



Birla Institute of Technology & Science, Pilani

Pilani Campus

Student Welfare Division (HOSTEL RULES)

Please note the following rules for hostel residents/students enrolled in FD/HD and PhD programs. Violation of these rules may be subject to disciplinary action as per the Guidelines for Students' Discipline approved by Senate 223.04*

1. Each student shall reside only in the hostel room allotted to them by the Student Welfare Division (SWD) in the given academic year.
2. Students must always maintain decorum and dignity while on campus and should not create any nuisance or disturbance for neighbouring students or their roommates.
3. The allotted room for a student is to be used only by the student. No student is authorised to grant permission for any local or outside guests
4. Students must not invite any unauthorised person to their hostel/room. Only authorised service providers (Vendors, Laundry-persons, Cobblers, etc.) can enter the hostel premises during the prescribed hours, and students may deal with them and pay them for services as per the prescribed rates.
5. Students shall be responsible for the maintenance and safety of the furniture, electrical and other fixtures provided in their rooms, as well as their personal belongings.
6. Students are advised to lock their rooms while going out. The institute will NOT be responsible for any loss or damage to students' property or personal belongings.
7. All rooms are equipped with ceiling fans and lighting fixtures. Students may use personal computers and music systems in their room as long as they do not disturb the neighbouring students/roommates. Use of any other electrical appliances is not permitted.
8. Since the power socket in the room can only handle a load of 5A, any appliances that draw more than 5A are strictly prohibited. The unauthorised load may cause a short circuit on the power line.
9. Students must not stick any posters or papers in any form on any part of the hostel wing corridor, bathroom, or common space. Students are not authorised to paint or write on doors, walls in their own rooms, or in common areas. This is a punishable offence.
10. Students must not damage, disfigure, or paint institute property; exchange furniture; or install unauthorised equipment/gadget etc.
11. Students must not take away and/or mishandle and/or damage the newspapers, journals, furniture, electrical appliances, TV, or games materials from the common rooms.
12. Students are advised to save water and electricity by using them judiciously. They must switch off the lights, fans, and any other electrical appliances before leaving the room, and turn off the taps after use.



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13. All forms of smoking are strictly prohibited on the BITS and BET campuses. Usage and possession of alcoholic drinks or other narcotic materials/ and gambling in any form are strictly prohibited inside the campus. Failure to comply may result in severe disciplinary/legal action.
14. Students must strictly follow the animal welfare and safety rules. Students are not permitted to possess pets anywhere on campus (including, but not limited to, their hostel rooms, hostel wings, and hostel premises). Students must NOT feed animals/carry them/allow them to enter the hostel premises and mess buildings. Failure to comply may result in severe disciplinary action.
15. Students residing in the hostel are not allowed to possess or use motorised vehicles on campus. Bicycles may be parked only in the designated bicycle parking areas.
16. Students are advised to carry their latest ID card issued by SWD whenever they leave their hostel.
17. Students must inform the Hostel Superintendent / Warden whenever they suffer from any illness or injury. They should undergo medical examinations at the Medical Centre or Birla Sarvajanic Hospital. Students going to medical centres/hospitals outside campus without knowledge of hostel staff and wardens will be held responsible for their own safety and transportation.
18. In case of serious illness or injury, students may be admitted as indoor patients in the Students' Ward of the Birla Sarvajanic Hospital. They should follow the diet and medication prescribed by the Medical Officer and abide by the Hospital rules.
19. It is highly recommended that students with chronic health conditions share the necessary details with the Superintendent and the Warden at the time of hostel allotment.
20. Students cannot organise any party, assembly, or activity in the hostel without obtaining prior written permission (not via WhatsApp) from the Warden/Chief Warden and the Associate Dean, SWD. Failure to comply with this regulation can and will result in disciplinary action.
21. Students cannot form any Hostel Society or issue any publication without the permission of the Chief Warden or Associate Dean, Student Welfare Division.
22. Boys students are not allowed to enter any Girls' hostels. Girls students are not permitted to enter any Boys' hostels. For any special events, such as student elections, the concerned student/body must take a **prior permission from the Chief Warden**. Entering hostels without prior written permission will result in disciplinary actions.
23. Any hostel/SWD authority can visit to any of the hostel room at any time to identify the maintenance activities as well as to maintain discipline in the hostels. Failure to cooperate and not opening the doors to hostel staff will be considered as a violation of hostel rules and a disciplinary action will be taken.
24. At the end of each academic year and upon leaving the Institute, each student must hand over the charge of their respective room, including all furniture and fixtures, to the hostel staff (chowkidar/superintendent). They will be charged for all damages and shortages found in their room.



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25. In cases of theft and/or violence, students must contact the hostel warden before filing any legal complaint, including a police complaint.
26. If a student comes across any instance of unreasonable demand, inappropriate behaviour, etc., by housekeeping staff, they may please report the matter to the hostel Warden/ Chief Warden/Associate Dean, SWD.
27. The students are encouraged to play in their respective hostels' designated playing areas for the designated games. They must take prior approval from the Warden for any other sports or events inside the hostel.
28. The students are advised to contact the hostel staff for any trivial issues related to the hostel. If needed, the student can contact the hostel warden and the Chief Warden/Associate Dean, SWD. In case of emergency, the student may contact any of the above mentioned official at any time.
29. Students are not allowed to visit the terraces or any restricted area of the hostel/academic buildings/campus.
30. All requests for maintenance of hostel facilities shall be routed through the prescribed channels. The hostel residents must first enter the maintenance request in the maintenance register with the Hostel Superintendent. If the issue is not resolved within a reasonable time, it may be escalated to the Warden and, thereafter, to the Chief Warden/Associate Dean, SWD, as per the established grievance redressal mechanism.
31. Residents shall refrain from any form of physical, verbal, emotional, psychological or online harassment. The creation, circulation, or forwarding of defamatory, abusive, obscene, misleading, or unauthorised material concerning any resident or member of the Institute community, through social media, messaging applications, or any other digital platform, shall constitute misconduct and will be dealt with under the Institute's disciplinary procedures.
32. Possession of inductions/steamers (other than standard kettles) is prohibited. All kinds of cooking (instant noodles and other foods) will be considered indiscipline.
33. SWD reserves the right to amend the hostel rules as and when required.



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OUTSTATION/LEAVE RULES

1. All students leaving campus (for more than 24 hours) must apply for leave through the online portal at least 24 hours before their scheduled departure.
2. The student must obtain prior permission from their parent before filling out the outstation form and declaring the same on the outstation form.
3. The Warden can grant or decline permission for the Outstation trip based on the assessment of the case/justification provided with the leave application.
4. Students are solely responsible for the academic implications (e.g., missing evaluation component(s) in registered course(s)) of being on leave. The leave granted by the warden can not be used for make-up of the missing evaluative components.
5. Leaving the campus for an emergency requires the student to provide contact details of family members with whom the Superintendent / Warden can confirm the situation
6. Students who violate Outstation Rules are liable to disciplinary action.*

* Please refer to the “Guidelines for dealing with Student Indiscipline and Misconduct Cases” (**Appendix D, Ref: Senate Agenda item number 223.04 & 215.07**)