

# HOSTEL HANDBOOK



**MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY  
BHOPAL, MADHYA PRADESH, INDIA, PIN-462003**

**2020-21**

## Message



*It feels great for all of us to be the member of one of the top ranking Institute in India. The evolving stride of Maulana Azad National Institute of Technology, Bhopal (M.P.) since its inception has been exemplary, culminating in transforming itself into an icon for academic excellence. To be a vibrant part of this illustrious edifice of teaching and learning is certainly a matter of pride and a privilege for us. The Institute vows to devise sustainable systems and state-of-the art infrastructure to enable the students to do the role of future leaders, managers, researchers and productive team players in the field of science, engineering and management. My warm greetings to all the MANIT hostel inmates! We are happy to welcome you all to the MANIT family that strives to provide students a homely and healthy atmosphere with complete safety and security in the hostel. We know hostel life is a union of diverse cultures and different upbringings, which blends into a harmony for a rich and memorable experience. We provide an atmosphere where youngsters can learn, laugh and live to the full. The Wardens and caretakers ensure that the students get a clean, green and relaxed atmosphere. It also becomes the highest obligation and responsibility of all residents that they must keep the Institute hostel free from evils such as Polythene, Alcohol and Smoke and refrain from any unlawful act including ragging. On that note, I extend my best wishes to the residents of the MANIT hostels and I envisage a very promising and successful professional career for you.*

Prof. Narendra Singh Raghuwanshi  
MANIT, Bhopal

## Message



I welcome all the students of Maulana Azad National Institute of Technology, Bhopal, an Institute of National importance, and congratulate them for their decision to be a part of MANIT family. I congratulate all the fresher's for success of their hard work, which has led them to get admission in one of the top institute in central zone of India.

The Institute looks forward to develop world class technology with the support of learned faculty and right ambience on campus for vibrant knowledge in terms of cultural and intellectual system. With the fast changing world the dynamics of market have gone higher in terms of expectations which lead survival and sustaining of only those, who have potential in them.

The office of the Dean Student Welfare ensures the overall growth of students in a conducive and constructive learning environment; it organizes various curricular activities to make the campus life vibrant and lively. At, MANIT we believe that co-curricular activities play a key role in the holistic development of learners. Hence our institute is committed to promoting all such activities with an aim to ensure holistic development of students.

MANIT Bhopal is a residential institution and all the students normally stay in the hostel. All inmates are required to observe hostel timing and hostel rules strictly. Entire institute is smoking free zone and it has been offering a ragging free environment to the new entrants. It is my sincere request to the parents of senior students to advise their wards not to indulge in ragging directly or indirectly.

I wish for your comfortable stay in the campus during academic program. I am confident it will be an inspiring, challenging and enjoyable journey for you.....

Prof. J.L. Bhagoria  
Dean (Student Welfare)

## Message



*Welcome to the Hostels of Maulana Azad National Institute of Technology, Bhopal!*

*As the Chairman, Council of Wardens, I assure you that you will have an amazing experience of staying at the hostels in MANIT, Bhopal. The welfare of the students in the campus is of utmost importance for us. We, at MANIT ensure that the health and well-being of the students is taken care as utmost priority in the hostels. The Institution is a melting pot of different cultures and hence you will experience the unity in diversity in the Institute environment. The resident students are encouraged to participate in many cultural and social activities round the year. The inmates of hostel are encouraged to live in harmony, alike one big family, offering each other a helping hand whenever required. Mutual cooperation makes hostel life a rich and fruitful experience. Living in a hostel presupposes high degree of integrity, mindfulness, cooperation, open-mindedness and hard work for a bright future and good image of the institution. I take this opportunity to assure you that the offices of the Chairman, Council of Wardens and all the Wardens will try to ensure a comfortable stay to further your academic pursuits. During your stay, you will be required to strictly adhere to the rules of and the Code of Conduct of Hostel and Institute.*

Prof. K. R. Aharwal  
Chairman, Council of Wardens  
MANIT, Bhopal

## **PREFACE**

A hostel is a home away from home. Aware of the special needs and requirements of students, who come from far-flung places to this centre of learning, MANIT, Bhopal tries to provide them a safe, secure and affordable accommodation. There are twelve Residence Hostels for students on the campus, 10 each for boys and 2 for girls. These Hostels, which accommodate more than 4500 students, are named after eminent scientists e.g. APJ Abdul Kalam, Kaplana Chawla Vikram Sarabhai etc. The Institute hostels administration take pains to give its students a neat and clean environment and a comfortable place to live in. There are Wardens/Assistant Wardens and Caretakers on duty round the clock. Each hostel has a dining hall and several water coolers, a visitors' lounge, and invariably an outdoor court for badminton, volley ball etc. The mess provides a balanced diet at reasonable rates. The Common Room is fairly well equipped with current magazines and newspapers. There is provision for LCD TV and music system. Internet connectivity through Wi-Fi and LAN has been provided in each hostel. Architecturally, the hostels are aesthetically laid out with plenty of open space and a lot of greenery. The rooms are comfortable, fitted with fan, lights and hard furniture. Each wing of the hostel has several verandahs and balconies. Man is a social animal and needs to interact with others. The resident students are encouraged to participate in cultural and social activities. Colorful evenings of song and dance are not unusual on the campus. Talent shows, dramatics and literary events are organized from time to time. There is no doubt that during these formative years in the hostel, life-long bonds are created and friendships cemented. This is a time, which will stand out in the memory as a golden period. Experience of national importance Institute is an important milestone in an individual's life, the stepping-stone to an adult life of responsibility. The hostels of MANIT Bhopal try to provide an ideal atmosphere for a healthy, all round development of personality and a launching pad for a glorious career ahead.

General rules and regulation governing hostel administration are outlined and discussed in this booklet for uniform and transparent handling of the various issues related with the hostel sector. In this sense, this booklet will serve as basic framework for administration of the hostel sector. In case of difficulty in interpretation of any rule or regulation, clarity may be sought from Warden / Chairman, Council of Wardens, who will resolve such issues in consultation with Dean Students' Welfare and Director. **The Director, MANIT reserves the right for any changes / addition / deletion of the rules and regulations as and when required.**

