

# BIT STUDENTS' RULES AND REGULATIONS

General Rules for Observance by BIT Students



**BIRLA INSTITUTE OF TECHNOLOGY  
(DEEMED TO BE UNIVERSITY)  
MESRA, RANCHI, JHARKHAND  
INDIA**

# RULES AND REGULATIONS FOR BIT STUDENTS

## BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI-835215

### 1. CODE OF CONDUCT

- 1.1 All students are required to maintain standards of behaviour expected of students of a prestigious Institution. They are expected to behave courteously and fairly with everyone inside and outside the campus.
- 1.2 All students 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 shall not be scribbled on.
- 1.4 **All girl students must be present in their respective hostels from 9.00 pm to 6.00 am. Girl students should be inside the BIT main gate before 8.00 pm. Involvement of girl students in any Departmental/Institute activity after 7.30 pm may be allowed with prior permission from the Hostel Warden/Asst. Warden.** Application for this must be duly signed by Professor-in-charge conducting the activity and should contain the list of students participating. If any student wishes to be away from the hostel during the weekend, holidays, or any other time, they must take prior permission from the Warden/Assistant Warden. **Boy students must be inside the hostel before 10.00 pm.**
- 1.5 The student's signature in the Hostel register within the stipulated time is compulsory. The hostel register is available with the Hostel clerk. It is mandatory to maintain attendance and a home register. Do not sign in place of fellow students, i.e., Proxy signature is strictly prohibited.  
  
Students should not be absent from the hostel without filling in the home register. Provide correct information in the home register, i.e., Home/local guardian/friend's home etc. Take prior permission to leave the hostel premises after 9:00 pm and before 6:00 am. Maintain the timings allowed for the mess, receiving coupons, filling of home register, etc.
- 1.6 Under normal circumstances, students availing hostel facilities should stay in the hostel regularly. They should not be absent from the hostel for more than 15 days in continuity. Proper information must be communicated to the hostel authorities for the same.
- 1.7 Day scholars are not allowed to avail of the hostel facilities. To be a day scholar, the permission of the Dean of Student Affairs (DoSA)/ Associate Dean of Student Affairs (ADoSA) is mandatory.
- 1.8 Students are advised to avoid any dark places and/or lonely places.

- 1.9 Calling any vendors/ any unauthorized person into the room is not permitted. Also, students are not expected to sell any items (such as chocolates, stationery, drink, etc.) to fellow boarders.
- 1.10 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 Caretaker office, through the Hostel Clerk, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.
- 1.11 Students should cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Mess Committee 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.
- 1.12 The students should not use pirated / unauthorized/unlicensed movies on their computers, mobile and common rooms. They should not indulge themselves in any activities leading to cyber/other crimes.
- 1.13 The resident of a room is responsible for any damage to the property in the room. During his / her occupancy of that room, if there is any sort of damage, a penalty will be imposed on the resident. 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.
- 1.14 The resident shall not move any furniture from its properly allotted place and also not damage them in any way. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand them over to the Warden/Assistant Warden, failing which he/she will be charged a penal rent as decided by the Warden/Assistant Warden.
- 1.15 The resident shall not remove any fittings from any other room and get them fitted in his/her room. Any damage in the common area/ lobby will be the responsibility of the boarders of that lobby.
- 1.16 Employing unauthorized persons for personal work, such as washing clothes, etc., is not permitted.
- 1.17 Residents should not participate in any anti-national, anti-social, racist, or undesirable activity in or outside the campus.
- 1.18 The behaviour of students outside of the hostel and inside of campus at various common places, such as streets, shops, canteens, institutes, etc., should be decent and acceptable to all. Students should wear proper dresses which reflect decency.

