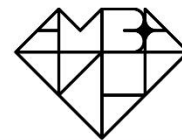


Updated On: July 7, 2025

HOSTEL MANUAL



AACSB
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**ASSOCIATION
OF AMBA**
ACCREDITED

Hostel and Student Affairs Office
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Hostel Reception Centre (HRC): Phone No. 0731-2439-785, 789
Hostel Office: Phone No. 0731-2439-761, 729, 763, 764, 770, 878

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PART I

STUDENT LIFE & RESIDENTIAL SERVICES

1. GENERAL

- a) Participants of all programmes that are fully residential are required to stay in the hostel unless exempted from this condition in special cases by the Institute.
- b) The entire hostel and mess facilities are under the general supervision of the Hostel & Students Affairs (H & SA) office.
- c) The broad objectives of hostel life are: -
 - i. To ensure that the participants are able to devote adequate time to their studies and research.
 - ii. To ensure that the participants coming from different regions and cultures learn to live together and strengthen their relations with mutual cooperation and goodwill; and
 - iii. To develop climate congenial for co-curricular and extracurricular activities of participants.
- d) A brief description of all the facilities and corresponding hostel rules and regulations are given in the following sections.

2. RESIDENTIAL FACILITIES

- a) The hostel rooms of the Institute are primarily meant for the accommodation of its participants who will be staying while on campus. Details are given below: -
 - i. Participants may avail hostel facilities up to two days prior to the registration and must vacate their hostel rooms within two days after the final end-term exam or conclusion of the academic year.
 - ii. Rooms are allotted at the discretion of the Institute. Participants are not allowed to shift rooms without prior permission of the H & SA office. In exceptional cases/circumstances, the Chair (H & SA) may consider a written request for change of rooms and decide on the same. For effective utilization of the hostel facilities, participants may

be required to change their rooms at any time during the academic year if so required and recommended by the Chair (H & SA). Participants may be asked to vacate their rooms for undertaking maintenance work, if required for a temporary period. Should the need arise, storage facilities can be provided by the H & SA office.

- iii. All participants can occupy rooms allotted to them until the day following their last final examination. For graduating participants accommodation will be provided during convocation and have to vacate the room the next day of the convocation. In case they do not vacate the room and handover the keys to HRC, the cost of lock / penalty as decided by the competent authority will be deducted from the caution money.
- iv. Participants are required to take the inventory of items in the room at the time of occupying the room including the state of the items. Institute will not under any circumstances be liable for any personal injury to the participant and/or loss, damage, or destruction of the equipment of the participant during his stay in the hostel. No compensation for loss of any item of the participant and/or their visitors and any personal injuries suffered by the participant or their visitors/guests however caused.
- v. Having checked the items, they should sign the inventory form and hand it over to the H & SA office. When they vacate rooms, they are required to facilitate handing over of the rooms, relevant fixtures, items of furniture, and all other articles received by them earlier.
- vi. Participants should take adequate precautions and care while using equipment in the hostel room.
- vii. Every participant is responsible for the care of the hostel property. Participants are not allowed to remove any article. Participants, staying in the hostels, are responsible for any loss or damage caused to the property of the Institute, whether movable or immovable, by themselves or by their spouses, relatives, or visitors. Participants shall be charged individually or collectively for damages to the hostel property, including chair, table, furniture, cupboard, etc. provided in the room. If the person(s) is/are not traced, the participants in that floor or block will be held responsible and collectively charged. In certain cases, all the participants of a particular block may be held responsible. In case of wanton damage, in addition to recovery of

the cost of repair, the Institute may impose a fine and also treat this as a violation of hostel rules.

- viii. A participant vacating the hostel accommodation must clear all outstanding payments and get a clearance certificate from H & SA office before leaving the hostel.

3. LEAVE OF ABSENCE

- a) Participants must carry and swipe their ID cards while exiting and entering the campus. Entry/exit without a valid ID card will not be permitted under any circumstances. In case of ID card loss while outside campus, the participant must immediately inform the Programme Office, Hostel Office, and Security Office via email before attempting to re-enter the campus.
- b) The entry deadline is 12:00 midnight for PGP and other participants, while for IPM students in their first three years, it is 10:30 PM. Staggered penalty for late entry without prior permission is as given below:

Time of entry (PGP and other participants)	Penalty
12.00 midnight to 12.30 am	INR 500
12.30 am to 01.00 am	INR 1000
01.00 am to 01.30 am	INR 2000
Entry after 01.30 AM	INR 5000

Time of entry IPM Batch – 01, 02 and 03	Penalty
10.30 midnight to 11.00 PM	INR 500
11.00 pm to 11.30 PM	INR 1000
11.30 PM to 12.00 midnight	INR 2000
Entry after 12.00 midnight	INR 5000

- c) Participants will not be allowed to return to campus after 1:30 AM (for PGP and other participants) and after 12:00 midnight (for IPM Batches 01, 02, and 03), unless prior permission has been granted.
- d) Participants returning late due to term break travel or outstation visits must inform the Security Gate, Hostel Office, and Programme Office in advance via email.
- e) Prior approval is required for the entry of any bus or vehicle. The request must include complete details such as vehicle number, driver information, and names of all participants. All requests must be submitted by 5:00 PM

on the same day. Requests submitted after the deadline will not be accepted under any circumstances.

- f) Participants are not supposed to remain absent from the hostel for any night without prior permission of the Hostel office / Chair (H & SA). If in an emergency a participant finds it necessary to stay overnight outside the campus and is unable to meet the Chair (H & SA), he or she must report/explain (in writing) the reasons for his or her overnight absence from the hostel. Participants entering the campus late after the allowed timing without prior permission will be subject to disciplinary action.
- g) Any participant who finds his or her roommate(s) absent for more than 24 hours, must report it to the H & SA office immediately.
- h) Leaving the station without prior permission or intimation to the H & SA office is considered an act of indiscipline.

