



चन्द्रगुप्त प्रबन्ध संस्थान पटना CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

HOSTEL MANAGEMENT POLICY

(Prepared in conformity with UGC Regulations, AICTE Approval Process Handbook and National Education Policy (NEP) 2020)

1. PREAMBLE

The Hostel of Chandragupt Institute of Management Patna (CIMP) is an extension of the academic environment that promotes learning, discipline, mutual respect, inclusiveness, safety, well-being and responsible citizenship.

This Policy has been framed in accordance with:

- National Education Policy (NEP) 2020
- UGC Regulations on Curbing the Menace of Ragging, 2009 (as amended)
- UGC Student Grievance Redressal Regulations, 2023
- UGC Regulations on Prevention, Prohibition and Redressal of Sexual Harassment, 2015
- AICTE Approval Process Handbook (latest applicable edition)
- Applicable provisions of the Bihar Government and Institute Rules.

2. OBJECTIVES

The objectives of this policy are to:

- provide a safe and inclusive residential environment;
- promote academic excellence and holistic development;
- ensure equal opportunity and dignity for every resident;
- establish transparent hostel administration;
- promote environmental sustainability;
- encourage responsible behaviour and community living.

3. APPLICABILITY

This policy applies to:

- all hostel residents;
- day scholars staying temporarily with permission;
- visitors;

- hostel employees;
- wardens and hostel administration.

4. HOSTEL ADMINISTRATION

The hostel shall be administered through:

- Director
- Dean (Administration/Student Affairs)
- Chief Warden
- Wardens
- Hostel Office
- Hostel Advisory Committee
- Student Hostel Representatives

The Hostel Advisory Committee shall meet at least once every semester.

5. PRINCIPLES OF HOSTEL MANAGEMENT

The hostel shall function on the following principles:

- safety with dignity;
- equality without discrimination;
- gender sensitivity;
- zero tolerance towards ragging;
- transparency;
- accountability;
- student participation;
- respect for privacy;
- environmental responsibility.

6. ELIGIBILITY

Hostel accommodation shall be allotted subject to availability and Institute rules.

Accommodation shall not be treated as a matter of right.

Students shall continue to occupy hostel accommodation only during the period for which admission is valid and subject to satisfactory conduct.

7. ROOM ALLOTMENT

Room allotment shall be made by the Hostel Office.

No student shall:

- occupy an unauthorized room;
- exchange rooms without written approval;

- transfer possession of the room.

Room changes may be permitted under special circumstances.

8. RIGHTS OF HOSTEL RESIDENTS

Every resident has the right to:

- safe accommodation;
- clean drinking water;
- hygienic sanitation;
- uninterrupted electricity (subject to maintenance);
- grievance redressal;
- privacy and dignity;
- freedom from discrimination;
- protection from harassment and ragging;
- equal treatment irrespective of gender, caste, religion, disability, language or region.

9. RESPONSIBILITIES OF RESIDENTS

Residents shall:

- maintain discipline;
- respect fellow residents;
- keep rooms clean;
- conserve electricity and water;
- protect Institute property;
- comply with Institute regulations;
- carry valid Identity Card.
- No one would use the belongings of other students without his/her consent.

Playing music and videos, etc., inside the rooms is strictly prohibited as it causes disturbance to other inmates. Any such complaints against boarders will be viewed very seriously, and seizure of the gadgets will be made along with imposition of a heavy fine.

Inmates should not firecrackers on any occasion inside the hostel or within the premises of the hostel.

10. HOSTEL TIMINGS

The Institute shall prescribe reasonable hostel entry and exit timings, considering:

- a. academic requirements; Students are not allowed to stay in the hostel during class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases

they should get permission from the Warden and communicate the information to the PGP Co-ordinator.

- internships;
- placements;
- library use;
- student safety.

Emergency movement shall not be denied where justified.

Any restriction (Entry timing to campus and Hostel) shall be applied in a fair, reasonable and non-discriminatory manner while ensuring safety.

11. VISITORS

Visitors shall be allowed only during the notified hours.

Visitors shall:

- register at the hostel gate;
- produce valid identity proof;
- meet students only in designated visitor areas.

No visitor shall stay overnight without written permission.

They may be allowed to stay in the Management Development Centre (MDC) facility for one / two days by prior permission obtained from the Co-ordinator MDC on the recommendation of the Faculty In-charge, Hostel (ladies/boys).

