



Hostel Policies

1. Policy on accommodation charges for R&D Project Staff.

- (a) Accommodation fees will be ₹3000 per month.
- (b) Resident would be required to vacate the room within one week after the termination / withdrawal / completion of the project and no refund of the fees paid would be provided.
- (c) Accommodation fees would be required to be paid in advance for the number of months approved. For further extension, accommodation would be provided subject to availability and payment of applicable fees in advance.

2. Policy on accommodation charges for students staying in hostel during break/vacation period.

- (a) Students involved in Inter IIT Sports, Inter IIT Cultural Meet, Inter IIT Sci-Tech Meet, Fluxus and Placements, required to stay during the break/vacation period will also be allowed to stay in the Hostel, post approval by Student Affairs Section.
- (b) **Allotment Procedure:** Recommendation from the respective Faculty Advisor and Head of Department should be submitted to the Office of Chief Warden at least 5 working days before the date of commencement of stay. The request received should be recommended by Warden of the respective Hostel where accommodation is being provided and approved by the Chief Warden.
- (c) **Charges applicable:**

For upto 15 days of stay	- ₹1,500/-
For more than 15 days and upto 30 days	- ₹3,000/-
For more than 30 days and upto 60 days	- ₹6,000/-
For more than 60 days upto the end of vacation-	₹8,000/-
- (d) **Exemption:** No accommodation charges will be charged to students involved in Inter IIT Sports, Inter IIT Cultural Meet, Inter IIT Sci-Tech Meet, Fluxus & Placements and staying with prior approval of Student Affairs Section.
- (e) **Payment:** Post receipt of approval of Chief Warden, room would be allotted only after the full payment has been received in advance. No pro-rata rates would be applicable.
- (f) **Dining Charges:** The dining charges will be as applicable by the Institute and payment is to be done in advance.

3. Policy on staying in hostel after Thesis submission and Viva for Ph.D and MS(R) Scholars.

- (a) After thesis submission, Ph.D students can retain their accommodation in the hostel for one week without paying any accommodation fee. For accommodation of more



than one week, and if the accommodation period spills over the next semester, students must take prior approval from the Chief Warden through recommendations from the Research Supervisor/ HOD. The accommodation fees will be either ₹3000 per month or semester fees (presently ₹16,000) as applicable from time to time.

- (b) After the Ph.D viva examination, students can retain their accommodation in the hostel for one week without paying any accommodation fee. For accommodation of more than one week, students must take prior approval from the Chief Warden through recommendations from Research Supervisor/ HoD and will pay accommodation charges as applicable for alumni from time to time (presently ₹6000/- per month).
- (c) The accommodation fees would be required to pay in advance. In case, the student opts for monthly charges, consolidated advance payment, in full, is to be done for the number of months approved. For further extension, accommodation would be provided subject to availability and payment of applicable fees in advance.

4. Policy on retaining of accommodation by students after completion of course.

- (a) Retention of accommodation should be continued with the completion of the course.
- (b) Students who have completed their course, may be allowed to retain their accommodation free of charge for a maximum of 15 days to complete the formalities and their needs, provided he/she has registered for the ongoing semester and the requirement of accommodation for these 15 days fall within the completion of the registered semester. If these 15 days falling beyond the registered semester period, then Rs.300/- per day may be charged for the period of 15 days falling beyond the registered semester period.
- (c) On stay for more than 15 days, prior recommendation from his/her Research Supervisor and HoD and approval of Dean of Academic Affairs office is mandatory and must pay the accommodation charges as per the following:

Monthly charges upto 60 days	For more than 60 days stay up to 180 days
₹6000/- per 30 days	Semester Hostel fees as per the existing rates.

5. Policy on cancellation charges on booked accommodations.

- (a) Cancelled 3 days before the date of arrival of first guest - No cancellation charge
- (b) Cancelled between 3 to 2 days (both inclusive) from the date of arrival of first guest - 25% of accommodation charge for the entire duration of booking.
- (c) Cancelled 1 day before the date of arrival of the first guest - 50% of the accommodation charge for the entire duration of booking.