



भारतीय प्रौद्योगिकी संस्थान गांधीनगर

गांधीनगर, गुजरात

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Gandhinagar, Gujarat

September 29, 2022

Dear Student,

Congratulations on your provisional admission to IIT Gandhinagar (IITGN)! You now have the opportunity to join a dynamic institution committed to innovation and excellence in education. Your programme's first year will begin on Thursday, **October 20, 2022**. You should therefore plan to arrive on campus on or before **October 19, 2022 (Wednesday)**.

Your academic journey with IIT Gandhinagar begins with the Institute's flagship Foundation Programme (FP), which is scheduled to start at **9.30 AM IST** on **October 20, 2022 (Thursday)**. The Institute places great emphasis on not only educating successful engineers of the future but also creating well-rounded personalities, who contribute to society, are respectful of and can adapt to their surroundings, and who can be great thinkers and problem solvers in all avenues of life.

- The general terms and conditions of your offer are provided in **Enclosure 1**.
- Information related to the onboarding process, payment of fees, and academic schedule of the first-year programme is provided in **Enclosure 2**. More details about the Foundation Programme is given in **Enclosure 3**.
- IIT Gandhinagar takes an uncompromising position on ethical conduct and human values. A statement on academic integrity is attached (**Enclosure 4**). We have a "zero tolerance" policy toward ragging, harassment and bullying (**Enclosure 5**). Your parents/guardian and you are required to jointly sign statements on good conduct, academic honesty and anti-ragging (**Enclosures 6a to 6c**) and a statement acknowledging our approach to student treatment (**Enclosure 7**). Please bring the signed copies of these documents at the time of your joining.
- We strongly believe that no student should face challenges in pursuing their education due to financial constraints. We have therefore created a number of financial aid programs and scholarships (**Enclosure 8**) to help students with financial needs.
- Students will be provided with hostel accommodation and access to other facilities of the Institute on their arrival (See details in **Enclosure 9**). Hostel rooms may have to be shared with other students.

IIT Gandhinagar is a green campus, and all members of the community are encouraged to adopt sustainable use of all resources. In particular, we strongly encourage walking and bicycle use, and the students' use of personal motor vehicles inside the campus is not permitted.

We look forward to personally welcoming you to IIT Gandhinagar. Please do not hesitate to contact us at admission@iitgn.ac.in if there are any questions.

With best wishes,

Nithin V George
Dean (Academic Affairs)

Note: This admission offer is provisional and subject to IIT Gandhinagar being the final institution allotted to you at the end of JoSAA counseling. In case you are allotted an Institute different from IIT Gandhinagar at the end of counseling, this offer will stand void.



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ENCLOSURE 1

GENERAL TERMS AND CONDITIONS OF ADMISSION

- All admissions are provisional and subject to IIT Gandhinagar being the final allotted institution at the end of the Joint Seat Allocation Authority (JoSAA) counseling. In case a candidate is allotted an institution different from IIT Gandhinagar at the end of counseling, this offer of admission will stand void.
- All admissions are dependent on fulfillment of all academic and non-academic requirements. IIT Gandhinagar reserves the right to withdraw the admission at any stage in case a candidate does not possess the minimum qualifications, does not fulfill any of the requirements detailed on the Institute website/admission offer, or gives any false information.
- All students must complete and submit a self-declaration of medical fitness certificate (in the format as specified in Annexure 7 of the JoSAA Business Rule 2022) by 11:59 pm IST on October 19, 2022. All students would also be required to undergo a medical fitness test **after arrival** at the Institute.
- A student's health is primarily their responsibility. However, the Institute has an on-campus clinic that students can visit for minor illnesses and ailments. All students are also provided a modest health insurance cover which includes expenses on hospitalizations up to Rs. 2,50,000. Hospitalization expenses beyond this maximum amount are the responsibility of the student.
- Students must maintain good conduct, discipline and adequate academic standing (assessed via grades, CPI, etc.) during their stay at IIT Gandhinagar. Non-fulfilment of standards set by the Institute on any of these fronts may result in termination of admission.
- All students must adhere to all other rules and regulations prescribed by the IIT Gandhinagar, and revised from time to time.