## CONTENTS

Sl. No		Page No.
	Contact Numbers of Important Authorities	i
	Emergency Contact Numbers	ii
	Hostel Wardens and Caretakers	iii-iv
1.	HOSTEL ADMINISTRATION	1
	1.1. COUNCIL OF WARDENS (CoW)	1
	1.1.1 RESPONSIBILITIES OF CHAIRMAN CoW	1
	1.2. WARDEN AND ASSISTANT WARDEN(S)	1
	1.2.1. RESPONSIBILITIES OF WARDENS/ASST. WARDENS	2
	1.3. HOSTEL CARETAKER	2
	1.3.1 RESPONSIBILITIES OF CARETAKER	3
	1.4 FLYING SQUAD	3
2.	ACCOMMODATION OF HOSTEL	4
3.	ROOM ALLOTMENT	5
4.	ACCOMMODATION OF GUESTS	6
5.	VISITORS	6
6.	HOSTEL RULES	7
	6.1 CODE OF CONDUCT	7-10
	6.2 MESS RELATED RULES	10
	6.3 STUDENTS COOPERATIVE MESS COMMITTEE	11
	6.3.1 DUTIES OF MESS COMMITTEE MEMBERS	11
	6.4 HEALTH RELATED MATTERS	11
7.	RAGGING	12
8.	DISCIPLINARY MEASURES	12
9.	RESPONSIBILITIES OF RESIDENTS	13
10.	FINE STRUCTURE	14 -15
11.	FEE STRUCTURE	15
12.	DOES & DONTs	16
13	ENVIRONMENTAL POLICY	17
14	HOSTEL HANDBOOK DRAFTING COMMITTEE	18
15	HOSTEL AT A GLANCE	19
16	FORMATS	20-25

## **CONTACT NUMBERS OF INSTITUTE AUTHORITIES**

<b>Sl. No</b>	<b>Designation</b>	<b>Contact No of office / Email-id</b>
01	Dean, (Students Welfare)	E-mail: <a href="mailto:deansw@manit.ac.in">deansw@manit.ac.in</a> Phone (Off):0755-4051023
02	Chairman Council of Warden	E-mail: <a href="mailto:chairmancow@manit.ac.in">chairmancow@manit.ac.in</a> Phone (Off):0755-4051605
03	Prof. I/C Students Activity	E-mail: <a href="mailto:nitb.ravi@gmail.com">nitb.ravi@gmail.com</a> Phone (Off):0755-4051632
04	Prof. I/C Anti Ragging Committee	E-mail: <a href="mailto:ramthakur2000@yahoo.com">ramthakur2000@yahoo.com</a> Phone: 9826241996
05	Prof I/C Security	E-mail: <a href="mailto:raheemjuned@gmail.com">raheemjuned@gmail.com</a> Phone (Off):0755-4051790
06	Security Main Gate MANIT	07554051790/8827012021

## **EMERGENCY CONTACT NUMBERS**

<b>Sl. No</b>	<b>Services</b>	<b>Contact Number</b>
01	MANIT Ambulance	+91-7869301950
02	GVK Ambulance facility	108
03	Fire Station	101
04	Kamala Nagar Police Station	0755-277 -4769
05	Police Control Room	100
06	Security Control Room	0755-405-1791
07	Hajela Hospital	0755-277-7666
08	Bansal Hospital	+91-7898389200
09	MANIT Dispensary	+91-9826375158

## HOSTEL WARDENS AND CARETAKERS

Hostel No.	Hostel Capacity	Name of the Wardens/Assistant Wardens and their Contact No.	Name of the Caretaker and Contact No.
01	220	<ul style="list-style-type: none"> <li>• Dr. O. P. Meena (Warden) Phone (Off):0755-405-1524 E-mail: <a href="mailto:wardenh1@manit.ac.in">wardenh1@manit.ac.in</a></li> <li>• Dr.Vijay B. Semwal (Assistant Warden) E-mail: <a href="mailto:wardenh1@manit.ac.in">wardenh1@manit.ac.in</a></li> </ul>	Shri Vishnu Dhaware +91-9425022622
02	220	<ul style="list-style-type: none"> <li>• Dr. Juned Rahim (Warden) E-mail: <a href="mailto:wardenh2@manit.ac.in">wardenh2@manit.ac.in</a></li> <li>• Dr. Sudhanshu Kumar (Assistant Warden) E-mail: <a href="mailto:wardenh2@manit.ac.in">wardenh2@manit.ac.in</a></li> </ul>	Shri. Shiv Kumar Yadav +91-7869601332
03			
04			
05	264	<ul style="list-style-type: none"> <li>• Dr. Sunder Lal Pal (Warden) E-mail: <a href="mailto:wardenh5@manit.ac.in">wardenh5@manit.ac.in</a> Phone (Off): 0755-4051800</li> <li>• Dr. Subhajit Patra (Assistant Warden) E-mail: <a href="mailto:wardenh5@manit.ac.in">wardenh5@manit.ac.in</a></li> </ul>	Shri Manglesvar prasad Shukla +91-
06	264	<ul style="list-style-type: none"> <li>• Dr. Dharendra Pratap Singh (Warden) E-mail: <a href="mailto:wardenh6@manit.ac.in">wardenh6@manit.ac.in</a> Phone (Off):0755-4051320</li> <li>• Dr.Vinod Yadav (Assistant Warden) E-mail: <a href="mailto:wardenh6@manit.ac.in">wardenh6@manit.ac.in</a></li> </ul>	Shri Barkat Khan +91-9981340051
07	760+ (88 FGH)	<ul style="list-style-type: none"> <li>• Dr. Varsha Rokade (Warden) E-mail: <a href="mailto:wardenh7@manit.ac.in">wardenh7@manit.ac.in</a></li> <li>• Dr. Jyoti Rani (Assistant Warden)</li> </ul>	Mrs. Jyoti Khatawkar +91-9893352003



		<p>E-mail: <a href="mailto:wardenh7@manit.ac.in">wardenh7@manit.ac.in</a>  Phone (Off):0755-4051581</p> <ul style="list-style-type: none"> <li>• Dr. Sukanti Behera</li> <li>• E-mail: <a href="mailto:wardenh7@manit.ac.in">wardenh7@manit.ac.in</a>Dr. Pragati Agarwal (Assistant Warden)  E-mail: <a href="mailto:wardenh7@manit.ac.in">wardenh7@manit.ac.in</a></li> </ul>	
08	512	<ul style="list-style-type: none"> <li>• Dr. H. L. Tiwari (Warden)  E-mail: <a href="mailto:wardenh8a@manit.ac.in">wardenh8a@manit.ac.in</a>  Phone (Off):0755-4051228,4052403</li> <li>• Dr. Sanyam Shukla (Warden)  E-mail: <a href="mailto:wardenh8b@manit.ac.in">wardenh8b@manit.ac.in</a></li> <li>• Dr. Ramesh K. Nayak (Assistant Warden)  E-mail: <a href="mailto:wardenh8a@manit.ac.in">wardenh8a@manit.ac.in</a></li> <li>• Dr. Mohd Taufic (Assistant Warden)  E-mail: <a href="mailto:wardenh8b@manit.ac.in">wardenh8b@manit.ac.in</a></li> </ul>	Shri V. P Bansal +91-99893806856
09	350	<ul style="list-style-type: none"> <li>• Dr. Akhilesh Barve (Warden)</li> <li>• E-mail: <a href="mailto:wardenh9@manit.ac.in">wardenh9@manit.ac.in</a></li> <li>• Dr. Rajeev Parmar (Assistant Warden)  E-mail: <a href="mailto:wardenh9@manit.ac.in">wardenh9@manit.ac.in</a></li> </ul>	Shri.Ram Bishwas Shukla +91-7771982960
10	<p>For Block "A" 250</p> <p>For Block "B" 250</p>	<ul style="list-style-type: none"> <li>• Dr. Ajay Verma (Warden 10A)  E-mail: <a href="mailto:wardenh10a@manit.ac.in">wardenh10a@manit.ac.in</a>  Phone (Off):0755-405-1633</li> <li>• Dr. Piyush K. Patel (Asst.Warden 10A)  E-mail: <a href="mailto:wardenh10a@manit.ac.in">wardenh10a@manit.ac.in</a></li> <li>• Dr. Bharat Modhera (Warden 10B)  E-mail: <a href="mailto:wardenh10b@manit.ac.in">wardenh10b@manit.ac.in</a>  Phone (Off):0755-405- 1800</li> <li>• Dr. Deepak Kumar (Asst. Warden 10B)</li> </ul>	Shri Sanjay Singh +91-9893466581 (For Block A&B)

