

# **STUDENT'S RULES AND REGULATIONS**

## **2023**

**General Rules for Observance by BIT Students**



**BIRLA INSTITUTE OF TECHNOLOGY MESRA  
(A DEEMED TO BE UNIVERSITY)  
OFF-CAMPUS DEOGHAR  
DEOGHAR, JHARKHAND  
INDIA**

## **RULES AND REGULATIONS FOR BIT STUDENTS**

### **BIRLA INSTITUTE OF TECHNOLOGY, OFF CAMPUS DEOGHAR – 814142**

#### **1. CODE OF CONDUCT**

- 1.1 All residents are required to maintain standards of behavior expected from the students of prestigious Institution. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 1.2 All residents are required to carry their valid Identity Cards issued to them by the Institute.
- 1.3 The rooms, common areas and surroundings should be kept clean and hygienic. Notices/Bills shall not be pasted on walls and walls or doors shall not be scribbled on.
- 1.4 All girl students must be present in their respective hostel from 9.00 PM to 5.00 AM. Girl students should be inside the campus before 6.00 PM. Involvement of girl students in any Departmental / Institute activity may be allowed with prior permission from Hostel warden / Asst. warden. Application for this must be duly signed by Professor-in-charge conducting the activity and it should contain list of students participating. If any student wishes to be away from the hostel during the weekend, holidays or any other time, he/she has to take prior permission from the Warden / Assistant Warden. Boy students must be inside the campus before 9.00 PM.
- 1.5 Signature of student in Hostel register before dinner is compulsory. Hostel register is available with Hostel clerk. Do not sign in place of fellow students i.e. Proxy signature is strictly prohibited.
- 1.6 Day scholars are not allowed in hostel.
- 1.7 Students are advised to avoid any dark place and/or lonely places.
- 1.8 Calling any vendors/ any unauthorized person to room is not permitted. Also, students are not expected to sell any items (such as chocolates, stationary, drink, etc.) to fellow boarders.
- 1.9 Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the Hostel Clerk, for all routine maintenance works (Civil, Electrical etc), if any, to be carried out in their rooms.
- 1.10 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel authority requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
- 1.11 The residents of a room are responsible for any damage to the property in the room during their occupancy of that room. During their occupancy of that room, if there is any sort of damage, a penalty will be imposed on the residents. 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.

- 1.12 The resident shall not move any furniture from its properly allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden/ Assistant Warden, failing which he/she will be charged with a penalty as decided by the Warden/Assistant Warden.
- 1.13 The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- 1.14 Employing unauthorized persons for personal work such as washing clothes, etc., within the hostel premises is not permitted.
- 1.15 Residents should not participate in any undesirable activity in or outside the campus.
- 1.16 Behavior of students outside of hostel and inside the campus at various common places such as streets, shop, canteen, Institute building, etc. should be decent and acceptable to all. Students should wear proper dresses which reflect decency.
- 1.17 **The student must not be involved directly or indirectly in fighting, gambling, anti-social activities, ragging, strike, picketing, gheraos, fast, arousing of the sentiments of the student's body in the public, and use of outside agency for redressal of grievance, etc.**
- 1.18 Students should not display obscene poster or calendars, wall writing etc. in the room or anywhere in the hostel.
- 1.19 Common Room/TV Room/Reading Room timing will be 5:30 PM to 11 PM only. These rooms may be opened under the special circumstances for the students only when prior permission has been taken from the hostel authorities.
- 1.20 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities.
- 1.21 **The use of electrical appliances such as coolers, immersion heaters, electric stove, heaters, electric iron, refrigerators and any such storage device are forbidden in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly forbidden.**
- 1.22 When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times) with good quality of lock and key. **Residents will be personally responsible for the safety of their belongings.**
- 1.23 **General damage to the hostel property will be the collective responsibility of all the residents and they will be suitably punished, if the students who caused the damage could not be identified.**
- 1.24 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 1.25 Residents are duty bound to report to the Warden/ Assistant Warden/ Chief Warden in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 1.26 No student is allowed to keep bi-cycle / two or four wheeler vehicle.
- 1.27 Since good quality of food is served in hostel mess, students should avoid taking foods outside institute campus.
- 1.28 Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute.
- 1.29 Do not allow the others in the allotted room for gossiping.
- 1.30 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw/litter indiscriminately, and should not throw non-bio-degradable items, such as carry bags, here and there.

- 1.31 **Smoking and consumption of alcoholic drinks and / or narcotic drugs in the institute campus is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials.**
- 1.32 **Ragging of students admitted to the Institute is totally banned and is a punishable offence.**
- 1.33 Any case of accident / theft / abuse / rag / fight, etc. should be reported promptly to the Hostel clerk/ Asst. Warden / Warden/ Security Officer/ Chief Warden / Institute authority, etc.
- 1.34 All issues related to library will be governed by library rules.
- 1.35 All academic matters will be governed by academic rules (e.g. UG/ Ph.D. Rules & Regulations). Students have to remain in touch with respective Departments for proper and timely information.
- 1.36 BIT administration will do its utmost to help you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.

