice to the Floor Warden/Warden/Chief Warden directly.

If students room mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices, the same must be immediately



brought to the notice of Floor Warden/Warden/Chief Warden.

The students are advised not to keep large amount of cash or valuables in the room. A student him/herself is responsible for the safety of his/her belongings inside the room. The hostel/college management is not responsible for any loss of private property. Hostellers are strongly advised to lock all their valuables e.g. mobile phones, laptop, watch, money etc. at all times.

While proceeding on vacation students need to vacate the room and deposit room keys in Hostel Office. Students may use cloak room to deposit their luggage, if any.

Anyone who is not a bonafide resident of the hostel if found in a room, the student who is allotted that room will be hold responsible for its consequence and may be subjected to desciplinary action.

Anti-Ragging:-

Ragging in any form is banned inside and outside the hostel/campus. Strict action will be taken against the defaulters. No leniency will be shown to the offenders. Suspension / expulsion from the hostel/college will be the immediate disciplinary action taken as per the ruling of Supreme Court. Supreme Court has already defined ragging as a criminal and non-bailable offence. Ragging is defined as (a) "Any conduct by a student, whether by words spoken or written or by an act which includes physical abuse, lewd acts, teasing, rough or fude treatment, indulging in rowdy, undisciplined and obscene activities which cause or are likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma or raise apprehension or fear in a fresher / junior student or other students or forcing a student to do any act which such a student is not willing to do and which has the effect of causing or generating a sense of shame or embarrassment or danger to student's life or adversely affect the



physique or psyche of a fresher or a junior student,” (b) “Any act causing, inducing compelling or forcing a student whether by way of a practical joke or otherwise, to do any action which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any unlawful act, by intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force to him or by holding out to him any threat of such intimation, wrongful restraint, wrongful confinement, injury or the use of the use of criminal force,” and © “Any act of physical or mental abuse (inducing bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender, (including transgender), sexual orientations, appearances, Nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background.”

Mess staffs should not be asked to enter the hostel premises on any account.

The students should not screen pirated / unauthorized / unlicensed / obscene movies in their computer / laptops / mobile-phones / tablets in their rooms / common rooms.

Any violation will be dealt severely. Punishment for the same will be decided by the college authorities.

Cooking, making tea etc. is not allowed in the hostel rooms and will be dealt with seriously.

Common hostel furniture must not be moved without the permission of the Warden/Chief Warden.

Any damage to the hostel property must be reported immediately to the office of the concerned Floor Warden.



Whenever a student in the Hostel is informed by Hostel Staff to report to any faculty or authority, the student should comply with the instruction and should not argue with Hostel Staff.

Hostellers will be charged for all damages except damages caused by normal wear and tear.

Must ensure that all valuables like laptops, books, mobile and students other gadgets are kept inside locked almirah before leaving the room. The safety of these will be the sole responsibility of the students.

Any suspicious unidentified object or substance found in the room should be reported directly to Floor Warden / Chief Warden or Head Administration.

Mobile No. to be contacted in case of emergency / ragging are :-

Respective Floor Wardens	- Numbers available in respective Hostel Office
Warden (Hostel No.1)	- +91 8371872201
Warden (Hostel No.2)	- +91 7488123715
Warden (Hostel No.3&4)	- +91 9832324253
Chief Warden	- +91 9679703193
Associate Director (SA)	- +91 9679888929
Associate Director (A)	- +91 8768823119 +91 9434137227

The hostel/college management reserves the right to make spot-checks in the hostel rooms, without giving prior notice to the students.

The above are considered to be the General Guide line which are subject to revision as on required.