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ENCLOSURE 2

REGISTRATION AND FEE SUBMISSION

Reporting at the Institute and Registration

- Onboarding (Date of Joining): **19 October 2022**
- Registration and Inauguration of Foundation Programme: **20 October 2022 9.30 AM IST**
- Venue: Jasubhai Memorial Auditorium, IIT Gandhinagar, Palaj, Gandhinagar-382055

In case a candidate fails to report for registration by **6:00 PM IST on 19 October 2022**, it will be presumed that he/she is not interested in admission to IIT Gandhinagar and the offer of admission to the BTech/BTech-MTech programme will stand cancelled. In case there is a change in the schedule, the same would be communicated in due course of time.

Note: All undergraduate students are expected to attend ALL the sessions of the Foundation Programme. It is a 4 credit course and is a graduation requirement.

Documents Required at the Time of Joining

Self attested copies of:

- 1) JEE (Advanced) Admit Card
- 2) Class 10 Mark Sheet
- 3) Class 12 Mark Sheet
- 4) Caste/Category Certificate (if applicable and in the specified format)
- 5) Proof of Date of Birth
- 6) Aadhaar Card

For any queries, please contact admission@iitgn.ac.in

Academic Schedule for the First Year

The first year of the undergraduate programme is divided into three terms as follows:

Term I: Thu Oct 20, 2022 – Wed Dec 23, 2022

Courses for Term I:

- Foundation Programme (4 Credits)
- Writing I (2 Credits)
- Computing (3 Credits)
- Physical Education (0 Credits)
- Comprehensive Viva Voce (0 Credits)

Term II: Tue Jan 3, 2023 – Mon May 2, 2023

Term III: Tue May 15, 2023 – Tue July 07, 2023

You can see a detailed schedule in the Institute Academic Calendar for 2022-23 (<https://iitgn.ac.in/academics/calendar/acadcalug-2022-23>).

Fees for the Academic Year 2022-23



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	Tuition (in Rs.)	Other Allied Charges (in Rs.)	Mess and Laundry Advance Fee (in Rs.)	Hostel Seat Rent, Utilities, etc. (in Rs.)	One-time Admission Fee + Refundable Security Deposit (in Rs.)	Total Due (in Rs.)
Term I	60,000	4,469	11,375	9,344	12,750	97,938
Term II	100,000	8,250	21,000	17,250	-	1,46,500
Term III	40,000	3,713	9,450	7,763	-	60,926

NOTE:

1. Mess and Laundry Advance Fee is estimated based on current rates and are subject to change.
2. Refundable security deposit is Rs. 5,000 and one-time admission fees is Rs. 7,750.
3. SC, ST and PwD (with minimum 40% disability) students will be eligible for a waiver of tuition fees (Rs. 1,00,000 per semester).
4. The Institute has extended the **full tuition fee waiver/reimbursement** facility to UG students having an annual parental income of up to Rs. 2.5 lakhs. Students whose family income is between Rs. 2.5 lakh to Rs. 5.0 lakhs per annum shall pay only 1/3rd of the tuition fee.
5. The students whose annual family income is less than Rs. 9,00,000/- shall have access to an interest-free bank loan under the Vidyalaxmi scheme for the total portion of the tuition fee payable.
6. Students may request financial support such as scholarships, grants, and loans.
7. Further, students having severe financial hardship may apply for an option to pay the above fees in installments.
8. Fees amount received by the Institute from JOSAA will be adjusted against this amount and the balance amount will be due by **November 15, 2022**.

Fees to be Paid for Term I

Category	Total Fees for Term I (A) (in Rs.)	Amount Deposited to Chairman, JEE (Advanced) (B) (in Rs.)	JoSAA Processing Charges (C) (in Rs.)	Total Amount Due (A-B+C) (in Rs.)
SC/ ST/ PwD (with minimum 40 % disability)	37,938	15,000	3,000	25,938
Others	97,938	35,000	3,000	65,938

Fees Payment

The payment must be done on-line using **one of the two** options given below:

1. Visit <https://payment.iitgn.ac.in> (available options for payment are Debit Card, Credit Card and Net Banking)
2. Direct payment to the "IIT Gandhinagar Account". The account details are:

Name of Bank: Canara Bank

Name of Branch: IIT Gandhinagar Branch

Branch Code: 001414

Account Name: IIT Gandhinagar Account

Account Number: 1414101052590

IFS / RTGS Code: CNRB0005159

Type of Account: Savings Bank Account

- The receipt has to be shared with us *via* email at admission@iitgn.ac.in.
- The last date to pay the fees for Term I is **November 15, 2022**.