	<p>For Block "C" 375</p> <p>For Block "D" 375</p>	<p>E-mail: <a href="mailto:wardenh10b@manit.ac.in">wardenh10b@manit.ac.in</a></p> <ul style="list-style-type: none"> <li>• Dr. M. K. Pradhan (Warden 10C) E-mail: <a href="mailto:wardenh10c@manit.ac.in">wardenh10c@manit.ac.in</a> Phone (Off): 0755-405-</li> <li>• Dr. Jaymant Jha (Asstant Warden 10C) E-mail: <a href="mailto:wardenh10c@manit.ac.in">wardenh10c@manit.ac.in</a></li> <li>• Dr. Sidharth Rokade (Warden 10D) E-mail: <a href="mailto:wardenh10d@manit.ac.in">wardenh10d@manit.ac.in</a> Phone (Off): 0755-405-1223</li> <li>• Dr. Mangesh Lodhe (Asst. Warden 10D) E-mail: <a href="mailto:wardenh10d@manit.ac.in">wardenh10d@manit.ac.in</a></li> </ul>	<p>Shri Vishnu Dhaware +91-9425022622 (For Block C&amp;D)</p>
11	350	<ul style="list-style-type: none"> <li>• Dr. Jay Trilok Chaudhary (Warden) E-mail: <a href="mailto:wardenh11@manit.ac.in">wardenh11@manit.ac.in</a> Phone (Off): 0755- 405-1310</li> <li>• Dr. Pushpendra Kumar (Asst. Warden) E-mail: <a href="mailto:wardenh11@manit.ac.in">wardenh11@manit.ac.in</a></li> </ul>	<p>Shri Mahendra G +91-9425016753</p>

# 1. HOSTEL ADMINISTRATION

Maulana Azad National Institute of Technology, Bhopal is a residential Institute which require that all registered students be residents. This commits the institute to maintaining an adequate number of hostels, and operating them in a manner reflecting the objectives and values of its educational programme. General duties and responsibilities of the various post holders in the hostel administration are defined here. If required, the duties and responsibilities are subject to change at any time with the approval from the Director.

## 1.1. COUNCIL OF WARDENS (CoW)

Wardens of the entire Hostel shall collectively constitute the Council of Wardens which shall be the coordinating body among all the Hostels of the Institute. Director shall appoint one of the faculty/Warden of the Institute as the Chairman council of Warden, who shall be the highest authority of the Council of Wardens, responsible for managing and conducting the affairs of all the Hostels.

### 1.1.1 Responsibilities of Chairman CoW:

- Overall administration of all the hostels and office of COW.
- To maintain the coordination of Wardens/Assistant Wardens of various hostels for smooth running of day to day routine work of hostels.
- Act as Chairman of Central Hostel Purchase Committee (CHPC) and to ensure the timely purchase of quality items at reasonable cost for all the hostels.
- Maintaining data base of students through COW office.
- Making the policy for allotment of hostels to students.
- To ensure discipline in the hostels with the coordination of Wardens/Assistant Wardens.
- Implementation of decisions taken by the Institute authorities.
- Approving different students committee.
- Appointing flying squads with approval from the Director.

## 1.2 WARDEN AND ASSISTANT WARDEN(S)

Director of the Institute shall appoint one of the faculty members of the Institute as Warden of a Hostel, who shall be the highest authority of the Hostel, responsible for managing and conducting the affairs of the Hostel. Director shall also appoint one or more members of the faculty, as he deems fit, as Assistant Warden(s) of a Hostel, to assist the Warden in managing and conducting the affairs of the Hostel. The Warden and Assistant Warden(s) shall collectively be responsible for proper functioning of the affairs of the Hostel.

### **1.2.1. Responsibilities of Wardens/Assistant Wardens:**

- ✓ Allotment of rooms to the students as per the guidelines issued by the office of Chairman, COW.
- ✓ To supervise the sports and cultural activities of students in the hostel.
- ✓ Regular visit to hostel for better interaction with the students.
- ✓ Nominate the students for the mess committee, hostel maintenance committee, discipline committee, Common Room Committee, Cleanliness Committee and other such committees etc.
- ✓ To give permission to the Guests for residing in the hostel on the request of the students.
- ✓ To supervise the working of hostel staff.
- ✓ To solve the day to day problems of the students.
- ✓ To deal with the acts of indiscipline of the students.
- ✓ Reporting the cases of serious indiscipline/ragging to the proctorial committee for further action at the Institute level.
- ✓ To check the various registers and ledgers maintained by the caretaker from time to time.
- ✓ To supervise the caretaker in maintaining the stock of the hostel.
- ✓ Forward all the applications of the inmates of the hostel to the administration for opening of the bank account, issue of mobile SIM etc.

### **1.3 HOSTEL CARETAKER:**

In order to assist the Warden and Assistant Warden(s) in the day-to-day functioning of the Hostel a Caretaker shall be appointed by the Institute from one of its staff members.