## **2. GUEST /VISITORS**

- 2.1 A guest of a resident may be permitted, with the prior approval by the competent authority, to stay in guest house, if available, for not more than two days on payment of the necessary charges, as fixed by the guest house committee from time to time.
- 2.2 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard to meet his / her ward in the visitor's lounge or hostel office only and they are not allowed to go to his / her ward's room in hostel.
- 2.3 **The visit of male students to the female student's hostel and vice versa is not allowed.**

## **3. HOSTEL ROOM ALLOTMENT POLICY**

- 3.1 **Allotment of rooms shall be the sole discretion of the hostel authority.**
- 3.2 The 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 conditions. **Under no circumstances the inmates should exchange seats/rooms without the knowledge of the hostel authority.**
- 3.3 **The hostel authority in exigencies, without assigning any reason, may shift inmates from one room to another.**
- 3.4 **Mutual exchange of rooms after final allotment is not allowed.** However, only the respective **Warden may allow** for the same as a special case on valid and reasonable ground. **Violation** of this rule will be **considered** an act of **gross misconduct** and **entail** appropriate disciplinary **action** including imposition of **monetary fine / expulsion** from hostel.
- 3.5 Only regular registered students are admitted to stay in the hostel. However, non-collegiate students may be allowed prior to the approval of the hostel authority.

- 3.6 The boarders with chronic medical problems will be asked to vacate the room immediately as personal medical care by parent / guardian will be necessary.
- 3.7 For Girl's Hostels, **single seated** rooms will be allotted as per **CGPA** with **seniority** and **availability** of such **rooms**, on the basis of applications received for the same.
- 3.8 A minimum set of furniture and fittings in each room, consisting of a cot, a table and a chair for each inmate as well as a ceiling fan with regulator and a reasonable light fitting in each room will be provided by the hostel authority.
- 3.9 Any student withdrawing from the hostel will hand over the possession of room to the concerned hostel clerk and seek clearance certificate from the concerned Warden.
- 3.10 A student must inform the hostel administration and clear all dues, if any, before vacating the room allotted to him/her. In no case, students can vacate the room allotted to them without intimating the hostel authority.
- 3.11 **At the end of even semester a student shall vacate his/her room and hand over the charge of the room to the hostel clerk.**
- 3.12 **If a room remains occupied / locked and the occupants remain absent for more than 30 days, without prior intimation to the authority, the hostel administration reserves the right to vacate the room and is not responsible for any loss of belongings.**
- 3.13 The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be **handed over** in proper condition to the hostel authority at the time of **vacating** the **room**. If any **damage** in any item is found to have occurred, **compensation** as assessed by the hostel administration shall be **recovered** from the **boarder**.
- 3.14 If a student is expelled from the hostel/institute for any reason he/she should immediately vacate the hostel on the day of expulsion. His/her continuance in the hostel will be treated as unauthorized occupation.
- 3.15 Students shall occupy a seat/room only during the semesters. No student will occupy the room during vacation. However, he/she may be permitted by the hostel authority to stay on request if he/she has to face any course work/backlog/project work.

#### **4. MESS RULES**

- 4.1 No student is allowed to stay in the hostel without being a member of the mess.
- 4.2 Once a student joins the mess, he / she shall be deemed to have become a permanent member of that mess throughout the Academic year.
- 4.3 A Student Mess Committee (SMC) is constituted by the students of the hostel and the mess committee prepares the mess menu with the consent of the Mess manger and the Warden.
- 4.4 Mess Rebate will not be provided to any student for temporary absence from the hostel.

However, in a special case, mess bill rebate is admissible to the residents of Hostel on the following grounds:

- a) Approved Study Holidays and Semester Vacation, declared by the competent authority.
  - b) Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
  - c) Periods availed by students for attending interviews and in-plant training on the recommendation of the Professor in charge of Training and Placement.
  - d) Students who fall sick at the time of their stay in their native place during the period of approved leave and who require mess reduction for a further period should intimate the Warden by email before expiry of the approved leave, the probable date of rejoining the mess along with a medical certificate. No mess reduction will be given, if advance intimation is not provided
- 4.5 In normal circumstance, the minimum duration of absence should not be less than 10 days for consideration of Mess rebate.
- 4.6 Student must enter the hostel mess wearing decent dress.
- 4.7 The mess timings will be notified in the Hostel notice board by the Chief Warden time to time.
- 4.8 Mess bill will be generated by the mess manager on the basis of Mess attendance register. In case of rebate, mess attendance register must be accompanied by the prior sanctioned leave documents. Further, before submitting to the accounts department, the bill will be endorsed by mess secretary and hostel officials after a display of 3days on hostel notice board.
- 4.9 Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- 4.10 Students are not permitted to cook any food on their own accord in the messes or in their rooms.
- 4.11 **Students on no account whatsoever will be permitted to take food as well as mess utensils outside the mess.**
- 4.12 **No food will be served in the rooms of the hostel for any student unless a permission of hostel warden on medical issue is produced that the students' condition requires the food to be served in their rooms.**
- 4.13 No diner shall waste food. Paying mess bill does not entitle a diner to waste food. Money may belong to you but resources belong to society.
- 4.14 Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.
- 4.15 All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 4.16 **After eating food, diners shall put the cup, plate, waste food etc. in the designated bins.** In any diner is medically ill and requires a special diet (e.g. Oil-less food) he / she can request the Warden to arrange for the same at the mess.
- 4.17 Students should not bring any pet animals into the mess halls or encourage such practice in the hostel premises.