- 1.19 The student must not be involved directly or indirectly in fighting, gambling, anti-social activities, ragging, striking, picketing, gheraos, fast, arousing of the sentiments of the student's body and the public, use of outside agency for redressal of grievance, etc.
- 1.20 Students should not display obscene posters or calendars, wall writing etc., in the room or anywhere in the hostel.
- 1.21 Common Room/T.V. Room/Reading Room timing will be 6 pm to 11 pm only. These rooms may be opened under special circumstances for the students only when prior permission has been taken from the hostel authorities.
- 1.22 A meeting or special dinner is to be organized with prior written permission from the Hostel authorities. However, such dinner should not cause any discomfort to other students and residents of the institute campus.
- 1.23 The use of electrical appliances such as coolers, immersion heaters, electric induction stoves, heaters, electric iron, refrigerators and any such electrical equipment is forbidden in any of the rooms allotted for the residence. Private cooking in the hostels/student's room is strictly forbidden.
- 1.24 The use of audio systems which may cause inconvenience to other occupants is not allowed. Using an audio system at high volume is an offence. The use of personal T.V., VCR and VCD / DVD is prohibited. The students should not hire objectionable C.D.s /Other data storage devices from outside.
- 1.25 Walking with earphones/speakers in any common place or/and on the street in the institute campus is strictly prohibited.
- 1.26 When the students go out of their room, they should switch off all the electrical / electronic appliances and keep them always locked with good quality lock and key.
- 1.27 General damage to the hostel property will be the collective responsibility of all the residents, and they will be required to repair such damage if the students who caused the damage cannot be identified.
- 1.28 Residents should not indulge in practices/activities that may endanger their own personal safety as well as others.
- 1.29 Residents will be personally responsible for the safety of their belongings.
- 1.30 Residents are required to obey all traffic rules inside the campus.
- 1.31 Residents are duty-bound to report to the Warden/ Assistant Warden / Dean of Student Affairs/ Associate Dean of Student Affairs in case they notice any unwanted incident or undesirable activity going on in the hostel or in the campus.
- 1.32 Residents are required to park the cycles only in the space provided for them in an orderly manner. No cycles/vehicles should be parked at the entrance or in the corridors.

- 1.33 **The use of power-driven vehicles (two-wheelers/four-wheelers) by students is banned.**
- 1.34 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.
- 1.35 Students should not arrange for any picnic/parties outside without the specific permission of the Dean of Student Affairs. The hiring of private vehicles for these purposes is prohibited. If necessary, they must take prior permission from DoSA.
- 1.36 The students, when they go out, should plan to return to the campus strictly before 9:00 pm for girls and 10 pm for boys.
- 1.37 Since good quality food is served in the hostel mess, students must avoid taking food outside the institute campus, especially at night. Bringing and/or consuming outside food in the hostel premises is not allowed.
- 1.38 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.
- 1.39 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 use non-biodegradable items, such as carry bags.
- 1.40 The residents of the hostel are responsible for the safekeeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as laptops, Mobile Phones, etc., and lock the room even when they are out for a short period.
- 1.41 Smoking and consumption/ possession of alcoholic drinks and/or narcotic drugs and/ or any other tobacco product in the hostel premises, as well as institute premises, is strictly prohibited. Students shall not enter the hostel premises in an intoxicated state and should not possess such materials. Institute/Hostel zone is a smoke-free zone in the Institute. Students must not smoke inside the class/hostel room / common room /dining hall/toilets/corridors/terrace, etc. Smoking is also prohibited in the classroom/Institute premises/canteen. Hence, the student must not smoke anywhere within campus.
- 1.42 Ragging of students admitted to the Institute is totally banned.
- 1.43 Any case of accident/theft/loot/abuse/hit/rag/fight/molestation, etc. should be reported promptly to the Hostel clerk/ Asst. Warden/ Warden/ Security Officer/ Assoc. Dean of Student Affairs / Dean of Student Affairs/ Institute authority, etc.
- 1.44 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.