#### **1.3.1 Responsibilities of Caretaker:**

- Occupancy/vacation of rooms to/by the students (Get the signature of the student on the inventory of the furniture, electrical and other items in the room).
- To ensure proper maintenance of the water cooler, hostel rooms, common room, toilets, mess and premises i.e. coordination with Electrical maintenance section, building section and sanitary department.
- Maintain the proper record and recovery of hostel dues and fine fund.
- To ensure proper water supply and drinking water arrangement in the hostel.
- To distribute the railway concession form and admit cards to the inmates of the hostel.
- To keep a watch so that no unwanted student/person resides in the hostel without the permission of the Warden.
- Maintaining the record of the Guest/visitors.
- Maintain the Hostel stock register.
- Daily report to the Warden/ Senior Warden in the prescribed Performa about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.
- Supervise the work of helper, gardener, sweeper and security guard.

- Special care and supervision for maintenance of cleanliness in the respective hostel. He shall verify cleanliness reports of outsourced agencies, repair and maintenance reports related to water coolers and filters, civil, electrical and network works.
- Maintain the discipline in the respective hostel.
- Close observation on students' illegal activities like consuming alcohol, cigarette, illegal occupancy, fighting and damaging hostel property by the students, and Inform to the Warden immediately.
- Support all students committee for proper functioning.

#### **1.4 FLYING SQUAD:**

A flying squad team will be formed by the chairman CoW with the approval of the Director to random inspection of the hostels to maintain discipline. The squad consists of following members:

1. Number of Wardens-02
2. Number of Assistant Wardens-02
3. Number of Assistant Proctor-02

#### **Responsibility of the squad:**

- (i) To maintain the discipline inside the institute campus with the cooperation of Prof. in charge security and Security personnel.
- (ii) To visit to different hostels for random checking and if found that someone is involved in unauthorized activity inside the campus/hostel committee will take appropriate action against of them as per the Institute/Hostel rules.
- (iii) To visit to the different shops/outlets of the institute campus to check that shopkeeper will sale only listed/ permitted items inside the campus.

## 2 ACCOMMODATION OF HOSTEL

The following guideline is specified for accommodation of hostel:

- 2.1 Hostel accommodation is available to a student, who is registered in the Institute as a regular student. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel
- 2.2 B.Tech. Student has to vacate their room during summer vacation. But he/she may be permitted to stay on request, only after taking permission from Warden/Chief of Warden/Dean/HOD, if he/she is involved any course work / project work / Institute work / Hostel work.
- 2.3 Limited Hostel accommodation is available to M. Tech and Ph.D. scholars throughout the year subject to a maximum of 2 years for M. Tech scholars and four years for Ph. D. scholars. Ph.D. scholars shall vacate the Hostel even in the middle of a semester once they are relieved from the Institute. However, they have to pay establishment charges for that entire semester. PhD scholars availing Hostel accommodation are not eligible for HRA.
- 2.4 If available, Hostel accommodation may be provided for a limited period to a project staff, who has enrolled in and working towards a research degree in the Institute. If accommodated, he/she is required to pay all applicable fees and rents and any other charges as decided by the Institute. The project staff residing in a Hostel is governed by the same rules and regulations as applicable to regular boarder of the Hostel and shall not be eligible for HRA.
- 2.5 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. Accommodation would be provided only after paying the requisite fees and rents as decided by the Institute 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.
- 2.6 No student will be allowed to stay in the Hostel without formal admission. Any student, whose name has been removed from the Rolls of the Institute, will automatically cease to be an inmate of the Hostel. Such students shall immediately leave the Hostel.
- 2.7 The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.
- 2.8 In the case of accommodation for participants of conference and seminars, the coordinator will send the request to COW through respective HOD.

### **3 ROOM ALLOTMENT**

The following rules are specified for accommodation of hostel:

- 3.1 At the time of admission of a student into the Hostel and at the beginning of every year, each resident is required to submit a room allotment form.
- 3.2 Allotment of rooms shall be the sole discretion of the Hostel administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives e.g. fostering cross-cultural relationships.
- 3.3 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 any special situations.
- 3.4 No student may occupy more than one room at a time. Students, who are shifting rooms within hostel, must complete shifting within one day. Any student found to be occupying more than one room at a time will be penalized and additionally occupied rooms will be vacated.
- 3.5 Allotment made to a student is subject to cancellation if he/she fails to occupy the room in the prescribed time. Students will also forfeit their rooms if they fail to clear all their dues to the hostel by the appointed day. In such cases they will be asked to vacate the hostel.
- 3.6 Under no circumstances the inmates should exchange rooms without the knowledge of the Warden(s).
- 3.7 Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. The electrical installations including the fan should be handed over intact, in addition to the furniture. The personal lock has to be removed while vacating the room.

## **4 ACCOMMODATION OF GUESTS**

- 4.1 If the father/mother/guardian of a boarder needs accommodation for a short duration (one or two days only), he/she has to intimate the Hostel office preferably seven days before the expected date of occupancy. Accommodation will be provided to them, subject to the availability of Guest Rooms in the Hostel.
- 4.2 Guest room will be available on the chargeable basis as per the rates fixed by the Hostel Management.
- 4.3 As only limited Guest Rooms are available, rooms will be allotted to the guests on first-come-first-served-basis.
- 4.4 Day scholars and other relatives of boarders are not permitted to stay in the Hostel as guests.
- 4.5 Hostel rules and regulations will equally apply to the guests also. No one other than guest is permitted to stay in a boarder's room overnight.
- 4.6 If any damage is caused to the Hostel property by the guests, compensation assessed by the Hostel Management shall be recovered from the host boarder.
- 4.7 Boarder needs deposit Guest room charges @ Rs 300/ day/ person in advance in the Institute account and submit the receipt to the concerned caretaker.

## **5 VISITORS**

- 5.1 All visitors to the Hostel are allowed to visit students in Visitors' Room only, strictly between 9 am to 6 pm only.
- 5.2 All visitors to the Hostel including the parents/guardians/relatives/friend will have to make necessary entries in the Visitors' Book available at the Hostel entrance with the security guards.
- 5.3 Violation of this rule will lead to severe penalty and punishment as decided by the Hostel and Institute Authorities.
- 5.4 The visit of female students is restricted inside the boy's hostel and vice versa.
- 5.5 No female guardian/visitor is allowed in the boy's hostel and no male guardian/visitor is allowed in girl's hostel.



## 6 HOSTEL RULES

The following rules have to be followed in all MANIT Bhopal hostels in addition to the Rules of Conduct listed in the UG Manual. In case of violation of any rule, appropriate action will be taken.