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ENCLOSURE 3

FOUNDATION PROGRAMME

Each undergraduate student's journey at IIT Gandhinagar begins with the Institute's flagship Foundation Programme. This 5-week mandatory programme is a dynamic immersion activity that attempts to mold students in a holistic manner and inculcates in them the capabilities to positively contribute towards diverse avenues of life. All students participate in an exciting series of extracurricular activities to build their sense of self-confidence, explore their creative passions, and develop their minds and bodies as well-rounded global citizens. The programme is structured around the following five themes:

- **Values and Ethics:** To foster a strong sense of ethical judgment and moral fortitude.
- **Creativity:** To provide channels for nurturing and exhibiting individual creativity through art, craft, music, singing, media, theater and related activities.
- **Teamwork:** To develop a culture of teamwork and group communication.
- **Social Awareness:** To nurture a deeper understanding of the local and global environment, and understand our place as concerned citizens of the World.
- **Physical Activities & Sports:** To engage students in physical activity to ensure healthy physical and mental growth.

The Foundation Programme is an “active learning programme” specifically designed to achieve the above objectives through a number of enriching activities. The sessions may include guest lectures by eminent thought leaders, field visits to heritage sites, discussion sessions on social responsibility, journal writing, team sports, performance-based projects in theater, arts and music, workshops on sketching, painting and clay modeling with master artisans, and much more.

Important

- The Foundation Programme carries a total of 4 credits and is one of the requirements for graduation. Absence from any part of the program may result in a fail grade in the course.
- There will be a lot of emphasis on physical fitness with the rigorous physical exercises and sports/games. Students are encouraged to bring their sports and games kits (rackets, sports shoes, non-marking gum sole shoes, shorts, tracksuit, swimming costume etc.).
- There will also be cultural sessions in the evening and a cultural festival at the end of the programme. Students are also encouraged to bring musical instruments that they might play, or any other item that may be required for performing in the cultural events (including your best traditional/regional attire!).



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- Copying in whole or in part from another source (e.g., book, paper, online article, etc.) without proper and adequate citation
 - Claiming as one's own the ideas of other individuals, expressed either in published or unpublished form.
 - Quoting verbatim from another source without using quotation marks or indentation of text.
 - Using data (e.g., figures, tables) from other sources without proper referencing or permissions
3. Intellectual dishonesty, as used below, refers to the use of partially or completely false declarations, deliberate omissions, inaccurate reporting, or sabotage in the conduct of research/projects or presentations. This includes, but is not limited to:
- Falsification of data/dishonest declarations for any academic or research purpose, including courses, research projects, research papers, technical reports, thesis/dissertation, etc.
 - Tampering with the research samples, equipment, data, computer code of another individual.
 - False declarations about research results to any section of the Institute or the outside world.

Note: This policy document is based in part on Policies 5104 (Academic Integrity) and 6600 (Research Integrity) from British Columbia Institute of Technology, and the document "Guidance for graduate students on cheating" from Duke University.



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ENCLOSURE 5

NON-DISCRIMINATION, SEXUAL HARASSMENT AND ANTI-RAGGING NORMS

Non-Discrimination Policy

Civility and respect for every individual are among the core values of IIT Gandhinagar. The Institute appreciates the dignity of every person and sternly adheres to a policy of non-discrimination. The Institute strictly prohibits discrimination against any member of the IIT Gandhinagar community on the basis of gender, caste, religion, colour, creed, age, sex, nationality and disability.

A student who believes that he or she has been subjected to discrimination in violation of this policy should report the incident to the office of the Dean (Student Affairs). Incidents should be reported as soon as possible after the time of their occurrence.

Sexual Harassment Policy

IIT Gandhinagar has a strict policy against any form of sexual harassment. This includes unwelcome sexual flirtation, vulgar body language, and unwelcome sexual contact, advances, jokes, statements or pictures. Sexual harassment, whether intentional or unintentional, is treated as a serious form of misconduct.

Any student who feels he/she has been sexually harassed is encouraged to approach the Dean (Student Affairs), and also seek assistance of the Counseling Service team at the Institute. Incidents should be reported as soon as possible after they have occurred.

