

ABV-Indian Institute of information Technology & Management, Gwalior

Hostel Rules Manual – (2020-21)



Campus Life

Life in Hostel:

Institute is completely residential and all the bonafide students of the institute have to compulsorily opt for hostel facility.

It is said that home is sweet. But even then, life at home cannot be compared to your life at hostel.

There is a vast difference between living in a secured and protected environment, with your family for almost 18 years and in a free and independent environment, with no familiar faces. It is a sudden jump, and initially, you may feel homesick sometimes and dislike the surroundings, but eventually, as you make new friends and adapt to the atmosphere, you will live some of the best days of your lives there, considering you don't misuse the ample amount of freedom you have and indulge in rough activities.

With so many activities, events, competitions and festival celebrations going on in the hostel throughout the year, the atmosphere becomes vibrant and full of life. Not only do you develop a number of connections, but also become smart, active, disciplined and self-dependent. This is the phase of life when you transform from a kid to a man. So choose your path carefully, be in the right company of people and enjoy the pleasant journey you are going to be a part of.

Aims and Objectives:

- ❖ To create an environment of harmony and co-operation amongst the boarders.
- ❖ To provide the boarders a peaceful and calm environment for enabling them to excel in every aspect of their personality development.
- ❖ To create amongst the students a sense of responsibility and to inculcate discipline.
- ❖ To provide good quality food for boarders to keep them fit and healthy.



Hostel Representatives

Every hostel at ABV-IIITM Gwalior has a number of positions of responsibility for the students residing in that hostel.

All the cultural activities taking place in the hostel are supervised by the Cultural Secretary, who is a third year student, and assisting him in his work are hostel representatives of each student club, like music, dance, drama, photography, debating etc., who are first year and second year students, likewise all sports events are managed by the Sports Secretary.

In addition, there's a Mess Secretary, who handles the issues related to the mess and food and a Maintenance Secretary, who is responsible for the proper working of the common areas and the hostel maintenance.

To oversee hostel funds and other hostel related matters, each hostel has a Warden and an Assistant Warden, who are professors in the Institute. More details will be given once you reach here. In addition, each hostel has two supervisors, who are full time employees in the hostel (day and night). Supervisors are responsible for monitoring civil, electrical, Internet, housekeeping, plumber, furniture and other hostel maintenance works.

Activities, Events and Hostel Day

There are a number of activities and events held in the hostels throughout the year, both inter and intra. Events related to each and every extra-curricular activity are held regularly and students of all years are encouraged to participate in them.

So if you have a talent, it won't get unnoticed. Other than this, every hostel celebrates its annual Hostel Day, to give the passing out batch a memorable farewell, in which the entire hostel is decorated and a number of activities take place.



Hostels in ABV-IIITM

There are 4 boys' hostels and 1 girls' hostel in the campus. Each hostel has students from all years. A basic overview of all hostels is given below.

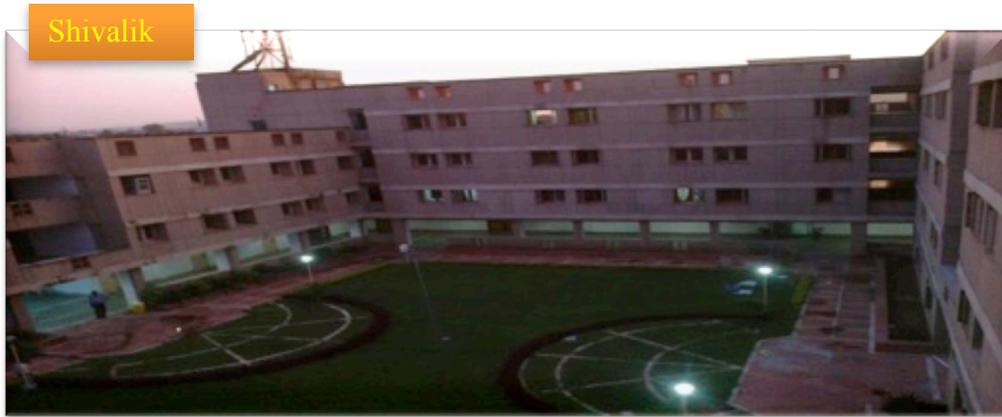
Aravali (BH-1): Aravali, one of the finest and the oldest hostels of ABV-IIITM Gwalior, has always lived upto its expectations of being one of the warmest house. It is not only the food and the infrastructure that makes Aravali great, but the people of Aravali that make it special. From a 24*7 packed common room, to the open doors of ever-willing-to-help seniors, to the loud cheers and excitement during an IPL or a football match in the TV room, Aravali would be the place where your heart will be during your entire stay at ABV-IIITM Gwalior. Aravali is the home that our feet may leave, but not our hearts. The lights will guide you home but the warmth will keep you here at Aravali.