### 6.1 CODE OF CONDUCT

- 6.1.1 Students are expected to display an acceptable form of behavior, maintain discipline and decorum in the hostels.
- 6.1.2 Boys are not allowed in Girl's Hostels at any time. Likewise, girls are not allowed in the Boy's Hostels at any time.
- 6.1.3 Senior Batch students are not allowed to enter first year hostels at any time. Senior Batch students are not expected to call 1<sup>st</sup> year students in their rooms at any time. Academic/Professional discussion should be done in open area/hostel common room. Violation of either of the conditions will lead to penalty and prosecution for ragging.
- 6.1.4 All the inmates of Girls Hostel and First year Students must return to the hostel by 10.00 P.M. and are not allowed to leave the hostel before 6:00 A.M. These timings may be changed if found necessary for maintaining discipline. Occasionally, if the hostel resident expects to be late beyond the stipulated time, he/she should obtain a late night pass in advance from the Warden and this pass must be produced to the security guard on returning to the hostel before signing the late register.
- 6.1.5 Students are required to carry their institute ID cards at all times in the compound of the hostels and produce it on demand by the hostel authorities on-duty security guard can check ID cards of late entry students between 10.00 PM to 06.00 AM. During this period the students while entering hostels must show their ID cards to the on- duty security guard.
- 6.1.6 Ragging, hazing, bullying, sexual harassment and sexual abuse of any kind are a very serious offense. Students are warned that involvement in such callous behaviour might lead to total rustication.
- 6.1.7 Smoking/use of tobacco products in the hostels is strictly prohibited.
- 6.1.8 Students are allowed to practice their own religious beliefs only within their allotted hostel rooms, without causing any inconvenience to other hostel residents. The organization or the practice of religious activities in any other place within the hostel premises is strictly prohibited.
- 6.1.9 Possession, distribution, and the consumption of alcoholic beverages and illicit drugs in the hostels are strictly prohibited. The consumption or storage or supply of liquor or any sort of intoxicant is strictly prohibited and if found guilty, the offenders will be dealt with severe punishment.
- 6.1.10 Entering and exit from the hostel premises in an intoxicated state is prohibited.
- 6.1.11 Any kind of gambling is strictly prohibited.

- 6.1.12 Students are advised to use Bicycle inside the Institute campus.
- 6.1.13 Vandalism (or the willful destruction or defacement of institute property) is a very serious offence. This includes acts such as pasting of posters, writings, wall chalking, slogans of any kind etc. Strong action will be taken against hostel residents found guilty of committing such an offence. Any damage to the hostel property must be reported immediately to the Warden/caretaker. Hostel residents will be charged for all unusual damages.
- 6.1.14 All furniture and fixtures in the rooms allotted to students shall be cared properly. Students shall not interchange any furniture/fixture. Students shall be required to pay if any item found missing from their room.
- 6.1.15 Playing outdoor games like cricket, soccer etc. inside the hostels is strictly prohibited. However, indoor games like TT, carom, and badminton can be played, but only in the designated areas.
- 6.1.16 The hostel authorities reserve the right to make spot checks on the hostel and rooms without having to give prior notice to the students. Students are expected to cooperate with the authorities in this regard.
- 6.1.17 The Chief Warden/Wardens reserves the right to break the lock/door and open rooms in case of any violation of hostel rules, suspected unlawful activities, security risk perceived, whether the student is absent from his room for a long period without prior information or any valid reason.
- 6.1.18 Routine medical tests and psychographic profiling of students will be done by the medical staff and the counselor. These tests are mandatory and all students must get these done within the stipulated time.
- 6.1.19 The hostel authorities reserve the right to shift hostel residents to other hostel units if necessary. Students are not allowed to change hostel rooms without prior approval of the Warden.
- 6.1.20 Each student in the hostel also assumes the responsibility of the proper upkeep of his/her room and the hostel premises. Students should record any complaints/issues regarding hostel maintenance (without any delay) in the hostel complaint register. It is the duty of the caretaker and other hostel management to address these issues as soon as possible. In order to facilitate timely maintenance work, service personnel might have to enter rooms whenever necessary under the directive of the Warden in charge/caretaker. However, every effort will be made to respect the privacy and dignity of the students.
- 6.1.21 Before leaving their rooms, hostel residents are advised to lock all doors for security reasons. Students should take care of their own belongings and the hostel management will not be responsible for any loss/damage of the personal property of students.
- 6.1.22 If students find their roommate/neighbours missing for more than 24 hours for no verifiable reason, it is the mandatory and the moral responsibility of the student to report it to the hostel administration immediately.

- 6.1.23 In the event of an accident or other such emergency situations, the Warden must be informed immediately. Action can be taken against students for withholding such important information from the authorities.
- 6.1.24 Due consideration must be accorded to other hostel residents as well as residents of the surrounding areas at all times. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Playing any kind of loud music or making disturbing noises is strictly prohibited.
- 6.1.25 All fans, lights and electrical appliances must be switched off when not in use. Students should also conserve water by closing any dripping or open taps/showers when not in use.
- 6.1.26 Equipment of any kind including electrical appliances such as air coolers, microwaves, induction cooktops, toasters, coffee/tea makers, rice cookers etc. are prohibited. Also, heat generating appliances like irons, immersion rods etc. are strictly prohibited, as these are serious fire hazards.
- 6.1.27 In general, students are expected to exercise caution while using materials such as candles, incense sticks, dhoop, diya, etc., which are potential fire hazards. Students will be held responsible for any damage caused to the hostel due to the irresponsible usage of such materials.
- 6.1.28 The use of materials held by copyright such as software, movies, music, books, journals etc. is a very serious offence and is punishable under law. All students are strongly advised against any form of copyright infringement inside campus.
- 6.1.29 The Hostel Management/Institute is not responsible for the arrangement of any form of transportation for students, (particularly to/from the airport/railway station), unless it is an emergency situation. Students requiring transportation should make arrangements independently.
- 6.1.30 In the event that a student's wants to take leave during the semester he/she must fill out the hostel leave form and get it approved by the Warden and hand it over to the caretaker before leave. Leave will not be approved by Wardens unless the academic leave form is first approved by Dean (Academic). This holds also during the summer and winter breaks when the student is staying on campus as part of any activity for which he/she has registered in the academic office.
- 6.1.31 During the vacation period all undergraduate hostel rooms MUST be vacated. Hostel rooms for any academic activity in the vacation period will be re-allotted if required.
- 6.1.32 Change of rooms is allowed only after the authorization of Wardens.
- 6.1.33 Keeping Pet animals /Taking food out of Mess and feeding pet animal are strictly prohibited. Hostel inmates who are found guilty of misconduct shall be liable to fine, if the student is found repeating second time a severe punishment including expulsion from the hostel.
- 6.1.34 Senior Batch students are not allowed to enter first year hostels.

- 6.1.35 No function, meeting or celebration shall be organized at hostel premises, except with the permission of the Wardens.
- 6.1.36 Under no circumstances shall any student allow entry of unauthorized person in his/her hostel room.
- 6.1.37 All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the hostel management
- 6.1.38 The Chief Warden/ Wardens/ Flying Squad or his representative may enter any room for inspection at any time of the day or night. The Chief Warden/Wardens/Flying Squad reserves the right to break open rooms in case of any violation of hostel rules.

