



**INSTITUTE OF MANAGEMENT STUDIES, DEHRADUN
UTTARAKHAND-INDIA 248001**

IMS Society Hostel Rules & Regulations (DIT/IMS Campus)

A. GENERAL RULES

1. Ragging is strictly prohibited and punishable under law.
2. Possession of Camera Mobile in the Hostel is not allowed
3. Every boarder has to follow timings fixed for reporting back to the hostel.

For Girls	For Boys
Winter (1 Oct. to 30 Mar .) 6:00 pm	Winter (1 Oct. to 30 Mar .) 7:00 pm
Summer (1 Apr. to 30 Sept.) 6:30 pm	Summer (1 Apr. to 30 Sept.) 7:30 pm
4. Gates of girls' Hostel will remain locked during 6:00 /6:30 pm to 5:00 am. Entry of residents during these hours will be regulated through valid Out-pass / Permission of concerned Hostel Warden. Any student who expects to be late due to certain exigency must seek prior permission.
5. Hostlers are not allowed to bring Day scholars in the Hostel Premises (inside Room, Mess, etc.)
6. Always keep your Hostel ID in your pocket to prove your identity, whenever required.
7. Assembly of boys and girls in front of the gate of the girls' hostel is strictly prohibited.
8. Playing music at high volume causing disturbance to other inmates is not allowed.
9. While leaving the rooms, lights, fans etc. should be switched-off to avoid fine or other punitive action.
10. Students are not permitted to use personal electrical appliances.
11. Indoor cooking including making of Tea/Coffee/Maggie/Cup Noodles and the like, in the rooms, is strictly prohibited.
12. Intoxicants, Liquors, Tobacco, Explosives, Weapons, Obscene materials etc. are not allowed to be kept/stored by the student in the Room/ Hostel premises.
13. Writing on doors, walls, furniture, switch plates etc. in the hostel premises is strictly prohibited.
14. Students shall not hold any meeting or organize any collective activity in the hostel without the written permission of the Warden.
15. Use of loud-speakers in hostels is prohibited. However, on special occasions, it may be used with prior permission of the Director on the recommendation of Warden. Entry of Loud Speaker shall not be permitted inside the Campus except with the written permission of the Director.
16. Celebration of parties, playing with dry/wet colors/plain water in the hostel premises as well as in the Institute Campus is strictly prohibited. However an event may be organized in a specified area inside the Campus with the prior permission of the Director on the recommendation of the Warden.
17. Behaving improperly with Warden / Asstt. Warden / Catering Manager / Waiters /Security Guards/Hostel Attendants or any other person of the Hostel will be treated as misconduct.

18. Canvassing for Membership of Bodies/Agencies (like Avon, Amway, Oriflame, etc.) or promoting sale and purchase (like cosmetics, soaps, etc) in the hostel is not allowed.

Note: Violation of any of the above Rules shall be treated as an act of indiscipline and shall attract disciplinary action.

B. ATTENDANCE RULES

1. All boarders are supposed to report for the Roll Call every day at the notified time.

Girls Hostel

07.00 pm.

Boys Hostel

07.30 pm

2. All boarders are required to be present physically and make a proper queue to record their presence.
3. In case of any emergency or illness, the students are required to inform the Warden before the time of attendance.

C. LEAVE RULES

1. No student shall leave the hostel without prior permission of the Hostel Warden.
2. Two Out-Passes in a week will be issued on weekdays (excluding Sundays and other Holidays) after 03.30 pm for UG students and after 5.30 pm for PG students, and on Sundays the timings for outing will be 09.00 am to 6.00 pm.
3. No student shall remain absent from the hostel during night, unless he/she has obtained 'Night-Out Pass' from the Warden.
4. Night-Out Permission/Pass to Hostel students will be given on weekends only if the request of the resident has prior approval of the Parents/Local guardians whose photos are given at the time of admission.
5. Hostellers taking leave during vacation period should clearly mention address where they are going, telephone numbers, dates and other required information in the leave form/movement book.
6. Students intending to go home during the working days for attending family/social functions will require permission of the HOD, subject to receipt of written request for the same from parents of the students.
7. Day or Night-Out Pass cannot be taken as a matter of routine. Out-pass for Day-outing will be issued only after class hours. Night-Out passes will be issued by the Hostel Warden on satisfying himself/herself about the genuine need of the boarders to stay out.
8. In case of students who join additional coaching courses like IAS, PCS, CAT, GATE, IES, GRE, GMAT, TOFEL, and SOFTWARE PACKAGES, or need to undertake subject coaching, out-pass will be issued only when after the students obtain the permission of the Director, IMS.