4. PERSONAL BELONGINGS

- a) Participants must take sufficient care of their own personal belongings. All items including clothing must be kept in the rooms before going out. The Institute will not be responsible for the loss of participant's belongings. However, theft cases, if any, should be brought to the notice of the H & SA office. Participants are advised not to hand over any keys to housekeeping staff.
- b) The participants should take care of their personal belongings and use only the locks provided by the Institute. Personal locks are strictly not allowed. However, keys of built-in cupboards are to be kept in possession by the participants carefully. In case of misplacement or loss, the fact should immediately be reported to the hostel administration. In case of loss of key to furniture/fixture or to a room, the cost of the lock/ cupboard key as prescribed by the H & SA office shall be charged for replacement.
- c) No outsider is allowed in the hostel premises without the permission from the hostel authorities. Only authorized laundry personnel are allowed into the laundry room for ironing purposes. Similarly, only authorized newspaper delivery personnel are allowed for distribution of newspapers/magazines inside the hostel blocks.

5. HOUSEKEEPING

- a) Participants are not supposed to shift any items/materials/inventory/furniture provided in any room/common room/block of the hostel without obtaining prior approval from the H & SA office. Participants must allow the Institute's hostel office /estate department's staff/workers and authorized contractors' access to their room at all reasonable hours to inspect the buildings, electrical installations, fixtures and furniture, and to carry out repairs as may be considered necessary for the proper maintenance of the buildings.
- b) Participants can get their rooms cleaned daily by the designated housekeeping staff in their presence.

6. USE & MAINTENANCE

- a) Participants should not use any kind of adhesive including tape, or write/paste any materials on the walls, windows, or doors. If any writing/pasting / drawing is found, the cost of repair/repainting as decided by the institute will be deducted from the caution money.
- b) Participants should also take all care to safeguard common facilities provided in the hostel. In case of any damage to such facilities, cost will be recovered from the person causing damage and if the person is not identified, the participants as a whole will be charged the cost of the damage.
- c) Participants are not allowed to celebrate any community festival, personal celebration inside the hostel / common rooms or on the corridors of the hostel blocks. Open spaces outside the hostel premises may be used for such purposes with prior approval.
- d) Participants are requested to see that no water is wasted by leakage in the water supply fittings or by careless/extravagant use / playing with water. If any damage or defect in the building, fixtures & fittings, electrical installations, etc, is noticed, it should be reported to the H & SA office for necessary action. In order to conserve energy & water and avoid waste, the participants are expected to switch off the lights, fan, geyser etc, and turn off the bathroom and washbasin taps after use. Main switch should be switched off while leaving the room.
- e) Hostel authorities reserve the right to inspect the hostel rooms at any time.

7. HOSTEL FACILITIES DURING SUMMER VACATION

- a) Participants must vacate the rooms when they leave for summer vacation/break. The H & SA office, if required, may provide storage facilities. It will be the responsibility of the participants to keep the luggage, duly packed and locked with necessary identification at the designated cloakroom. The respective Infrastructure Committee (InfraCom) is responsible for this activity.
- b) If any room is found locked and the key is not handed over to HRC, the hostel authorities have the right to break open the same and the cost of the damage has to be borne by the respective participant. Further, penalty will be levied.
- c) Participants who wish to stay in the hostel during the summer vacation must obtain prior approval from the Chair (H&SA) or the COA and maintain a deposit of ₹5,000 during their stay, in addition to paying the room rent as per existing norms.

Participants who have graduated are not eligible for hostel accommodation during the summer vacation. However, graduated participants who wish to stay in the hostel for a limited period may be permitted, subject to availability and with prior approval from the Chair (H&SA) or the COA, on a chargeable basis.

Participants are allowed to occupy their allotted accommodation for a maximum of fifteen days from the date of their graduation or thesis defense, whichever occurs earlier. Any extension beyond this period will require prior approval and will be granted only under exceptional circumstances.

8. ACCOMMODATION FACILITIES FOR PARTICIPANTS WITH SPOUSES/PARENTS

- a) Limited accommodation for participants with spouses is available as per applicable rates, which may change from time to time. In special circumstances, residences can be availed for the dependent parents/relatives of the participants also.

9. GUEST ROOM

- a) Limited accommodation is provided in the Executive Residences (email to eroffice@iimidr.ac.in) to the outstation guests of the participants on prior written request at least two working days in advance only for a short duration, depending on the availability of rooms. Besides the guests of participants, the students of other institutes/universities/colleges are also provided with guest room facilities if they are visiting the city or the Institute for some academic work. Bonafide students of such academic institutions must write to the Chair (H & SA) / COA and produce a certificate from the institution he or she is coming from, clearly stating the purpose of the visit/stay.
- b) Outstation guests can stay only in the guestrooms allotted to them by the Institute. Participant's guests are permitted to stay in the guest room for a maximum period of three days. Parents/guests of the participants will be provided accommodation in the Executive Residence(s). Participants are not permitted to accommodate guests in their rooms. Exceptional cases based on medical reasons will be processed on a case-to-case basis by the H & SA office.
- c) The Chair (H & SA) has the authority to refuse permission to any particular person to enter the hostel as a guest, without assigning any reason.
- d) Among the guests of the participants, the order of preference will be as follows:-
 - i. Participant's parents/grandparents/spouse.
 - ii. Participant's brother/sister.
 - iii. Participant's relatives/friends.
 - iv. Students from other academic institutions.
- e) Guest room charges do not include mess charges. The hostel maintains a register of guests (allowed in exceptional medical cases) and no guest is admitted unless the name and other particulars are entered in the register. The participant who brings the guest is responsible for the proper filling up of the particulars required therein. The participant introducing the guest is also responsible for all charges incurred by the guest.
- f) The guest allowed to stay in SR in exceptional medical cases, will report at Hostel Reception Centre (HRC) at SR1 basement area to collect the key of the allotted guest room with photo identity card for verification purpose.

- g) All the guests staying in guest rooms are subject to the existing rules and regulations of the hostel.