## **6.2 MESS RELATED RULES**

- 6.2.1 Students are required to pay mess fee in advance at the beginning of every year/semester.
- 6.2.2 In general mess timings are as follows and the students should strictly adhere to these timings: Breakfast: 7.00 a.m. to 8.45 a.m.; Lunch: 1.00 PM to 2.00 p.m. Snacks: 4.30 p.m. to 5.30 p.m.; Dinner: 7.30 p.m. to 9.30 p.m.
- 6.2.3 Students will not be permitted to take food outside the mess in any circumstances. They cannot take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- 6.2.4 No Individual permitted to take food in place of another member in mess.
- 6.2.5 Students are not permitted to cook any food on their own accord in the messes or in their rooms. Cooking appliances, if found will be confiscated and a fine will also be imposed.
- 6.2.6 Mess exemption is admissible to the residents of Hostels on the following grounds subjected to that the resident student must submit the mess exemption application to the Warden before one week of proceeding for the leave.
- i. Approved Study Holidays and Semester Vacation declared by the Director.
  - ii. 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.
  - iii. Periods availed by students for attending interviews, Training or internship on the recommendation of the Training and Placement Officer/HoD.
  - iv. Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
- 6.2.7 There is formation of mess management committee every year.

### 6.3: STUDENTS COOPERATIVE MESS COMMITTEE STRUCTURE:

The structure and the responsibility of the mess committee are as follow:

- Mess Secretary: (Preferable from B Tech/ B Arch. iii year or as per the choice of majority)
- Joint Secretary: (Preferable from B Tech/ B Arch. ii year or as per the choice of majority)
- Six members: (from any year)

#### STUDENT FUNCTIONARY COMMITTEES

Mess Committee	Hostel Committee	Sports Committee	Discipline Committee
Mess secretary	Hostel secretary	Sports Secretary	Discipline Secretary
Joint Secretary	Joint Secretary	Joint Secretary	Joint Secretary
Six Members	Two Members	Two members	Two members

#### 6.3.1 Duties of mess committee members:

- **Mess Secretary:** Checking of quality and brands of goods and see whether all are being used properly. Make sure that all students have to pay their mess fees on time.
- **Joint Secretary:** Check suggestion and complaint mess book regularly. Interaction with mess manager regarding feedback of mess users.
- **Mess Representative:** Support the team in all mess activities.

### 6.4: HEALTH RELATED MATTERS

- 6.4.1 A student suffering from infectious/contagious diseases will not be permitted to stay in hostels.
- 6.4.2 In case a student falls sick, he/she should immediately contact the doctor/institute dispensary and get the medical aid.
- 6.4.3 In case a student falls sick, he/she should immediately inform to caretaker/Warden and quarantine in guest room or suitable place as suggested by the hostel administration.
- 6.4.4 In case of an emergency, students may shift the patient immediately to a hospital and inform the authorities at the earliest. Institute ambulance may also be used in this context.

## 7 RAGGING

- 7.1 Ragging in any form is banned. Severe punishment, including expulsion from the hostel and the Institute, shall be imposed on any resident if he/she is found to have indulged in ragging.
- 7.2 Ragging is a cognizable offence. The offender shall also be dealt as per laws of the state.

- 7.3 Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Non-reporting of the incident by a victim shall also be considered as an offence.
- 7.4 Any resident, for that matter any person / student, if are witnesses to an incident of ragging, must report the same immediately to the Hostel Authorities and/or Institute Authorities. Failure to do so shall be considered as a serious offence and shall be dealt with at par with the perpetrators of ragging
- 7.5 When the students/inmates committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the inmates may be resorted to as a deterrent measure.
- 7.6 All boarders and day-scholars attached to the hostel are required to sign an Anti-Ragging Undertaking as per stipulated guidelines and submit these to the Hostel office.

## **8. DISCIPLINARY MEASURES**

8.1 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 of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments:

- I. Expulsion from the hostel.
- II. A record of his / her misconduct will be made in his personal file.
- III. The cost of damage will be fully recovered from him/her together with penalty.
- IV. He/she will also be fined commensurate with the offence committed.
- V. The privilege of appearing for campus interviews will be denied, when he/she reaches the final year.
- VI. No recommendations will be given to him/her for studies abroad.
- VII. Rustication from the Institute.

8.2 Any student found hosting/ harbouring an offender will also be liable to the punishments mentioned in rule 8.1.

8.3 Availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration, if repeated.

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

## 9. RESPONSIBILITIES OF RESIDENTS

9.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.

9.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as that of others.

9.3 Residents will be personally responsible for the safety of their belongings.

9.4 Residents are duty bound to report to the Caretaker/ Wardens / Chairman, COW /Institute authorities in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.

9.5 Residents are required to park the vehicles only in the space provided for them in an orderly manner. **No vehicles should be parked near the entrance or in the corridors.** Residents are advised to use bicycles and avoid using motorcycles/scooters/ four wheelers in the campus.

9.6 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the Warden/Assistant Warden. Meetings for routine hostel affairs (management of mess, organizing sports, co- curricular and extra-curricular activities etc.) have to be in the notice of Warden/ Assistant Warden and with their consent.

9.7 Students should not arrange for any picnic outside the campus without specific permission of the Chairman - COW and Dean (SW).

9.8 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable.

9.9 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.

9.10 Any case of theft should be reported promptly to the Security Officer through hostel administration.

9.11 If students create law and order problems outside the campus, they are answerable to the police or city administration on their own. In such cases, they are answerable to the police or city administration on their own. In such cases, they will also be answerable to MANIT administration as per the institute norms.

9.12 Students do not go out of the campus in large groups which are difficult to control as students are the representative of the institute image.

9.13 MANIT authorities will do its utmost effort to protect students as long as they are on on the right side of the law. It is advised to not overstep your limits.