Anti-Ragging Policy

Ragging includes 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 student, indulging in rowdy or undisciplined activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student. The Institute has zero tolerance for any act amounting to ragging inside or outside the Institute and considers it to be a violation of human rights.

If a student feels that he/she has been a victim of ragging, they are requested to approach the Institute's Anti-Ragging Committee or Dean (Student Affairs) immediately.



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ENCLOSURE 6a

DECLARATION OF CONDUCT

I, _____ (Name of Student), JEE Advanced Roll No. _____ hereby solemnly affirm that:

- I will abide by the rules and regulations of the Institute.
- I will not join any coercive agitation for the purpose of forcing the hands of the authority to solve any problem.
- I will not participate in any activity that has a tendency to disturb the peace and the orderly life of the IIT Gandhinagar premises.
- I will co-operate with the Institute authorities in maintaining discipline, academic standards and good order in the IIT Gandhinagar campus premises and hostel.
- I am fully aware that the accommodation (in hostels or elsewhere) and other facilities will be provided to me for the duration of my academic programme only.

Name of Student in English (as in qualifying certificate)	
Name of Student in Hindi	
Programme Allotted (Tick ONE)	BTech/BTech-MTech
Discipline/Branch Allotted (Tick ONE)	CE/CL/CSE/EE/MSE/ME
Signature of Student	
Date	

ENDORSEMENT BY THE PARENT/GUARDIAN

I, Mr/Ms _____ (Name of Parent/Guardian),
Father/Mother/Guardian of _____ (Name of Student) hereby
endorse the above undertaking given by my ward. I solemnly affirm that I will endeavour to use my good offices with my
ward to do his/her best to observe the undertaking given above.

Name of Parent/Guardian (in BLOCK letters)	
Signature of Parent/Guardian	
Date	
Place	



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ENCLOSURE 6b

DECLARATION OF ACADEMIC HONESTY

I, _____ (Name of Student), JEE Advanced Roll No. _____ hereby solemnly affirm that:

- I will adhere to all principles of academic honesty and integrity throughout my stay in the Institute.
- I will not seek or give unauthorized assistance in tests, quizzes, examinations or assignments.
- I will not misrepresent, fabricate or falsify any idea / data / fact / source in my project submissions.
- I understand that any violation of the above will be cause for disciplinary action as per the rules and regulations of the Institute.

Name of Student in English (as in qualifying certificate)	
Name of Student in Hindi	
Programme Allotted (Tick ONE)	BTech/BTech-MTech
Discipline/Branch Allotted (Tick ONE)	CE/CL/CSE/EE/MSE/ME
Signature of Student	
Date	

ENDORSEMENT BY THE PARENT/GUARDIAN

I, Mr/Ms _____ (Name of Parent/Guardian),
Father/Mother/Guardian of _____ (Name of Student) hereby
endorse the above undertaking given by my ward. I solemnly affirm that I will endeavour to use my good offices with my
ward to do his/her best to observe the undertaking given above.

Name of Parent/Guardian (in BLOCK letters)	
Signature of Parent/Guardian	
Date	
Place	



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ENCLOSURE 6c

UNDERTAKING AGAINST RAGGING

I, _____ (Name of Student), JEE Advanced Roll No. _____ hereby undertake that:

- I will not indulge in any behaviour or act that may come under the definition of ragging
- I will not participate in or abet or propagate ragging in any form
- I will not hurt anyone physically or psychologically or cause any other harm

I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC regulations and/or as per the law in force.

I hereby affirm that I have not been expelled or debarred from admission by any institution.

Name of Student in English (as in qualifying certificate)	
Name of Student in Hindi	
Programme Allotted (Tick ONE)	BTech/BTech-MTech
Discipline/Branch Allotted (Tick ONE)	CE/CL/CSE/EE/MSE/ME
Signature of Student	
Date	

DECLARATION BY THE PARENT/GUARDIAN

I, Mr/Ms _____ (Name of Parent/Guardian),
Father/Mother/Guardian of _____ (Name of Student) hereby endorse
the above undertaking given by my ward. I assure you that my son/daughter/ward will not indulge in any act of ragging. I
hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the
UGC regulations and/or the law in force.