10. VISITING HOURS

- a) The Institute reserves the right of admission to the hostel blocks/areas.
- b) Visiting hours for outside visitors are from 7.00 AM to 10.30 PM. Participants are requested to meet the visitors in the waiting room or visitors' room as identified by the H & SA office.
- c) Male participants are not permitted to the female hostel blocks and IPM 1, 2 and 3 female participants are not permitted to any of the male hostel blocks.
- d) Students enrolled in IPM's first three years (IPM-1, IPM-2, and IPM-3) shall not be permitted to stay in any of the hostel rooms designated for PGP/EPGP/DPM students. In cases of violations of these guidelines, the Administration will take appropriate disciplinary action against both PGP/EPGP/DPM and IPM students involved.

11. GENERAL RULES

- a) No participant is permitted to engage any person for service of any kind, personal or otherwise, without the prior approval of the H & SA office. The participants are not allowed to assign any personal work to any employee of the hostel administration.

b) Use of Electrical Appliances in Hostel Rooms

Participants are strictly prohibited from installing or using unauthorized electrical appliances such as televisions, air conditioners, immersion rods, electric heaters, irons, refrigerators, or induction stoves in their hostel rooms due to safety risks and non-compliance with hostel regulations.

Permitted Appliances:

- ***Electric/Tea Kettles:*** Use of electric kettles is permitted in hostel rooms, subject to adherence to safety norms and electrical load limits. Participants are advised to ensure that the appliances used fall within the safe wattage range as determined by the Estate Electrical Department.

- **Air Coolers:** May be used only with prior written permission from the Hostel Office and must be registered at the security gate. Applicable usage charges will be levied as per institute norms.

Induction Stoves and Similar Appliances:

- The use of induction stoves or similar cooking appliances is not allowed inside hostel rooms under any circumstances.
- To facilitate safe cooking, induction stoves may be provided in pantry areas where available.

Violation and Disciplinary Action:

- Unauthorized use of prohibited electrical appliances will be treated as a violation of hostel rules, and such items would be confiscated.
- Participants found in repeated violation may face disciplinary action as per the hostel regulations.

All participants are expected to comply with these guidelines to ensure the safety and well-being of the hostel community.

- c) Pets are strictly prohibited in hostel areas. Keeping or feeding pets in hostel rooms or common areas will result in appropriate disciplinary action.
- d) The use of two-wheelers (motorized) and four wheelers are banned on the campus for participants of all programmes. Exception with prior approval may be made for participants who are differently abled and those who are staying with spouses/partners.
- e) All public spaces in the campus are 'No smoking zones'. Participants found smoking will be referred to the disciplinary committee.
- f) Consumption or storage of narcotic drugs / prohibited substance and/or alcohol within the campus including hostel premises is strictly prohibited. Appropriate action will be taken against participants found to have indulged in these acts. In this regard participants are expected to take cognizance of the general conduct section of the hostel manual.
- g) No outside musician/DJs/personnel will be permitted to enter the campus without the prior written approval of Chair (H & SA)/COA. Requests for permission should be sought at least three days in advance.
- h) All the participants are required to carry their identity card issued by the Institute at all the times they go out of the campus.

12. CATERING

- a) The Institute provides mess facilities for the participants.
- b) The dining halls have a self-service system, and it is open during the designated hours for service.
- c) The participants are required to avail of the mess facilities in the dining hall itself.
- d) Participants are not allowed to take utensils, crockery and cutlery (cups, saucers, tumblers and other utensils) from the dining hall to the rooms. Anyone found taking these items to the room is liable to be penalized.
- e) Participants are expected to maintain discipline and order in the dining halls during the hours when meals are served. No participant, except the mess committee representative(s), is permitted to enter the kitchen. The participants must conform to the terms and conditions for catering services, including prompt payment of the mess bills and allied hostel dues, as intimated and amended by the Institute from time to time. Participants who have any dues for a particular term will not be allowed to register for the next term.

13. MESS BILLS

- a) The participants must pay their mess bills and other charges during the academic year as per the schedule of payment and terms and conditions stipulated by the institute. Participants who have not paid the mess fee for a given term will not be permitted to register for the next term.

14. MEDICAL FACILITIES

- a) Medical aid is available on the campus. Participants may avail of the services of the Institute's doctors at appointed days/timings as notified by the Institute. Diagnosis, prescription, and emergency treatments are given if required. Only emergency medicines are provided at the Institute dispensary. Participants have to buy the medicines prescribed by the doctor.
- b) Participants who have not produced the medical fitness certificate at the time of registration for the programme, are required to get themselves examined by the Institute doctor and get the fitness certificate. Participants

must have taken (i) Typhoid (ii) Hepatitis A, (iii) Hepatitis B and (iv) Chicken Pox vaccines either before arriving or get vaccinated immediately after arriving at the Institute. A doctor's certificate needs to be produced to that effect. Unless this certificate is shown, hostel rooms will not be allotted to the concerned participants.

15. MEDICAL EMERGENCY

- a) In an emergency, participant(s) may contact the medical officer of the Institute, who will make necessary arrangements to provide medical services. All expenses, in connection with his or her medical treatment, have to be borne by the participant. Parents/guardians/next of kin will be informed about the hospitalization at the earliest. In case of any medico-legal problem, the primary responsibility for dealing with the authorities will be with the participant.

16. WASHING AND IRONING FACILITIES

- a) Participants may use the laundry facilities available at the Institute and charges for use of the facilities will be payable as notified.

17. GENERAL CONDUCT

- a) Various codes of conduct have been prescribed so that the hostel can provide a hospitable academic environment and give a great living experience. Hence, participants are expected to conduct themselves in accordance with the existing norms and behave with restraint and decorum during their stay in the hostel.
- b) All the participants are legally bound to obey the laws as stipulated time to time by the government. Any participant engaged in violation of any law of the government shall be subjected to suitable action from the Institute authorities. Participants must take all care to ensure the correctness of information while making a declaration at any point of time in the Institute. Wrong declaration may lead to the participant's termination from the programme.
- c) Ragging is banned in the Institute and anyone indulging in ragging will be punished, which may include a fine with a public apology, suspension from the Institute or class for a limited period, or even expulsion from the Institute. Broadly speaking, ragging is: "any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing,

treating or handling with rudeness any other participant, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student”.

