

IITDM Kancheepuram Hostels Leave Rules 2021

(1) Inmates Leaving the Hostels for summer / winter vacation will have to make an entry in the respective Hostels Register maintained citing reason as summer or Winter Vacation. They should also make an entry in the Institute Main Gate Register.

(2) Inmates leaving the hostel for more than a day (outside stay beyond the corresponding day 11.59 PM) can proceed with an email approval of Wardens. Request for the same needs to be communicated to wardens with cc to Hostel Office at least 2 Days in advance, who shall accord their approval as an email to respective wardens email id. They shall also make an entry in the respective Hostels Register maintained at the Hostels zone and also at the Institute Main gate citing respective reasons.

(3) In the event of medical emergencies for dependents or other exigencies arising out of unforeseen scenarios [rarest of the rare cases] that require outside stay, inmates are allowed to proceed without an immediate approval considering the gravity / genuineness of the situation. However in such cases the inmate needs to send an acknowledgement of having reached safely to their respective destination [assumed as Parents / Guardians place] as an SMS or What Sapp message to **the Hostel Office Phone No: 8778400261** from their Parents / Guardians Mobile No.

(4) Above Rules 2 and 3 shall apply to outside stay period not exceeding 7 days. In case of more than 7 days; the inmate has to submit an email request to wardens with cc Hostel Office with necessary parental consents in case of a planned event and proceed only on warden's approval.

(5) In rare cases of an unplanned event beyond 7 days - mainly emergency scenarios, Rule3 shall apply.

The case of medical emergency to inmates doesn't require any permission as the inmate would be attended to first by the Institute Medical Care Unit for further treatment as referred by Institute Medical Unit with parents / guardians consent and in case friends who accompany the ill inmate for medical care, they can proceed without approval but within SMS / Whatsapp message to Institute Hostel Office Phone No or over a voice call to hostel office given the medical emergency.

Rules 3 and 5 shall be an EXCEPTION and not the NORM. Any violations if established shall merit hostel disciplinary proceedings. Hostel Office Team shall perform regular random checks to ensure the fairness of the process.

* For PhD Scholar Inmates they may make a Hostel Register entry and at the Main Gate with reason for leaving (short stays till 7 days) and proceed. Beyond 7 days they will have to seek prior approval of wardens or post information via sms as per Rule 2/3

* Exits from the hostel which have not had prior approval of wardens will also not be eligible for Mess ADC reimbursements as per rules [unless otherwise it is a genuine case as approved by the Wardens and Chief Warden]

(6) Inmates leaving the hostels for intraday (as per timings circulated on periodic basis):

Will have to only make an entry in the Institute Main Gate Register citing the reason and Recording the expected time of return. Based on the evolving COVID scenario or other administrative exigencies, the lower and upper limit for this intraday/ windows clause maybe updated (increase or decrease).

Entry of Students into the respective hostels should be by 10.30 PM. Students who wish to work in the labs for research /academic permissions should take prior approval from concerned authorities as per existing procedures. **Point 6 is primarily in situations such as COVID and other scenarios which merit such measures.**

Notwithstanding any of the stated above, the Hostel Rules listed above shall be updated as per the evolving COVID scenario in the country and as per govt guidelines from time to time.