Name of Parent/Guardian (in BLOCK letters)	
Signature of Parent/Guardian	
Date	
Place	



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ENCLOSURE 7

INFORMATION FOR PARENTS

At IIT Gandhinagar, we treat all the students as mature, responsible adults who are capable of taking decisions on various matters pertaining to their curricular and co-curricular activities. This approach has been consciously adopted and integrated into our institutional moorings in order to shape the future engineers, scientists, technocrats, academics and entrepreneurs — in short, every conceivable role that an IIT Gandhinagar student would proudly identify with once he/she leaves the portals of this institution, as conscientious citizens. IIT Gandhinagar will extend all the required support to the students in every possible avenue through Faculty Advisors and the Counseling Service.

IIT Gandhinagar is alive to the expectations of the parents. We are aware that you are anxious about your ward and want to keep track of his/her progress in every respect. IIT Gandhinagar wishes that in the best interests of all, certain healthy practices need to be followed by all concerned.

We evaluate the students on a continuous basis throughout their semester and we inform the students about their grades and marks in their assignments, tests and examinations. We expect the parents/guardians to be updated by their wards on the academic performance of their wards periodically. However, should you require any information about the academic performance of your ward, you may contact the concerned Faculty Advisor or the Dean (Academic Affairs).

IIT Gandhinagar has its rules and regulations, which are conveyed to the students from time to time; we expect that the students would abide by the same. Should there be any occasion of misconduct or poor academic performance, the Institute will be dealing with the student directly and will not normally intimate the parents regarding our decisions. Any disciplinary and academic decision of IIT Gandhinagar is arrived at after careful deliberations at various levels regardless of the socio-economic status of the student. Hence, when a decision is taken with regard to a student, we expect the parents/guardians to refrain from interfering with the same and attempting to exerting undue influences on the decision making process.

In case of medical or other emergencies, we will try our best to inform you immediately. Please ensure that all your contact details are up to date and provided to the Institute.

.....
Name of Mother/Guardian

.....
Phone No. of Mother/ Guardian

.....
Signature of Mother/Guardian

.....
Name of Father/Guardian

.....
Phone No. of Father/ Guardian

.....
Signature of Father/Guardian

.....
Name of Student

.....
Phone No. of Student

.....
Signature of Student



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ENCLOSURE 8

**SCHOLARSHIPS & FINANCIAL AID SCHEMES AVAILABLE FOR
FIRST YEAR UNDERGRADUATE STUDENTS**

IITGN believes that financial constraints should not become obstacles in the academic pursuit of any student. We have extremely liberal financial aid and scholarship programs to ensure that no student feels disadvantaged due to their financial situation. The Student Affairs team of the Institute facilitates the following scholarships/financial assistance schemes towards ensuring this objective.

Financial Aid Tuition Fee Waiver for Undergraduate Students

The financial assistance scheme for the undergraduate students is as follows.

- The SC/ST/PwD students shall get a complete fee waiver.
- Students whose family income is less than 2.5 lakh rupees per annum shall get full remission of the fee.
- Students whose family income is between 2.5 lakh to 5 lakh rupees per annum shall get remission of 2/3rd of the tuition fee.

The students desirous of availing the tuition fee waiver are required to submit the documents as mentioned on the following page.

Vidyalaxmi Bank Educational Loan Scheme

Students whose annual family income is less than ₹ 9,00,000/- shall have access to interest free educational loan under the **Vidyalaxmi** scheme for the total portion of the tuition fee payable. The Student Affairs office at IITGN facilitates the educational loan process from a nationalised bank (currently SBI for the academic year 2022-23). Further, the students having annual parental income greater than ₹ 9,00,000/- may also avail of the educational loan facility, however, the interest on loan amount, as applicable will have to be borne by the respective student only.

TATA Motors Ltd. Financial Aid Program (TML-FAP)

The TMLFAP was introduced at IITGN in the year 2016 and is open to all the undergraduate students of IIT Gandhinagar. The main objective is to provide financial assistance to students from economically weak backgrounds. The beneficiary students are expected to donate the money back to IIT Gandhinagar after their graduation, once they are financially independent, as the money received will be used to support other deserving future students. Students whose annual family income is not more than ₹ 6,50,000/- in non-metro cities and ₹ 7,50,000/- in metro cities are eligible to apply for this financial assistance program.

Scholarships Instituted by IIT Gandhinagar

Free Basic Messing and Pocket Allowance: The Institute facilitates free basic messing and a nominal pocket allowance for **SC/ST** category students whose annual parental income is not more than ₹ 4,50,000/- (subject to submission of Annual Income Certificate).