- d) Any participant who is subject to ragging or is aware of any such incident should report the same to the Chair (H & SA). If it is an incident of a sensitive nature, they can approach their mentor.
- e) An Anti-Ragging Committee and Squad has been constituted in the institute in accordance with the *UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009*, to prevent and address incidents of ragging.
- f) In line with the advisory issued by the University Grants Commission (UGC), all students are mandatorily required to fill out the Anti-Ragging Undertaking online. This is a mandatory process to ensure a safe and respectful environment in the hostel and on campus. The following is the link for the undertaking:

For Students undertaking:

https://antiragging.in/affidavit_registration_disclaimer.html

18. VIOLATION OF HOSTEL NORMS

- a) A participant who violates the hostel norms and discipline is liable for disciplinary action. Cases of misconduct or violation of hostel rules may even lead to expulsion from the Institute. A participant who is asked to leave the Institute must immediately vacate his or her accommodation and clear all his or her dues from all sections/departments of the Institute.
- b) The decision of the H & SA executive committee will be binding on all issues. The H & SA executive committee is the final disciplinary authority on all hostel-related matters, and its decision is final so far as disciplinary measures and disciplinary actions are concerned. Cases wherein debarring from placements, suspension, or expulsion from the Institute has been recommended by the H & SA executive committee can be appealed to the Director. The Director of the Institute is the final appellate authority.

19. CHANGE OF NORMS

- a) The Institute reserves the right to change/modify partially or fully any or all the above information, rules, regulations, procedures and norms without prior notice as per exigency of circumstances and as per its discretion. The Institute's decision shall be final in the interpretation of the rules and in all matters connected with the hostel. The Chair (H & SA) retains authority to issue standing orders to regulate all internal matters and other details not explicitly covered by these rules.

PART II

GRIEVANCE HANDLING & RESOLUTION MECHANISMS

1. ACADEMIC MATTERS

- a) If a student is aggrieved on matters pertaining to academics he or she should take it up with the concerned Programme Chair.
- b) In case the Programme Chair feels that the matter has to be taken up with the EC, the same will be listed in the following EC.
- c) If the student is not satisfied with the decision of the Programme Chair/EC, he or she can appeal to the Dean (Programmes).

2. NON-ACADEMIC MATTERS

- a) If a student is aggrieved, he or she should take it up with the respective Chair.
- b) In case the Chair feels that the matter has to be taken up with the EC, the same will be listed in the following EC.
- c) Cases wherein suspension/expulsion/denial of promotion to the next academic year/complete debarment from placement has been recommended by the respective ECs can be appealed to the Director.

PART III

HOSTEL CONDUCT & COMMUNITY STANDARDS

1. POLICY ON SOCIAL GATHERINGS, FUNCTIONS, AND EVENTS

- a) Hostel premises and common rooms on campus shall not be used for any social get-together, function, or event—regardless of the number of students attending—without prior permission.

Students are permitted to host such gatherings only after obtaining formal approval from the Hostel and Student Affairs Office and receiving necessary clearance from the concerned department. A detailed request must be submitted to the Hostel and Student Affairs Office at least one week in advance for due processing and approval.

A safety audit by the Safety Department is mandatory and must be conducted one day prior to the event. All gatherings must conclude by 10:00 p.m.

Student organizers are responsible for ensuring full compliance with the Institute's rules and regulations and will be held accountable for any untoward incidents that may occur during the event. Additionally, they must ensure proper segregation and disposal of waste in accordance with Institute guidelines.

- b) Student/Student Body will have to obtain approval for any event at least one month in advance
- c) **Standard Operation Procedure (SOP) for organizing participants events**

Objective:

The objective of this SOP is to outline the process for planning, organizing, and executing student events at IIM Indore, ensuring a structured approach that promotes creativity, collaboration, and accountability. This SOP applies to all student-led events organized by student clubs, committees, and individual student groups within the institute.

This SOP serves as a guiding framework for organizing events systematically and professionally. It will help streamline the event planning

process, reduce risks, and ensure that all student events at the IIM Indore are of the highest quality, representing the institute's standards.

All events must have a clear concept and purpose. All events must align with the objective/theme outlined in the event proposal.

Guidelines:

- i. **Event Proposal Approval:** Submit the event proposal to the Student Affairs Committee for approval at least one month before the start of the event. No event is to be conducted without proper approval.
- ii. **Budget Approval:** The event budget should be submitted along with the proposal for approval.
- iii. **Sponsorship Money:** All sponsorship amounts are to be credited to the Fest/SAC account before the start of the events.
- iv. **Finalisation of Dates:** For major events like I-5, Atharv-Ranbhoomi, Utsaha, and IRIS, the date is to be finalised in consultation with Programme Office(s) and there should not be any clash with any major institute's events.
- v. **Legal compliance -in MoU.**

The MoU entered with the Event Management Company must have the following clause:

- The Event Management Company (for example "XYZ Pvt. Ltd.") shall strictly ensure that during the performance of this agreement, only original, or properly licensed and authorised literary, dramatic, musical or artistic content is used by it and the artists and personnel engaged by it. The cost of obtaining all such licenses and paying royalties, if any, shall be borne exclusively by the Event Management Company (XYZ Pvt. Ltd.).
- The Event Management Company (XYZ Pvt. Ltd.) assumes full responsibility for all intellectual property compliance, including copyright, trademark, corporate, and other laws, and agrees to fully indemnify and keep indemnified the Institute, its management, personnel, Student Fest Coordinators, and

students against any intellectual property infringement claims and/or litigation.