- 1.45 All library-related issues will be governed by library rules.
- 1.46 All academic matters will be governed by academic rules (e.g., UG/PG/Ph.D. Rules & Regulations). Students must remain in touch with their respective Departments for proper and timely information.
- 1.47 All students and scholars must be aware of the rules and regulations related to ethics, gender sensitivity, plagiarism, environmental and pollution guideline, respect for faith and religion, and national priorities and strictly abide by the same.

## **2. GUESTS/VISITORS**

- 2.1 A guest of a resident may be permitted, with prior approval by the Dean of Student Affairs, to stay in the hostel for not more than a week on payment of the necessary charges, as fixed by the Hostel Mess Committee from time to time. The guest can be permitted only if permission is obtained prior to the arrival. Permission must be taken at least two days prior to the arrival of the guest. For this purpose, every person other than a resident of the hostel will be considered as a guest for definition.
- 2.2 Entertaining unauthorized guests will lead to severe punishment, including expulsion from the hostel.
- 2.3 No overnight guests are permitted in a student's room without the permission of the Warden/Assistant Warden. No person of the opposite gender, either guest or otherwise, shall be permitted to stay overnight in any part of the hostel.
- 2.4 In the case of a girl resident, blood relations are only allowed to stay as a guest with prior permission. Permission should be taken at least two days prior to the arrival of the guest.
- 2.5 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.
- 2.6 The visit of male students to the female students' hostel and vice versa is not allowed. Strict disciplinary action shall be taken against the violators.

## **3. INCIDENCE OF INDISCIPLINE AND CONSEQUENCES**

- 3.1 The behaviour of students inside/outside of the hostel and inside the campus at various common places, such as streets, shops, canteens, institutes, etc., should be decent and acceptable to all. Students should wear proper dresses which reflect decency. Indecency in behaviour and/ or language may lead to strict action by authorities.

- 3.2 Students should not display obscene posters or calendars, wall writing etc., in the room or anywhere in the hostel. It is an offence, and guilty students are liable to be punished.
- 3.3 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to pay 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. Any damage to the room/hostel/Institute property by the student will attract suitable punishment.
- 3.4 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 the students of the lobby/hostel through mess bill or as decided by the Warden/Assistant Warden.
- 3.5 The resident shall not move any furniture from its properly allotted place and not damage them in anyway. If there are any additional items other than the prescribed 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 a penal rent as decided by the Warden/Assistant Warden. Any unauthorized possession/presence of any item by the student in his/her room is likely to be seized and may be punishable.
- 3.6 The resident shall not remove any fittings from any other room and get them fitted in his/her room. It is an offence, and guilty students are liable to be punished.
- 3.7 Common Room/T.V. Room/Reading Room timing will be 6 pm to 11 pm only. These rooms may be opened under special circumstances for the students only when prior permission has been taken from the hostel authorities. Violation of the rule may attract punishment.
- 3.8 Meeting, Party is to be organized with prior written permission from the Hostel authorities. Mess-party is to be organized with written permission from the hostel authorities. However, such parties should not cause any discomfort to other students and residents of the institute campus. Violation of the rule may attract punishment.
- 3.9 All girl students must be present in their respective rooms from 9.00 pm to 6.00 am. Girl students should be inside the gate by 8.00 pm. Violation will attract suitable penalties and punishment as decided by authorities. All boy students must be present inside the hostel premises by 10.00 pm. Involvement of girl students in any Departmental/Institute activity after 7.30 pm may be allowed with prior permission from the Hostel warden/Asst. warden. Application for this must be duly signed by Professor-in-charge conducting the activity, and it should contain the list of students participating. Violation of this will be treated as an offence, and it is punishable.