## **5. INCIDENCE OF INDISCIPLINE AND CNSEQUENCES**

- 5.1 Any student who is found to be indulging in undesirable activities, such as physical assault, damage to Institute property, etc., will be liable to the following punishments:

- a) He /she will be expelled from the hostel
  - b) A record of his/ her misconduct will be made in the personal file.
  - c) The cost of damage will be fully recovered from him /her together with penalty.
  - d) He /she will also be fined commensurate with the offence committed.
  - e) The privilege of appearing for campus interviews will be denied, when he/ she reaches the final year.
  - f) No recommendations will be given to him/ her for studies abroad.
  - g) Suitable black dots may be awarded.
  - h) Semester(s) back may be awarded.
- 5.2 Depending on the case, the hostel authority reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- 5.3 The jurisdiction of BIT Deoghar is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police/district administration. Do not overstep your limits. Help us to help you.

### **Meaning of Black Dots**

- a) One Black Dot – Strict warning
- b) Two Black Dots – Strict warning and not allowed to participate in any Student’s activities
- c) Three Black Dots – Strict warning and will not be allowed to appear for campus placement.
- d) Four Black Dots – Strict warning and Semester back for 1-2 years
- e) Five Black Dots – Condemnation and Permanent expulsion from Institute

Note 1 All black dots are cumulative

Note 2 Indiscipline act by the students must be communicated to the parents and if necessary they may be personally called to the office of the Chief Warden

### **Excerpts from the Directives of Hon’ble Supreme Court of India in respect of curbing ragging in Educational Institutions:**

- “The Head of the institution (Vice-Chancellor/Director / Principal, etc.) should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo moto if the circumstances so demand.
- Fresher should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably.
- When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential ragers not to indulge in ragging”.

**All senior students, boarders and day scholars, are required to sign an Anti-Ragging Undertaking form.**

## **6. GUIDELINES TO THE NEWLY ADMITTED STUDENTS**

### **6.1 STEPS FOR GETTING ADMISSION:**

1. For taking admission in the Institute, a student should first report to the office of Admission.
2. Every student has to pay the Institute fee in the form of a demand draft or online. For hostel accommodation student has to pay hostel fee with caution money and the mess advance.
3. After the payment of fee, Roll Number will be allotted by the Semester office.

### **6.2 HOSTEL ACCOMMODATION:**

1. For hostel allotment, the student should report to the office of Chief Warden.
2. All newly admitted students will be provided accommodation on sharing basis.
3. All students will have to arrange the bedding (mattress, bed sheet, pillow, mosquito net etc.) on their own.
4. All students are required to stay in one of the hostels. Under exceptional circumstances, the Chief Warden may permit a student to stay outside the Institute campus on temporary basis.
5. If there is any case of ragging, the concerned student should report the same to Hostel Assistant Warden / Warden / Chief Warden / any faculty members of the institute immediately. The names and telephone numbers of hostel officials of the Institute are displayed on the hostel notice boards.
6. Every hostel has its own mess attached to its building.
7. The hostel caution money is onetime payment and will be refunded to the student after his/ her completion of the course. The mess advance is credited to the student's mess account, which is maintained centrally for every student.

### **6.3 SEMESTER REGISTRATION:**

1. For semester registration, the student should report to the Semester office.
2. The classes for the newly admitted Students shall commence as per notification from Semester office.
3. The Director will address the newly admitted students during the Induction Program.

### **6.4 MANDATORY AT TIME OF REGISTRATION AND BEFORE EXAMINATION:**

1. At the time of registration in every semester, the students are required to pay mess advance as notified time to time in addition to the Institute Fee. The monthly mess bill is displayed on the hostel notice board.
2. Before the end semester examination, the students are required to take no dues from the Institute Accounts Office.

### **6.5 STUDENT CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES**

There are various clubs and societies in the Institute. The details about these societies will be informed to the newly admitted students during induction program.