- The jurisdiction is the courts at Indore (M.P.), India.
- vi. **Safety & Security:** It is the mandatory responsibility of the fest/event coordinators to get the stage and venue inspected and cleared by the Safety (Infrastructure) Sub-Committee. The information should be given to the Officer in-charge well in time. Sufficient time is to be ensured to make necessary modifications as per the suggestions/observations of the Safety Committee.
- vii. **Security and Outsiders Entry:** The event coordinators should outline their plan to handle the security and outsider entry in the proposal itself.
- viii. **Event Timings:** As per the Institute policy, all the events must be completed by 10.00 pm and participants are expected to return to the hostels by 10.40 pm.
- ix. **Noise Levels:** As per the law, a loudspeaker, public address system, sound-producing instrument, or amplifier must not be used at night between 10:00 p.m. and 6:00 a.m. The maximum allowed noise level is 45 dB.
- x. **Speakers for the events:** List of guest speakers must be provided along with the event proposal for the approval of the Director.
- xi. **Confetti:** Use of plastic/paper cuttings as confetti or similar materials is STRICTLY prohibited.
- xii. **Single-use plastics:** As per the Institute's sustainability policy single-use plastics, water bottles, glass etc. are banned on campus.
- xiii. **Venue Approvals:** Separate approvals must be obtained for the use of venues, facilities, and vehicles from the respective offices/authorities well in advance.
- xiv. **Infrastructure Assistance:** For any infrastructure-related support from the Hostel Office, please coordinate with the HRC staff at least one day in advance.
- xv. **Venue and Inventory Responsibility:** Event Coordinators and SAC Coordinators are responsible for ensuring the following:

- The venue, furniture, equipment, and other inventory are returned in good condition.
 - Any loss or damage caused will result in a monetary fine as determined by the competent authority.
- xvi. For major events like I-5, Atharv-Ranbhoomi, Utsaha, IRIS etc. the event account is to be closed within two months. It is the responsibility of the events coordinators and respective SAC Treasurer to obtain original bills (tax invoice) for all expenditure and settle the same timely.
- xvii. **Caution money and prize amount:** The caution money and prize money are to be refunded/released to the participants and winners (to be credited to their bank accounts) within 15 days of completion of the events.
- xviii. **Health Safety:**
- It is the responsibility of the events coordinators to ensure that food served to the community is safe, hygienic, and meets the necessary standards.
 - Food vendors must be registered and licensed by the relevant local authorities (such as the Food Safety and Standards Authority of India - FSSAI or the local municipal health department). A valid FSSAI license must be displayed prominently at the food stall or vendor area.
 - All staff involved in food preparation or service should wash their hands thoroughly with soap and water before handling food, especially after using the restroom, handling waste, or handling raw foods.
 - Staff should wear proper attire, including gloves, hairnets, and face masks. Gloves should be changed regularly, and hands should still be washed even when wearing gloves.
 - Food handlers should be free from contagious diseases. Any worker with symptoms of foodborne illnesses should be excluded from food preparation or service.

- All food handlers must be trained in basic food safety principles, such as preventing cross-contamination, proper food handling, and understanding safe food temperatures.
- Perishable foods should be stored in refrigerators at a temperature of 4°C (40°F) or lower. Hot foods should be held at temperatures of 60°C (140°F) or above.
- Raw meats, fish, and poultry should be stored separately from ready-to-eat foods to prevent cross-contamination.
- Food should be stored in clean, covered, and air-tight containers to protect it from contamination.
- All equipment, including knives, cutting boards, and utensils, must be cleaned and sanitized before use, especially when switching between raw and cooked foods.
- Different utensils and cutting boards should be used for raw and ready-to-eat foods. Food should not be handled with bare hands unless gloves are being worn and changed frequently.
- Food, particularly meat, seafood, and poultry, should be cooked to the required internal temperature to kill harmful bacteria:
- Foods that need to be served fresh should be presented hygienically, ensuring they are not exposed to contamination before serving.
- All surfaces that come into contact with food must be cleaned regularly with a food-safe sanitiser. This includes countertops, food prep areas, and serving counters.
- Vendors should ensure that waste is disposed of in covered, sanitary containers. Waste bins should be emptied.
- All dishes, utensils, and equipment used in food preparation or service should be washed, rinsed, and sanitized properly. Dishwashing stations should be set up with separate sinks for washing, rinsing, and sanitizing.
- Vendors must ensure the water used for cooking, cleaning, and drinking is potable and safe for consumption.

- Vendors should identify allergens in food items. Ingredients lists should be available, especially for common allergens like nuts, gluten, dairy, etc.
 - Foods should be covered or enclosed in protective display units to prevent contamination. Hot foods should be kept warm in food warmers, and cold foods should be kept in refrigerated display units.
- xix. **First Aid:** Ensure that a basic first-aid kit is available in case of emergency.
 - xx. **Risk Management:** Safety Protocols: Ensure all events follow the institute's safety and security guidelines. Consider crowd management, first aid, and emergency procedures.
 - xxi. **Insurance:** For large-scale events, explore event insurance to cover potential liabilities.
 - xxii. **Compliance:** Ensure that the event complies with the institute's code of conduct, ethical guidelines, and any applicable laws (e.g., intellectual property rights for content, data privacy).
 - xxiii. **Communication and Continuous improvement:** This SOP will be hosted on the Hostel & Students Affairs intranet page. This SOP will be reviewed and updated as needed to ensure its effectiveness and relevance. Feedback from the participants' community is encouraged and will be considered in the review process.

2. CHECK-IN PROCEDURE:

Upon checking into your room, please follow these steps:

- i. **Inspect the Room and Surroundings:**
 - Carefully check the condition of the walls, furniture, all items in your room, and the immediate surroundings.
 - Note any damages or issues.
- ii. **Report Issues:**
 - Immediately report any vandalism or problems in your room, surroundings, and common areas using the Google form linked below.

- Attach photographs of any damages: Google Form Link

iii. **Important Note:**

- Failure to report any issues at the time of check-in will result in the assumption that the current occupants caused any subsequent vandalism. Consequently, repair and restoration charges will be collected from the room occupants and, in the case of common areas, from all hostel occupants. Disciplinary actions may also be taken against those found responsible for damages.

3. POLICY ON VACATING HOSTEL ROOMS DURING EXTENDED ABSENCES

- a) Students participating in an International Exchange Programme, undertaking a summer internship, or taking a long leave must vacate their hostel room for their absence and submit the key at HRC. They should store their belongings in the designated cloakrooms available at various hostels. All items must be clearly labelled with the student's name and roll number and properly tagged to ensure security and identification. This policy helps efficiently manage hostel accommodations and ensures the security of personal belongings during extended student absences.

b) Important Guidelines for STEP Participants: Procedure for Vacating the Hostel Room

This section outlines the mandatory procedures for all participants departing for the STEP (Term - 5 or 6) program. Adherence to the following guidelines is essential to ensure a smooth check-out process and maintain hostel standards.