All hostel residents seeking out-pass are required to follow the instructions given below:

1. Out-pass permission should be obtained in an application on A-4 size paper.
2. Maximum THREE students will be allowed on a single out-pass.
3. Student Name, ID Number, Branch and Room Number should be written clearly.
4. Out-time & In-time mentioned on out-pass must be strictly followed.

5. If some one is not able to return within the specified time due to some emergency, he/she must inform telephonically the Warden/Asst. Warden about the circumstances leading to delay in arrival at the hostel.

The out pass will be issued as per the following schedule:

Sunday/Holidays : 08:00 am to 10:00 am
Remaining Days : 03:30 pm to 06:00 pm

D. MESS RULES

1. Students should be punctual for taking their meals and come to the dinning hall properly dressed. The following meal timings should be followed:

Meal	Timing
Breakfast	8.00 am – 9.30 am
Lunch	12.45–1.30 pm (UG Students) & 1.45-2.30 pm (PG Students)
Evening Tea	5.00 pm – 6.00 pm
Dinner	7.30 pm – 9.00 pm

2. No student is permitted to take food in the room except for those reported sick for which they should seek prior permission of the Hostel Warden.
3. Behaving improperly with Catering Manager/Waiters or Mess Boys will be treated as misconduct.
4. Hostel residents are not allowed to take mess utensils out of the mess.
5. Complaints regarding food and behaviour of mess boys may be recorded in the Complaint Meal Register.

E. RULES REGARDING VISIT OF PARENTS/GUARDIANS

1. Hostel Visiting Hours for Parents & Local Guardians are 3:30 pm to 6:30 pm during the weekdays and 10:00 am to 03:00 pm during Sundays and Holidays. No body will be permitted to visit their wards beyond visiting hours.
2. Guardians/Parents/Visitors can meet their Ward in the Hostel in the Visitors rooms only.
3. No Guardians/Parents/Visitors are allowed to enter beyond the reception area of the Hostel.
4. No male visitor would be allowed inside the girls' hostel.
5. No Parent/Guardian/Visitor is allowed to stay with the students in their rooms.

F. PENALTIES FOR INDISCIPLINE IN THE HOSTEL

S. No.	Type of indiscipline	Penalty	
		First Time	Second Time
A	<ul style="list-style-type: none"> • Smoking/chewing tobacco or its products • Girls and boys found in outskirt area • Forgery • Misbehaviour with guard/mess staff/hostel attendant • Speaking abusive language • Theft • Physical clash 	Calling parents to give an undertaking on a stamp paper of Rs 10/-	Expulsion from the hostel and forfeiting the hostel deposits
B	<ul style="list-style-type: none"> • Misbehaviour with Warden/Asstt Warden • Drinking Alcohol /possession of Alcohol /Entering hostel in drunk condition • Ragging • Cracker bursting • Playing with water/fire equipments/colours • Causing fire deliberately 	Expulsion from the hostel and forfeiting the hostel deposits	
C	<ul style="list-style-type: none"> • Possession of Electric Appliances • Mess utensils found in room/apartment • Indoor cooking. • Invite day scholars inside room. 	Confiscation of Electrical Appliances (if any) and Fine Rs. 500/-	Expulsion from the hostel
D	<ul style="list-style-type: none"> • Possession of Camera fitted mobile • Playing Music at high volume. 	Seizing the mobile phone/music player and calling parents to give an undertaking on a stamp paper of Rs. 10/-	Suspension from the hostel
E	<ul style="list-style-type: none"> • Irregularity in Hostel attendance • Absence without permission 	Issuing warning and calling parents to give an undertaking on a stamp paper of Rs 10/-	Suspension from the hostel
F	Late reporting in the hostel	Cancellation of Out- Pass for 15 days	Suspension from the hostel