## 10 FINE STRUCTURE

Rule No	Particulars	Fine (INR)
1	Use of all unauthorized electrical appliances such as heaters, Induction, room heaters, iron	5,000/-
2	Damaging property, creating trash in mess area or hostel	5,000/-
3	Any loss/damage to the properties and equipment and other fittings of the hostel	As applicable
4	Organizing any party without Prior approval from the Warden	5,000/-
5	The consumption or storage or supply of liquor or any sort of intoxicant	5,000/-
6	Any kind of gambling is also prohibited	5,000/-
7	Playing music and videos etc. in loud volume inside the rooms	2,000/-
8	Found cigarette or pouch in room	2,000/-
9	In case of damage to any buildings, furniture, apparatus or other property of the hostel, the loss caused to the institution shall be recovered directly from those identified persons whenever possible. But, if persons who cause the damage are unknown, the cost of repairing it, as may be assessed by the hostel authorities, will be distributed equally among all the students of such groups or associations as may be found responsible.	As applicable
10	Misbehaving and abusing with the Mess Workers/Manager/Institute employees.	2,000/-
11	Inappropriate use of electricity (non-switching off the lights or fans while leaving) in the Hostel by the students.	2,000/-
12	Unauthorized entry of persons allowed by students.	2,000/-
13	Keeping pet animals in hostel room / taking food out of Mess and	2,000/-



	feeding pet animals inside hostel.	
14	Senior Batch students entry to first year hostels after 09.00 P.M. or Senior Batch students call 1st year students in their rooms alone at any time. Violation of either of the conditions will lead to penalty and prosecution for ragging.	2,000/-
15	Entertaining unauthorized guests (including pass out students). In addition, such cases will be referred to the Institute Disciplinary Committee for further necessary action.	5,000/-
16	Parking of bicycles and bikes not in designated area	5,00/-
17	Spiting in hostel corridor or in campus	5,00/-
18	Delay of mess bill payment	5,000/-
19	Delay in hostel bill payment	5,000/-
20	Mess utensil in front of room or in room	5,00/-
21	Polythene, garbage in front of room	5,00/-
22	Without face mask (In case of pandemic situation)	1,00/-

**Note:** (i) Fine will be deposited in the Institute account and it will be utilized for hostel upkeep, as would be decided by the hostel maintenance committee and hostel administration

(ii) The above fine funds are to be accounted clearly and are subject to internal audit in the same manner as the institute fund audit.

(iii) Those who will not be pay the fine, appropriate action will be taken as per the recommendations of authorized committee.

## 11. FEES STRUCTURE

The Annual hostel fee structure which will include room rent, water and electricity bill, maintenance charge etc will be as follows for batch entering 2020-21. However, hostel fee is subject to change every-year for new batch:

- (i) For single seater room: Rs 41000 (Excluding hostel caution money i.e. Rs 5000)
- (ii) For Double seater room: Rs 36000 (Excluding hostel caution money i.e. Rs 5000) For Triple seater room: Rs 31000 (Excluding hostel caution money i.e. Rs 5000)
- (iii) For NRI students USD 2500 (Excluding hostel caution money)

## 12. DO & DON'TS

DOS	DON'TS
Lock your room always, even when going out for short durations	Keep or feed pets in your room or campus
Keep your valuables and cash under lock.	Play loud music anywhere (in your room or campus).
Read the notice board regularly	Play or create disturbance in the corridors.
Observe silence hours (11 pm to 6 am) every day.	Conduct or attend parties (in your room or anywhere on the campus).
Contact your Warden in case of any problems.	Indulge in ragging
Enter your complete details in the in-out Register when leaving the hostel for more than one day.	Smoke, consume alcohol
Obtain visitors pass well in advance for your visiting parents/relatives	Keep valuables or heavy cash in your rooms
Dine in your hostel mess and pay your mess bills on time.	Damage hostel property or assets
Inform your caretaker if you are sick	Intimidation or violence
Follow the code of conduct for the students	Permit non-residents to stay in or use your room
Read the hostel rule book and follow the rules	Light lamps / candles, carry crackers or burn/ burst crackers in and around the hostel premises.
Take care yourself– your life is precious – we value it.	Waste water or electricity
Park vehicle in parking area only	Through garbage in front of doors
Dine in mess only not in rooms or other places of the hostel	Keep mess plates to the rooms
Maintain hygiene and clean room and corridor	Spit anywhere in the campus
Volunteer for supervision of cleanliness of corridor	Cook food in room
Social distancing in necessary in case of pandemic situation	Social gathering
Wash your hands regularly for minimum 20 sec. each.	Enter to kitchen area and Waste food
In case of pandemic situation, Wear face mask all the time	Roam on the terrace of hostel

### **13. ENVIRONMENTAL POLICY**

***MANIT BHOPAL IS A 'PLASTIC/ TOBACCO/ DRUG/ ALCOHOL FREE ZONE'.  
RESIDENTS SHOULD ENSURE THAT THESE ARE NOT USED FOR ANY PURPOSE  
WHATSOEVER.***

## 14. HOSTEL HANDBOOK DRAFTING COMMITTEE

Chairman	Dr. K R Aharwal
Convener	Dr. Akhilesh Barve
Co- convener	Dr. Ramesh Kumar Nayak
Co- convener	Dr. Rajeev Parmar
Members	Dr. H. L. Tiwari Dr. Siddharth Rokde Dr. Juned Rahim Dr. Varsh Rokde Dr. Sanyam Shukla Dr. M.K. Pradhan Dr. O. P. Meena Dr. Sunder Lal Pal Dr. D. P. Singh Dr. Jaitrilok Choudhary Dr. Ajay Verma Dr. Bharat Modhera Dr. Vijay Bhaskar Semwal Dr. Sudhanshu Kumar Dr. Subhajit Patra Dr. Vinod Yadav Dr. Jyoti Rani Dr. Sukanti Dr. Pragati Agrawal Dr. Piyush Kumar Patel Dr. Deepak Kumar Dr. Jaymant Jha Dr. Mangesh Lodhe Dr. Pushpendra Kumar Dr. Mohammad Taufic

## 15. HOSTEL AT A GLANCE



Hostel No. 1



Hostel No. 2



Hostel No. 5



Hostel No. 6



Hostel No. 7



Hostel No. 8



Hostel No. 9



Hostel No. 10A



Hostel No. 10B



Hostel No. 10C



Hostel No. 10D

FORMAT-1

Maulana Azad NATIONAL INSTITUTE OF TECHNOLOGY

HOSTEL ADMISSION FORM

1. Name of the Hostel Allotted: \_\_\_\_\_
2. Name of the Student (Block Letters) \_\_\_\_\_
3. Father's Name \_\_\_\_\_
4. Branch \_\_\_\_\_
5. Registration No. \_\_\_\_\_ 6. Date of Birth \_\_\_\_\_
7. Blood Group \_\_\_\_\_ 8. State of Domicile \_\_\_\_\_
9. Country and Nationality \_\_\_\_\_
10. Permanent Address for Correspondence \_\_\_\_\_ Pin Code \_\_\_\_\_

11. E-mail ID and Mobile Number (s)

Father:

Mother:

Student:

12. NAME AND ADDRESS OF LOCAL GUARDIAN: Two addresses of authorized Visitors (Along with Photographs) should be provided. These persons will only be authorized to visit the hostel in case of necessity.

1. Name of the guardian \_\_\_\_\_ Relation with  
Student \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

E-mail & Mobile No. \_\_\_\_\_

2. Name of the guardian \_\_\_\_\_ Relation with  
Student \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

E-mail & Mobile No. \_\_\_\_\_

It is to certify that all the entries made by me are correct and as per the record.