Hostel Room Vacation

- i. All residents must **completely vacate** their hostel rooms **before leaving campus**.
- ii. Participants departing for STEP during Term 5 must vacate their hostel rooms and coordinate with the Infrastructure Committee to store their luggage in the designated cloakroom. However, participants departing for STEP during Term 6 must vacate their hostel rooms and coordinate with the Infrastructure Committee to arrange for the dispatch of all personal luggage prior to departure.

Check-Out Procedure

- i. Rooms must be locked using the **lock provided by the Hostel Reception Center (HRC)**.
- ii. The **room key must be submitted at the HRC** at the time of check-out. Ensure that HRC staff **acknowledge and record** the return of your key.

Room Condition

- i. Rooms must be left in a **clean, orderly, and damage-free** condition.
- ii. The **Hostel Office will inspect** all rooms. **Any damage to the room or inventory** may result in **disciplinary action and/or financial penalties**.

Disciplinary Action

- i. **Failure to comply** with any of the above guidelines will be escalated to the **Hostels & Student Affairs Executive Committee (H&SA EC)**.
- ii. **Appropriate disciplinary measures** will be taken as per the recommendations and approval of the competent authority.

Communication & Assistance

- i. If you encounter any difficulties or require support during the check-out process, please contact:
 - The **STEP Committee**
 - The **Infrastructure Committee**
 - The **Hostel Office / HRC**

Your cooperation is essential to maintaining the integrity and functioning of the hostel system. We wish you a successful and enriching exchange program experience.

- c) Non-compliance with vacating instructions constitutes a breach of hostel rules and disrupts the administrative process. Participants who fail to vacate their rooms and submit the keys at the Hostel Reception Center (HRC) before leaving will be required to pay a fine of INR 1,000/- per day of

absence, in addition to any other penalty or fine as decided by the Hostels & Student Affairs Executive Committee (H&SA EC).

4. AIR-COOLER USAGE POLICY DURING SUMMER

a) The Institute permits the use of air-coolers in hostel rooms during the summer months (April to June), subject to the following guidelines and charges:

i. **Application & Payment Process:**

- Participants must apply through the designated Google Form, uploading valid proof of wattage (e.g., manufacturer's specification sheet, energy label, user manual, or other credible documentation).
- Payments must be made in advance, year-wise, at the Hostel Reception Centre (HRC) through the POS system/payment gateway provided by the institute.

ii. **Revised Slab-Based Charging Structure (Based on Rated Power Consumption):**

- Coolers below 200W: Exempted from monthly charges, subject to submission and approval of valid wattage documentation.
- 200W – 299W: INR 250 per month
- 300W and above: INR 500 per month

iii. **Approval & Records:**

- The Hostel Office will maintain a record of all approved air-coolers, their wattage ratings, and applicable charges.

Participants are expected to ensure truthful declaration of appliance specifications and adhere strictly to the guidelines. Misrepresentation may invite disciplinary action under hostel regulations.

iv. **Penalty for Unauthorised Use:** Unauthorised use of air-coolers without prior payment and approval (completion of the Google Form) will result in a penalty of INR 2000/- in addition to the standard monthly charges. The hostel office may also confiscate the air cooler and initiate disciplinary action.

- v. **Compliance with Stated Period:** Participants found using air-coolers beyond the period specified in their Google Form submission will face penalties and disciplinary action as outlined above.
- vi. **Charges for All Coolers in Rooms:** Charges apply to all air-coolers kept in rooms, regardless of whether they are functioning or in use. Excuses such as non-functioning or non-usage will not be considered.
- vii. **Storage of Non-Used Coolers:** Non-working or idle air coolers must be stored in designated store rooms at SR-16 and SR-18. Contact the hostel office for storage requirements in other blocks.
- viii. **Equipment Safety and Liability:** Participants are responsible for the electrical safety of their equipment and must adhere to health and safety standards. The Institute is not liable for any personal injury, loss, damage, or destruction of equipment. No compensation is provided for loss or injury caused to participants or their visitors.
- ix. **Institute Property Damage:** Any damage to Institute property due to air coolers will be the participant's responsibility. It is advised to use air-coolers conforming to Indian Standard and ISI mark, with a capacity below 200 watts.
- x. **Conservation Measures:** Air coolers must be switched off when not in use or when the room is unoccupied.
- xi. **Water Management:** Misuse of water for air-cooler filling, such as leaving taps open overnight or in the participant's absence, is strictly prohibited. This can lead to water wastage, seepage issues, and damage. Random checks will be conducted, and any violation may result in immediate withdrawal of air-cooler usage permission besides appropriate disciplinary action.

5. POLICY ON MAINTENANCE AND CARE OF HOSTEL ROOMS AND COMMON AREAS

- a) Students are responsible for maintaining the cleanliness of their rooms, the immediate surroundings, and the hostel premises. This responsibility extends to ensuring that rooms, doors, windows, cupboards, and common areas are not marred/disfigured by writings, handbills, posters, or similar materials. In the event of any such activities/damage, the occupants will be required to bear the cost of repairs, as determined by the Institute. This

policy is essential to upholding a respectful and tidy environment within the hostel facilities.

6. VIOLATION OF HOSTEL NORMS AND DISCIPLINARY ACTIONS

- b) Participants found violating hostel norms and discipline are subject to disciplinary action. Serious misconduct or breach of hostel rules may lead to expulsion from the institute. Any participant directed to leave the institute must immediately vacate their accommodation, submit the room key at the HRC and settle all dues with various institute sections/departments.
- c) Below are listed violations and their minimum penalties, including the prescribed disciplinary and appellate authorities. Depending on the severity of the violation, cases may be escalated to the Hostel & Student Affairs Executive Committee (H&SA EC).