- 3.10 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 use non-biodegradable items, such as carry bags. Violation will attract suitable penalties and punishment as decided by authorities.
- 3.11 Since good quality food is served in the hostel mess, students must avoid taking food outside the institute campus, especially at night. Bringing and/or consuming outside food in the hostel premises is not allowed. Violation will attract a suitable penalty.
- 3.12 The use of electrical appliances such as coolers, immersion heaters, electric stoves, heaters, electric iron, refrigerators and any such storage device are forbidden in any of the rooms allotted for the residence. Private cooking in the hostels/student's room is strictly prohibited. Such appliances, if found, will be confiscated, and a fine will also be imposed.
- 3.13 The use of audio systems which may cause inconvenience to other occupants is not allowed. Using an audio system at high volume is an offence. The use of personal TV/ DVD is prohibited. The students should not hire objectionable CDs from outside. Walking with earphones on their ears in any common place or/and on the street in the institute campus is strictly prohibited. Suitable punishment may be awarded.
- 3.14 When the students go out of their room, they should switch off all the electrical / electronic appliances and keep them always locked. Violation will attract suitable penalties and punishment as decided by authorities.
- 3.15 General damage to the hostel property will be the collective responsibility of all the residents, and they will be required to repair such damage if the students who caused the damage cannot be identified.
- 3.16 Residents should not indulge in practices/activities which may endanger their own personal safety as well as others.
- 3.17 Residents are required to park the cycles only in the space provided for them in an orderly manner. No cycles/vehicles should be parked at the entrance or in the corridors. These may be seized.
- 3.18 The use of powered-driven vehicles (two-wheelers/four-wheelers) by students is banned. Residents violating this rule are liable for punishment. Powered-driven vehicles brought to the campus by the students will be seized and may attract a suitable penalty.
- 3.19 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. Violation will attract suitable penalties and punishment as decided by authorities.



- 3.20 Students should not arrange for any picnic outside without the specific permission of the Dean (Student Affairs). The hiring of private vehicles for these purposes is prohibited, and if at all necessary, they must take prior permission from DoSA. Violation will attract suitable penalties and punishment as decided by authorities.
- 3.21 Do not go outside 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 the Institute. In case of violation, suitable punishment may be awarded as decided by the authorities.
- 3.22 The student must not be involved directly or indirectly in fighting, gambling, anti-social activities, ragging, striking, picketing, gheraos, fast, arousing of the sentiments of the student's body and the public, use of outside agency for redressal of grievance, etc. These will be viewed as serious offences, and guilty students are liable to be punished.
- 3.23 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:
- He/she will be expelled from the hostel.
  - A record of his / her misconduct will be made in the personal file.
  - The cost of damage will be fully recovered from him/her together with a penalty.
  - He/she will also be fined commensurate with the offence committed.
  - The privilege of appearing for campus interviews will be denied when he/she reaches the final year.
  - No recommendations will be given to him/her for studies abroad.
  - Suitable black dots may be awarded.
  - Semester(s) back may be awarded.
- 3.24 Any student found hosting / harbouring an offender will be also liable to the punishments mentioned in rule 3.23.
- 3.25 Residents should not participate in any anti-national, anti-social, racist, or undesirable activity in or outside the campus. If found, liable to be punished.
- 3.26 Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt severely.
- 3.27 For your understanding, ragging, which is a CRIMINAL & NON-BAILABLE offence, is defined in legal parlance as a " display of noisy, disorderly conducts, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:-Teasing, abusing, of playing practical jokes on or causing hurt

to such student, or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do".

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

- 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 act Suo motto if the circumstances so demand.
  - Freshers 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."
- 3.28 All senior students, boarders and day scholars are required to sign an Anti-Ragging Undertaking form.
- 3.29 Smoking and consumption of alcoholic drinks and/or narcotic drugs in the hostel premises as well as institute premises is strictly prohibited. Students shall not enter the hostel premises in an intoxicated state and should not possess such materials. Severe action will be taken, if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. The hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel/room / common room /dining hall/toilets/corridors/terrace etc. Smoking is also prohibited in the classroom/Institute premises/canteen and institute campus. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- 3.30 For students found in an indiscipline act, there is a provision of awarding black dots\*.