Donor Scholarships: A large number of scholarships for B Tech students have been instituted by the well-wishers/alumni of IITGN for supporting internships (international or domestic), special projects and opportunities, financial needs, etc.

Subsequent to applying for the aforementioned scholarships/financial aid, all the eligible candidates are interviewed by the SSPC (Senate Scholarships & Prizes Committee). The scholarships are awarded based on the recommendations of the SSPC.



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Financial Grants, Interest free Short-Term and Long-Term Loans: In addition to the above mentioned scholarships/fee-waiver/financial aid programs, the Institute also provides liberal financial assistance in the form of grants, short/long term interest-free loans to deserving and needy students through the Student Affairs Office.

Documents Required

The students are expected to keep the following documents in readiness at the time of registration, in case they wish to avail any of the financial assistance schemes mentioned above.

A. Documents Required for Tuition Fee Waiver/Scholarships/TML-FAP

1. Annual income certificate (Issued by Government officials)
2. Caste certificate **(if applicable)**
3. Income declaration form (Contact IITGN Student Affairs Office)
4. Copy of last three month salary slip of Parent/Guardian **(if applicable)**
5. Copy of Form 16/16A for last 3 financial years of Parent/Guardian **(if applicable)**
6. Copy of Form 26AS for last 3 financial years of Parent/Guardian **(if applicable)**
7. Copy of last 3 years Income Tax return of Parent/Guardian **(if applicable)**

B. Documents Required for Vidyalaxmi Educational Loan Scheme

Documents to be presented by students

1. Letter of Admission through JoSAA
2. 2 passport size photographs of student and parent/guardian
3. PAN card of student **(if available)**
4. PAN card parent/guardian
5. Aadhar card of student and parent/guardian
6. Proof of identity (Driving License/Aadhar Card/ any photo identity)
7. Proof of residence (Driving License/Passport/Electricity Bill/Telephone Bill)
8. Student/Co-borrower/guarantor's bank account statement for last 6 months
9. IT Return/ IT assessment order, of previous 3 years of Parent/ Guardian/other co-borrower **(if applicable)**
10. Proof of income (i.e. salary slips of past 6 months/Form 16) of Parent /Guardian /other co-borrower **(if applicable)**

Documents to be facilitated by the Institute

1. Loan application form (Contact Student Affairs Office)
2. Statement of cost of study (Contact Academic Affairs Office)
3. Bonafide certificate (Issued by Student Affairs Office)

For more information, please visit: <https://www.iitgn.ac.in/student-scholarships.htm> or Contact IITGN Student Affairs Office at 079-2395 2078/9.



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ENCLOSURE 9

HOSTEL NORMS

The accommodation policies at the IIT Gandhinagar hostels reflect the Institute's philosophy and value system, and are directed towards facilitating effective community living. All students are expected to cooperate with the Institute authorities and abide by these policies.

General Norms

The Institute treats its students as responsible adults and therefore expects that students will act in a conscientious and responsible manner. Students are expected to take care of the Institute assets and infrastructure, including those provided for their use. The students are expected to not waste food and adhere to waste management guidelines issued periodically.

Hostel Facilities

IIT Gandhinagar is the first and only educational Institute to be certified by FSSAI (Food Safety and Standards Authority of India) as 'Eat Right Campus' with 5 star rating.

IITGN has excellent hostel facilities including air conditioned and furnished hostel rooms, conveniences and facilities (including eat right certified dining halls and eating joints, shops, student lounge, mini-library and pantry in student hostels etc.). Several refrigerators, microwave ovens, and induction heaters have been made available in the hostels and are placed in the pantry area of each of the hostel blocks. The students are expected to use these facilities responsibly, and only at the pantry area. Cooking in the hostel rooms is strictly prohibited. Removal of any hostel equipment (microwaves/induction heaters/bean bags) from the designated areas is not allowed.

A few shops facilitating daily basic needs operate in the hostel area. Students are encouraged to seek bills for every transaction they make (except at the Amul store). The students are not allowed to carry any crockery/cutlery items from the Mess or hostel eateries into their rooms. However, students may use personal utensils to carry eatables to their rooms.