Types of Violations and Penalties:

Types of Violations	Minimum Penalties	Authority to Execute Penalty	Appellate Authority for Appeals
Late arrival at the main gate after prescribed timelines	INR 500/- for the first instance; INR 1000/- for the repeat case. (to be remitted to the PMNRF)	Hostel Officer	Chair, H&SA
Late arrival at IPM Hostel Blocks after prescribed timeline for IPM Students	INR 500/- for the first instance; INR 1000/- for the repeat case. (to be remitted to the PMNRF)	Hostel Officer	Chair, H&SA
Noise disturbance through musical instruments/speakers in hostel blocks	Instrument (s) / or speaker (s) to be confiscated by the hostel office. Returned at the end of term.	Hostel Officer	Chair, H&SA
Room swapping without permission	Reversing the room swapping and community service for one week.	Hostel Officer	Chair, H&SA
Unauthorised stay of guests/parents in hostel block	A fine of INR 5000/- (to be remitted to the PMNRF) / The matter will be escalated on a case-to-case basis.	Hostel Officer	Chair, H&SA
Found in possession of alcohol/beer bottles (up to 5 bottles).	A penalty of a minimum of INR 5001/- and more as the case may be (to be remitted to the PMNRF). In addition to monetary fine a Community service for two weeks may be given. The matter will be escalated on a case-to-case basis.	Hostel Officer	Chair, H&SA
Possession of Alcohol (more than 5 bottles) OR under influence/consuming Alcohol on campus	As decided by the Chair, H&SA (Monetary penalty to PMNRF)	Chair, H&SA	H&SA EC
Unauthorised electrical appliances	The confiscation of appliances. Will return at the end of the academic year.	Hostel Officer	Chair, H&SA
Smoking in hostel blocks or common areas	INR 500/- for the first instance. INR 1000/- for repeat cases. (to be remitted to the PMNRF)	Hostel Officer	Chair, H&SA

Types of Violations	Minimum Penalties	Authority to Execute Penalty	Appellate Authority for Appeals
Minor violations (defacing walls, misuse of fire extinguishers, etc.)	Cost of repairing and fine of INR 1000/- for the first instance, INR 2000/- for repeat case (to PMNRF)	Hostel Officer	Chair, H&SA
Damage to movable assets or properties of the Institute	Cost of repairing and a minimum penalty of INR 1000/- or above (to PMNRF)	Hostel Officer	Chair, H&SA

- d) These are the minimum recommended penalties. The H&SA EC's decision is binding on all issues. Severe penalties, including debarring from placements, suspension, or expulsion from the programme, may be considered for escalated cases, narcotic drug possession, moral turpitude, unacceptable behaviours, or other severe violations.

7. POLICY ON REMOVAL OF HOSTEL PROPERTY AND RESPONSIBILITY FOR DAMAGES

- a) Students cannot remove any article from the hostel room. Any damage to the hostel property shall be immediately reported to the Hostel Office. The cost of damage will be recovered from the individual concerned. If the person is not traced, the students on the floor, wing or flat will be held responsible and collectively charged. In case of wanton damage, all the students of that particular hostel will be held responsible. In addition to recovery of the cost of repair, the Institute may impose a suitable fine.

8. PROHIBITION OF ALCOHOL, CIGARETTES, AND CONTRABAND DRUGS ON CAMPUS

- a) Students are not allowed to keep or consume alcohol, cigarettes, and contraband drugs anywhere inside the campus, including hostel rooms. The entry of students into the campus in an intoxicated manner will also be treated as an act of misconduct.

9. RESTRICTED AREA POLICY

a) For the safety and security of all residents, **entry into restricted areas is strictly prohibited**. This includes, but is not limited to:

- Rooftops
- Water tanks
- Maintenance rooms
- Storage areas
- Any location marked with a “No Entry” or “Authorized Personnel Only” sign

b) **Unauthorized access to these areas is a serious violation of hostel rules** and may result in disciplinary action, including suspension or expulsion from the hostel premises. These restrictions are in place to prevent accidents, damage to property, and breaches of security.

Residents are expected to respect all safety boundaries and report any instances of unauthorized access immediately to the hostel administration.

10. RESTRICTIONS ON AUDIO/VIDEO RECORDING AND SOCIAL MEDIA CONDUCT IN HOSTEL AND MESS AREAS

- a) Students are strictly prohibited from making audio or video recordings of the hostel or mess premises. Additionally, uploading such recordings to the internet is not allowed. This policy is in place to respect the privacy and security of all residents and staff and to maintain these shared spaces' sanctity.
- b) Furthermore, students must exercise caution and responsibility on social media platforms. Posting derogatory, insulting, or offensive comments, videos, or posts is unacceptable. This includes any content that could harm the reputation of individuals or the Institute or violate the principles of respect and dignity. Violation of these guidelines may result in disciplinary action, as such behaviour contradicts the ethos and values of the Institute. The aim is to foster a respectful, safe, and inclusive environment both offline and online within the campus community.

11. PLASTIC-FREE CAMPUS POLICY

As part of our commitment to environmental sustainability, the hostel operates as a plastic-free campus.

Single-use plastics are strictly prohibited within the premises. This includes, but is not limited to:

- Plastic bags
- Disposable plastic cutlery, plates, and cups
- Plastic straws and stirrers
- Single-use plastic water bottles and packaging

We encourage all residents to use eco-friendly, reusable alternatives such as cloth bags, stainless steel or glass bottles, and biodegradable containers.

This initiative is aimed at reducing waste, promoting environmental awareness, and creating a cleaner, greener living environment for everyone. We appreciate your full cooperation in maintaining the hostel's plastic-free status.

Violations may result in a formal warning or other disciplinary action. Let's work together to protect our environment—one sustainable choice at a time.

12. PROPER CONDUCT IN EMAIL COMMUNICATIONS WITH INSTITUTE AUTHORITIES AND COMMUNITY

- a) Students must exercise discretion and responsibility when sending communications or group emails to Institute authorities or the community. Such emails must be directed to the intended recipient (action addressee). Copies should only be marked to those who require the information ('need to know' basis) to prevent unnecessary information overload and maintain communication efficiency. Group emails should be avoided and sent only to the concerned person.
- b) Furthermore, circling misleading or false emails by individuals or groups is strictly prohibited. This includes disseminating unverified information, rumours, or content that could harm individuals or the Institute's reputation. Any breach of these guidelines will be subject to stringent action by the Institute. This policy is designed to uphold the integrity of

communication within the Institute and to foster a respectful and truthful information-sharing environment.