#### **Meaning of Black Dots**

- a) One Black Dot - Strict warning
- b) Two Black Dots - Strict warning and not allowed to participate in any students' 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

Note1 All black dots are cumulative.

Note2 Indiscipline act by the students must be communicated to the parents, and if necessary, they may be personally called to the office of the Dean of Student Affairs.

- 3.31 The jurisdiction of BIT Mesra 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.

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

##### **4.1 STEPS FOR GETTING ADMISSION:**

- (i) To take admission in the Institute, a student should first report to the office of the Dean (Admission and Academic Coordination).
- (ii) Every student must pay the Institute fee in the form of a demand draft of the required amount in the Accounts Office.
- (iii) After the payment of the fee, the Roll Number will be allotted by the office of the Dean (Admission and Academic Coordination).

##### **4.2 HOSTEL ACCOMMODATION:**

- (i) The girls' hostels are situated within one km of the Institute Building. The boys' hostels for the newly admitted students have located 1 to 1.5 km from the Institute Building. The students can use the bicycle.
- (ii) Students should not drive or possess any power-driven vehicles (scooters/ motorcycles/ cars etc.) either inside or outside the campus.
- (iii) After completing the admission process, the student should deposit the hostel caution money and the mess advance in the Students Mess Accounts Office (near UCO Bank).
- (iv) For hostel allotment, the student should report to the office of the Dean of Student Affairs.
- (v) All newly admitted students will be provided accommodation on sharing basis in a single room.
- (vi) All students (including the foreign students and the students admitted under the NRI quota) will have to arrange the bedding (mattress, bed sheet, pillow, mosquito net etc.) on their own.
- (vii) All students are required to stay in one of the hostels. Under exceptional circumstances, the Dean of Student Affairs may permit a student to stay outside the Institute campus on a temporary basis.

- (viii) If there is any case of ragging, the concerned student should report the same to the Hostel Warden/ Associate Deans/ Dean of Student Affairs/ any faculty members of the Institute immediately. The names and telephone numbers of the Warden and other officials of the Institute are displayed on the hostel notice boards.
- (ix) Every hostel has its own mess attached to its building. The mess is run by the Students Mess Committee. There is no fixed charge for the mess. The monthly mess bill is calculated on the basis of actual expenditure. It varies from one hostel to another hostel, depending upon the number of students in a hostel and the menu being followed in that hostel.
- (x) The hostel caution money is a one-time 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.

#### 4.3 SEMESTER REGISTRATION:

- (i) For semester registration, the student should report to the office of the coordinator (Semester Program) or the designated place as notified.
- (ii) The classes for the newly admitted UG & PG Students shall commence as per the schedule.
- (iii) The Vice-Chancellor will address the newly admitted students during the Induction Program.

#### 4.4 MANDATORY AT TIME OF REGISTRATION AND BEFORE EXAMINATION:

- (i) At the time of registration in every semester, the students are required to pay mess advance as notified from time to time in addition to the Institute Fee. The monthly mess bill is displayed on the hostel notice board, which also indicates the mess dues or credit balance. All students are required to clear their mess dues, if any, by the 15th of every month.
- (ii) Before the end-semester examination, the students are required to take no dues from the Institute Accounts Office and the Students Mess Accounts Office.

#### 4.5 STUDENT CO-CURRICULAR AND EXTRACURRICULAR 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.

### 5. ABOUT THE BIT CAMPUS

- 5.1 The Institute has three shopping arenas, where shops of BIT Consumers Co-operative Stores (BITCC) and a few private shops exist. The main shopping arena

is near the G.P. Birla Auditorium (formerly known as Golden Jubilee Auditorium). One shopping arena is behind the Institute Building. Another shopping arena is situated behind hostel No. – 6. In addition to these, there are BITCC sale counters in the girls' hostels.