Date:

Signature of Student

FORMAT-2

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL

HOSTEL UNDERTAKING FORM

I.....(S/o)/(D/o)..... solemnly affirm and declare that:

1. I will obey the hostel/institute rules and will maintain proper discipline.
2. I will not indulge in any act of indiscipline and will not damage any hostel/institute property.
3. I will not use any motorized vehicle within the MANIT campus during my study period.
4. I will not indulge in ragging directly or indirectly.
5. I shall abide by any other guidelines notified by the Institute/hostel authorities.
6. In case of violation of rules, by me, I shall abide by the decision taken by the Institute/hostel authorities.

Date:

Signature of Student:

Email: (.....) Mobile No. of Student: (.....)

**Undertaking by Parent/Guardian**

I.....Father/Mother/Guardian of Mr./Ms....., solemnly affirm and declare that my son/daughter/ward will abide by all rules and regulations of hostel as per undertaking given by him/her.

Date:

Signature of Parent/ Guardian: (.....)

Email & Mobile No. of Parent/ Guardian: (.....)

**FOR OFFICE USE**

Room No. and Hostel Allotted

Hostel Fee Details:

Bank:

SBI Collect/DD /Challan No.:

Date:

Amount : Rs.

**List of Inventory issued :**

- (i) One Bed
- (ii) One Study table and Chair
- (iii) One Almirah Wooden/Steel
- (iv) Any Other....

Signature of Assistant Warden/ Warden

I have received the above mentioned furniture in my room. I shall be responsible for any loss and I will hand over these items before leaving the hostel room.

Date:

Signature of Student

FORMAT 3 (Part I) -A  
AFFIDAVIT BY THE STUDENTS

(To be submitted to the Hosteauthority)

1. I, \_\_\_\_\_ S/o / D/o \_\_\_\_\_ have carefully read and fully understood the law prohibiting ragging and the directions of the Honorable Supreme Court and Central/ State Government in this regard.

2. I hereby undertake that:-

- i. I shall not indulge in any misbehavior or an act that may come under the definition of Ragging.
- ii. I shall not participate in or abet or propagate ragging in any form in and outside the institute.
- iii. I shall not hurt anyone physically or psychologically or cause any harm to others.
- iv. I shall take proper permission from the Hostel Warden/Assistant Warden whenever I have to go out of the BHOPAL city.
- v. I shall not visit dangerous places and shall never venture out to take bath in any river following near the Bhopal city or other places during the complete course.
- vi. I shall not take hard drink in the Hostel and shall not come in an inebriated condition to the hostel.
- vii. I shall not smoke in the hostel, within Institute campus/ public places.
- viii. I shall not go to press without prior permission of hostel authority.

3. If I am caught violating any hostel rule, I may be expelled from the hostel without any warning and enquiry. At the same time disciplinary action may also be initiated against me at the Institute level.

I hereby agree that if I am found guilty in any aspect of ragging or violating any one of the above statements, I may be punished as per the provisions and/or as per the law in force.

Signed on this day of \_\_\_\_\_ month of \_\_\_\_\_ year \_\_\_\_.

Signature \_\_\_\_\_

Correspondence Address:.



**Format-3**  
**PART 1 –B**

**AFFIDAVIT BY THE STUDENTS**

(To be submitted to the Hostel authority)

I \_\_\_\_\_ S/o, D/o \_\_\_\_\_ student of **B.Tech**  
**/B.Arch./M.Tech./M.Arch./M.Sc/MBA/Ph.D \_\_\_\_\_ year \_\_** in the deptt.  
**of , MANIT Bhopal, hereby solemnly affirm and undertake to abide**  
**by following instructions/directions:**

1. I understand that I am not permitted to keep and use any motorized vehicle inside as well as outside the campus of MANIT BHOPAL without prior permission.
2. I will not indulge in smoking, consumption of pan masala, gutkha, drugs, narcotics and alcoholic beverages in the Institute / Hostel Camp us. If any of the above items is found in my possession or in my room or if I would be found intoxicated, then I shall be liable to sever disciplinary action.
3. I shall not use social websites for spreading misinformation about others and nor will I tarnish the image of others. I shall not indulge in any activity leading to cyber crime.
4. I shall never involve myself in any groupisme leading to destruction, quarrel, disturbing peace, harmony & academic ambience of the Institute.
5. I shall never involve in any groups based on cast, creed, region, religion, state, district etc.
6. I will neither indulge in any mob activities, violence of any kind with fellow students & employee’s ansecurity staff, nor posses any type of weapons and explosives.
7. I understand that I am not permitted to carry mobile phone in the class room premises.
8. I will not use external speakers along with my computers, if any, and cause disturbance to others in the Hostel.
9. I will not allow any of my relatives, family members & friends to stay in my room without permission.
10. I shall always abide by the rules and regulations of MANIT hostels failing which I shall be liable to punishment including expulsion / rustication from the hostel / Institute as may be awarded by Institute. The Institute decision will be absolute final and binding and no appeal will be admissible against it.

In witness whereof, I have fixed my signature on this undertaking.

Date:

Place .....

**(Signature of Witness/Parent/Guardian)**

Name .....

Address.....

Email/Phone No..... Date .....

**Signature of the Student**

Name of the student .....Year.....  
Branch/Semester.....  
Name of the MANIT Hostel and Room No (if allotted) .....  
Mobile No.....

**FORMAT 5( Part II )**

**AFFIDAVIT BY THE PARENTS/GUARDIAN** (To be submitted to the Hostel authority)

1. I \_\_\_\_\_Father /Mother /Guardian of \_\_\_\_\_ have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/ State Government in this regard as well as the Regulation on curbing the menace of ragging.
2. I assure you that my son/ daughter /ward will not indulge in any act of ragging.
3. I hereby agree that if he/she found guilty of any aspect of ragging he/she may be punished as per theProvisions of Regulations mentioned above /or as per the law in force

Signed on this \_\_\_\_\_day of \_\_\_\_\_month of \_\_\_year\_\_\_  
\_\_\_\_\_

Full Name\_\_\_\_\_

**Correspondence Address**

\_\_\_\_\_  
\_\_\_\_\_

Signature\_\_\_\_\_

**Permanent Address**

\_\_\_\_\_

FORMAT-6

Maulana Azad NATIONAL INSTITUTE OF TECHNOLOGY ,Bhopal

HOSTEL RESIDENT CERTIFICATE

Certified that Mr./Mrs.....Son/Daughter of.....  
.....

Registration No.....

B.Tech..... year, Branch ..... is residing in the Room no  
..... of ..... Hostel during the session  
.....

Signature & Name of Warden

Signature of CH.COW