13. POLICY ON HOSTING GUESTS IN HOSTEL ROOMS AND STUDENT MESS

- a) Students are prohibited from accommodating any guests in their hostel rooms. If students wish to bring guests onto the campus, they must first obtain explicit permission from the Hostel & Student Affairs Office. The student hosting the guest will be held responsible for the guest's behaviour and any expenses incurred during their visit.
- b) Parents, guests, and visitors are prohibited from staying overnight in the hostel facilities. Students must accompany their parents, guests, or visitors during their time on campus. The visiting hours for parents, guests, and visitors are limited to 7.00 AM to 10.30 PM.
- c) In exceptional circumstances, such as medical emergencies, permission may be granted for bystanders to stay in the hostel room. This is contingent upon a recommendation from the Institute Medical Officer, and the availability of suitable accommodation. This policy ensures the safety, security, and comfort of all students residing in the hostel.

14. HOLIDAYS / VACATION

- a) Students leaving for vacation may store their personal belongings in the cloakroom provided in the Hostel blocks. To do so, all items must be securely packed, clearly labelled with the student's name and contact details, and handed to the hostel steward for safekeeping in designated storage rooms. The hostel management will endeavour to ensure the safety and security of these belongings. However, it is important to note that the hostel authorities cannot be held liable for any loss or damage that may occur during this period.
- b) As a precaution, students are strongly advised against leaving behind any valuable items in the hostel during their vacation. Additionally, the Institute reserves the right to reallocate rooms for other academic activities or carry out necessary repair and maintenance work during holidays or vacations.

15. CONFIGURATION OF PERSONAL ROUTERS

- a) In the Hostel Handbook under Network and Internet Usage:
 - i. **Mandatory IT Department Configuration:** All residents using personal routers in their hostel rooms must have these devices configured by the IT Department. This rule is in place to ensure the stability and efficiency of the hostel's network system.
 - ii. **Prohibition of Unauthorized Routers:** The use of personal routers without proper configuration by the IT Department is strictly prohibited. Such devices can cause significant disruptions to the network service.
 - iii. **Compliance and Inspection:** Regular inspections will ensure adherence to this rule. Non-compliance will result in immediate action, which may include network access restrictions.
 - iv. **Arranging Configuration:** Residents are responsible for contacting the IT Department to schedule the necessary configuration of their routers. Prompt action is required to avoid any inconvenience.
 - v. **Contribution to Community Network Health:** Adhering to this rule is vital for maintaining a reliable and high-performance network for all residents. Your cooperation is greatly appreciated and contributes to the overall digital well-being of the hostel community.

16. COLLECTIVE RESPONSIBILITY AND GROUP PENALTIES FOR HOSTEL BLOCKS:

- a) Should there be any damage or incidents in a hostel block and the parties responsible are not ascertainable, all block occupants are held jointly accountable and will be collectively subject to penalties, which will be allocated to address the repair and damage costs. Residents will be duly informed of the incident and allowed to provide relevant details or accept individual liability. Failing to identify the responsible party, the penalty will be apportioned equally among the residents, accompanied by rigorous disciplinary measures.

17. POLICY ON DUPLICATE KEY / NEW LOCK REQUESTS:

- a) To maintain security and order within the hostel, the following policy outlines the procedure and norms for requesting a duplicate key or new lock:

Students must formally request permission to obtain a duplicate key or a new lock for their room by submitting an application to the Hostel Office. The application should include the student's name, roll number, course, block number, and room number. If a duplicate key is not available, the student must authorize the Hostel Office to break open the lock. The student will be responsible for any lock replacement charges, which must be paid through the POS machine at the Hostel Reception Center (HRC).

Students who are issued a duplicate key must return it within 24 hours. Failure to return the duplicate key within the specified time frame will result in a penalty of INR 60/- per day until the key is returned. The penalty must be paid through the POS machine at the HRC. If a lock needs to be replaced, the charge will be INR 860/-.

Students must provide the date and time of the original key loss when reporting and requesting a new key or lock. The student's signature and mobile number must be included in the application. The Hostel Reception Center will maintain a record of the new lock or duplicate key issuance, including the date and time of issuance.

18. INDEMNITY CLAUSE:

- a) The Institute shall not be liable for any personal injury, loss, or damage to personal property sustained by residents or their visitors within the hostel premises, including but not limited to hostel rooms, common areas, shuttle buses, staff buses, passenger carts, loading vehicles, ambulances, electric cars, classrooms, and any other Institute property or facilities. Residents and their visitors acknowledge and agree that the Institute does not provide compensation for any loss or injury, whether physical or material, incurred during their stay or visit.

Residents are responsible for ensuring the safety and security of their personal belongings and for the conduct and safety of their visitors while on Institute premises. Use of Institute facilities, including but not limited to transportation and lodging services, is at the sole risk of the residents and

their visitors. The Institute is not liable for any accidents or injuries occurring during the use of these facilities.

By residing in the hostel and using Institute facilities, residents and their visitors agree to indemnify, defend, and hold harmless the Institute, its directors, officers, employees, and agents from and against any and all claims, liabilities, damages, losses, or expenses (including reasonable attorneys' fees) arising out of or in any way connected with any injury, loss, or damage suffered by the residents or their visitors. This indemnity extends to any claims made by third parties against the Institute resulting from the actions or omissions of the residents or their visitors.

This indemnity clause shall be governed by and construed in accordance with the laws of the jurisdiction in which the Institute is located. By agreeing to these terms, residents and their visitors acknowledge that they have read, understood, and accepted the conditions set forth in this clause.

This clause is a part of the Hostel and Student Affairs Manual and applies to all hostel residents and their visitors. Compliance with these terms is mandatory and ensures a safe and responsible community within the hostel premises.

Thank you!

"Together, we craft not just a space, but a community: Commit to creating a safe and conducive environment in our hostels, where respect is our foundation and growth is our goal."

— Hostel & Students Affairs Office, IIM Indore