Visitors are not permitted in the hostel after 6.00 p.m.

Resident students are not permitted to invite any outside person to address any meeting in the hostel without the written permission of the Dean/Director.

12. LEAVE AND OUTSTATION PERMISSION

Students intending to leave campus overnight shall submit an online or written leave request mentioning:

- destination;
- duration;
- emergency contact.

Permission shall ordinarily be granted unless restricted for valid administrative or safety reasons.

Hostel students who leave the hostel without the application and prior permission from the concerned authorities shall be deemed to be missing and their parent/guardian or even the police authorities may be intimidated.

13. SAFETY AND SECURITY

The Institute shall provide:

- CCTV in common areas;
- adequate lighting;
- trained security personnel;
- emergency contact system;
- fire safety measures;
- first-aid facilities.

Students shall cooperate during emergency drills.

Hostel Residents shall not get involved in arguments or otherwise interfere with the duties of the employees of the institute/hostel. If there is any complaint or suggestion to be made, it shall be made to the warden concerned.

14. ANTI-RAGGING

CIMP follows a Zero Tolerance Policy towards ragging.

Any act constituting ragging shall attract disciplinary action under UGC Regulations, including:

- suspension;
- hostel expulsion;
- rustication;
- filing of FIR wherever required.

Anti-ragging undertakings from students and parents shall be mandatory.

No secret activities or meetings are permitted in the hostel premises. For holding any meeting in the hostel room or anywhere in the hostel area, prior written permission should be obtained from the Senior Administrative Officer.

15. PREVENTION OF SEXUAL HARASSMENT

The Institute shall maintain an Internal Committee (IC) under applicable UGC Regulations.

Every resident shall respect the dignity, privacy and bodily autonomy of others.

Sexual harassment, stalking, bullying, intimidation and online harassment shall invite disciplinary action.

16. DISCRIMINATION

No student shall discriminate against another student on grounds including:

- caste;
- religion;
- gender;
- disability;
- language;
- region;
- ethnicity;
- sexual orientation.

Harassment or hate speech shall be treated as misconduct.

17. HEALTH AND WELLNESS

The Institute shall facilitate:

- first aid;
- medical consultation;
- counselling support;
- emergency medical assistance.

Students suffering from contagious diseases may be advised to undergo temporary isolation based on medical advice.

In case a student falls sick, he/she should contact immediately the Medical Officer/Warden.

18. HOSTEL PROPERTY

Residents shall:

- use hostel property responsibly;
- report damage immediately;
- compensate for willful damage after due inquiry.

Collective penalties shall ordinarily be avoided unless responsibility cannot reasonably be determined.

19. PROHIBITED ACTIVITIES

The following are prohibited:

- ragging;
- violence;
- possession of weapons;
- gambling;
- consumption or storage of narcotic substances or alcohol is prohibited under law or Institute rules;
- smoking in prohibited areas;
- vandalism;
- theft;
- cyber abuse;
- tampering with electrical installations;
- cooking using unauthorised appliances;
- unauthorised commercial activities.

20. DIGITAL CONDUCT

Residents shall use the Institute's internet responsibly.

The following are prohibited:

- hacking;
- piracy;
- cyberbullying;
- illegal downloads;
- misuse of the Institute network.

21. ELECTRICAL SAFETY

Students shall not use unauthorised electrical appliances.

Laptop, mobile chargers and approved study equipment may be used safely.

22. CLEANLINESS

Residents shall:

- maintain personal hygiene;
- segregate waste;
- avoid littering;
- support green campus initiatives.

23. GRIEVANCE REDRESSAL

Hostel grievances may be submitted through:

- Hostel Warden;
- Chief Warden;
- Online Grievance Portal;
- Student Grievance Redressal Committee.

No student shall suffer retaliation for filing a bona fide complaint.

24. DISCIPLINARY PROCEDURE

Before imposing major penalties, the student shall ordinarily receive:

- notice of allegations;
- opportunity to explain;
- fair inquiry;
- speaking order;
- right of appeal.

Immediate preventive action may be taken where safety is involved.

25. APPEAL

Any resident aggrieved by disciplinary action may file an appeal before the Director within fifteen working days.

26. REVIEW

This Hostel Management Policy shall be reviewed every three years or earlier whenever required due to changes in UGC, AICTE or Government regulations.

To be Approved by: Director, Chandragupt Institute of Management Patna (CIMP)

Effective From: Academic Session 2026–27

Review Cycle: Annual