Hygiene

All students are expected to make their rooms available for cleaning at least once every week. The detailed cleaning schedule is shared in advance so that students can plan accordingly. The hostels are fogged regularly to mitigate the mosquito-related health hazards. Students are expected to assist the cleaning personnel during this exercise. Students are encouraged to maintain proper cleanliness in their hostel rooms and the surrounding hostel area.

Ecosystem

There are several species of plants, birds and animals in the campus. Students are encouraged to protect and preserve the ecosystem and live harmoniously with these other species. Please note that there is a presence of stray dogs inside the campus. Considering that not all members of the community like to interact with them, the Institute Animal Welfare Committee has designated certain petting and feeding areas for dogs. Students must use only these designated zones if they wish to feed and pet the dogs. Feeding and petting dogs within the hostel area and the academic complex is not allowed in the interest of the larger benefit of the entire community. Sheltering dogs inside hostel rooms is also strictly prohibited.

Use of Personal Motor Vehicles

Possession and use of personal motor vehicles by the students is not permitted. Any student needing to park a personal vehicle for special situations or needs must apply to the Dean (Student Affairs) with full justification.



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Smoking in Hostel Premises

Smoking in the hostel area is strictly prohibited. This includes the hostel buildings and hostel rooms. If a student faces any inconvenience due to other students indulging in smoking in hostel premises, they can report the issue to the Welfare/General Secretary and/or the Warden.

Substance Abuse

Consumption, possession, sale, purchase, or distribution of alcohol and other illegal substances is prohibited not just in the hostels, but throughout the entire campus. If a student learns about or faces any inconvenience due to other students indulging in use of alcohol or illegal substances, they can report the issue to the Welfare/General Secretary and/or the hostel Warden. Students who have a substance abuse problem are encouraged to seek assistance from the Counseling Services team.

Celebration of Festivals and Birthdays

Students are free to celebrate birthdays and festivals inside the hostel area without causing any inconvenience to the other community members. Students are not allowed to coerce/force anyone to celebrate any festivals, birthdays or other events.

Accommodation during Vacations

All the students are required to vacate their rooms during the vacation period unless permitted otherwise by the Warden. All the belongings and luggage are to be kept in the storage room provided by the Institute. The Institute will not be liable for any loss, theft or damage to the stored belongings. If a student is found to have left for vacations with his/her room locked, the lock may be removed at the student's expense and/or the student may be charged rent for the time the room remains locked. If a student is staying in the campus for summer, he/she is required to have the permission of Warden and has to pay the prevailing hostel charges for the period of stay.

Visitors (Anyone who is not a regular IIT Gandhinagar student)

Visitors of the opposite gender are not allowed inside the hostel rooms at any time. They may however visit the hostel common rooms and other common areas. There is very limited visitor accommodation in the hostels, which is provided on a "*first come first serve*" basis. Priority for such accommodation is given to those visiting for Institute-related activities (conferences, seminars, academic programs, interviews, etc.) and urgent medical issues. In all cases, prior permission is needed from the Warden for a visitor's overnight stay. All visitors are required to enter their credentials into the registers kept at the security desk of the corresponding hostel. If required, the security personnel may ask for a valid identity card to be produced by the visitor(s) for the verification of their credentials.

Medical Emergencies

A detailed list of recommended actions for any medical emergency is provided at the notice board of each hostel and at various places in the academic complex. First aid boxes are available with the security guards of each of the hostel blocks. Students are requested to use this facility judiciously and effectively. The first aid box is to be returned to the respective security guard after use. Students are requested to inform the hostel Warden, Student Welfare Secretary or any of the members of the Health Committee regarding any chronic medical conditions that may need special attention.



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Security and Safety

All residents are encouraged to carry valid identity cards issued to them by the Institute at all times. Security personnel have the right to ask for proof of identity at any time in order to verify your credentials.

Waivers and Adjustments of Hostel, Mess and Laundry Fees

In addition to tuition fees, students pay hostel, mess and laundry charges as detailed in the Enclosure on fees. Students who are on authorized leave due to academic or personal reasons may request a fee waiver/exemption ahead of time. All waivers are provided on a pro-rata basis. Details of the procedures for applying for waivers and timelines may be obtained from the Student Affairs office.

Complaints

Maintenance requests related to civil work can be made online at maintenance.iitgn.ac.in. For any other issues, particularly those related to their *welfare* in the hostel, students are welcome to contact the Hostel Warden(s) or write to hostel.office@iitgn.ac.in.