- 5.2 The Institute campus has the Mesra Branch of UCO Bank and SBI. ATMs of UCO, SBI and ICICI banks are also present in the Institute campus.
- 5.3 Post Office and Railway reservation counter is available in the shopping arena, which is behind the Institute Building.
- 5.4 The sports complex is situated in front of hostel No. - 7.
- 5.5 Institute buses ply regularly from the BIT campus to Ranchi city and back. The timetable for the bus service is displayed on the hostel notice boards and in the Transport Office.
- 5.6 The climate at Ranchi is moderate. During summer, the maximum temperature may go up to 42° C and during winter, the minimum temperature dip to 2° C. During the rainy season, the students are advised to carry an umbrella/ raincoat.
- 5.7 For any health problem, BIT Dispensary is there to take care of students.

## 6. WHOM TO CONTACT

- 6.1 **Academic Matter-** Respective HOD, Semester Coordinator, Dean (UGS) and Dean (PGS)
- 6.2 **Academic Facilities**

### 1. Central Library

Library Timings	:	Monday To Friday	9am To 8 pm
		Saturday/Sunday	9am To 5 pm
Issue/Return Timings	:	Monday To Friday	9.00am To 6 pm

#### (i) CAD Lab

The CAD Laboratory is a central facility of the Institute where all undergraduate, postgraduate students, and research scholars can work with the sophisticated 2-D & 3-D design and analysis software. It is located in Mechanical Engineering Department.

#### (ii) Central Computing Facility (CCF)

The CCF comprises seven laboratories (of the Department of CSE) housing approximately 400 computers having the very latest configuration.

#### (iii) Central Instrumentation Facility (CIF)

The Central Instrumentation Facility, equipped with high-value sophisticated instruments (mainly for analytical purposes), has been created in order to cater to the needs of different departments and for maximum utilization of instruments.

(iv) **Sports Complex**

The Department of Physical Education and Sports regularly organizes training camps and courses for various sports and games and is well-equipped with appropriate facilities.

6.3 **Students Non-Academic Matter**

1. Allotment of Room in Hostel: Dean of Student Affairs office
2. Hostel/Room/Mess in Hostel/etc.: Hostel Warden/Asst. Warden
3. Games & Sports: Physical Education and Sports Department
4. Mess bill-related issues: Hostel Clerk/Mess Account
5. Visit to Town: BIT Transport office regarding information of the timing of Bus service
6. Medical Help: BIT Health Centre

6.4 **Other Facilities**

- (i) Banking: UCO Bank and SBI are available in Campus near R&D Building
- (ii) Post Office: Mesra P.O. is in Shopping Complex behind the main building
- (iii) Railway Reservation Counter available in Mesra P.O.
- (iv) Security Services office available near R&D building

## 6.5 Important Phone Contacts

<b>Person</b>	<b>Number *</b>
Hostel Warden/Asst. Warden/Hostel Clerk	See Hostel Notice Board
Dean of Student Affairs Office	4418(O)
Dean of Student Affairs	4419(O), 4501(R)
Assoc. Dean (SA)	
In-charge (Sports Activities)	4512(O), 4513(R)
Sports Officer	4590(O), 4658(R)
Incharge (Social & Cultural Activities)	44 29(O), 46 13(R)
Incharge (Technical Events)	4418(O), 4501 (R)
Incharge (NSS)	4512(O), 4513(R)
Incharge (NCC)	4675(O), 4639(R)
BIT Hospital	4441, 4434
MO (BIT Hospital)	4433(O), 4432(R)
Prof In-Charge (BIT Security)	4540(O), 4601(R)
Security Officer	4498(O), 4598(R)
UCO Bank	4481(O)
SBI	4512(O)
Mesra PO	2275827 (PNT)
Registrar	4413(O)
Vice Chancellor	4402(O)
<p><b>* Extension Lines should be used for direct call on BIT telephones. To call from other telephone/mobile EPABX lines should be contacted which will connect with extension lines. EPABX lines are 2275352/2275444/2275896/2276267/ 2276249/ 2276432</b></p>	