Nilgiri (BH-2): The name 'Nilgiri' itself invokes an unparalleled sense of nostalgia among its residents. By virtue of being one of the oldest hostels, it has a very rich history of success. The open structure of the house reflects the free spirit of its residents. Great mess food, compatible infrastructure makes it one of the best hostels of ABV-IIITM Gwalior.



Shivalik (BH-3): Shivalik people are born to win. One of the richest hostels when it comes to valuing Culture, Hostel Etiquettes, Management, Sports and the overall development of its residents. The highly efficient house working team adds to it. A Shivalik resident will always learn, deliver and excel in life because of the morals he learns living at Shiva. No one is more proud than a Shivalik resident.



Satpura (BH-4): Satpura, one of the newest hostels of ABV-IIITM Gwalior, has always lived up to its expectations of being one of the airy house.



Gangotri (GH): One of the oldest hostels in ABV-IIITM Gwalior, the first girl's hostel is characterized by wonderful architecture, airy rooms and impeccable maintenance. Gangotri is a perfect reflection of its ideology of discipline and perseverance, which is included in its residents every year. It is well-known for the all-rounder performance of its inmates from sports, academics and extra-curricular at the institute level. Common rooms, reading rooms, spacious lawns and a mess serving nutritious meal at all times are some of its supreme facilities.



International Visitor Hostel (IVH): International facilities have been developed for international students/faculty member/short-term visiting faculty. However, vacant seats may be offered to students on first come first serve basis. Depending on availability it will be offered to national students as well. The seats are limited and are on annual basis. A separate living facility consisting of 1-BHK (with attached bathroom, air conditioner, refrigerator, induction cooktop, microwave) semi furnished occupancy is made available in IVH. A male student (single occupancy) can avail the facility of IVH against the fees of Rupees 90,000/- per semester. Any student from an approved programme may opt for IVH facility during the approved duration of program.



Facilities Available in Hostel

The hostels have many facilities:

- In hostel mess facilities.
- A common GYM facility is provided in Sport complex.
- Indoor sports facilities like Table Tennis, Carom, Chess, badminton etc.
- TV rooms with Newspapers/magazines & reading/study room facilities.
- YONO cycles pool (paid service).
- 24x7 Security Guards and Hostel Supervisors in the Hostels.
- Supply of Hot and Cold Water supply throughout the year.
- 24x7 Supply of RO water with water cooler in each floor of the hostels.
- The mess is run by students representative through “Student Welfare Society”
- 24x7 internet connection.
- Each student is provided with a single bed, a full-sized covered almirah, Ceiling Fan, study table and Chair.
- Fire extinguishers.
- Biometric attendance system.
- Hostels are CCTV connected to provide IT based surveillance system.
- Photostat, Stationery and other essentials amenities like, Milk Parlour, Cafeteria, Juice Parlour etc. are available adjacent o hostel areas.



Hostel Management

The Hostel is governed by “Council of Wardens”, consisting of:

- a. Chief Warden
- b. Warden(s)
- c. Assistant Warden(s)
- d. Deputy / Assistant Registrar (Administration)
- e. Hostel Supervisor(s)

The student can approach the hostel supervisors for help, guidance, approval and grievance redressal in case if any. Students are required to forward their applications by respective hostel supervisor(s).

Hostel Attendance and Leave Rules

For effective management of the hostel, following are the rules:

1. A student absenting himself/herself from the hostel without getting his/her leave sanctioned may be subjected to a monetary fine and strict disciplinary action, as deemed appropriate by the Council of Wardens
2. Leave for absence from the academic section shall not automatically entitle a student to leave the hostel without the permission of the Warden / Assistant Warden. When a student wishes to leave the hostel for one or more days or night, he/she may apply to the Warden / Assistant Warden, in writing / online and get his/her permission. Leave should be sanctioned before it is availed of.
3. Hostel attendance is compulsory the Night Supervisor will take attendance for First Year Students residing in Nilgiri Hostel at 10 PM every day.
4. Students returning late to hostel are required to take permission and record their leave / entry at the hostel security. The students are required to carry their I-Cards at entry to the hostel(s).
5. The resident staying in the institute labs after the regular academic hours should submit written permission from their course coordinators/supervisor marked to the respective Warden / Assistant Warden of the hostel.

For girls' hostel only:

1. The hostel gate closes 15 minutes before the night attendance i.e, @10:00 PM everyday, Beyond this late entries are marked in the register maintained by the security supervisor.
2. Late entry of the students of Girls Hostel post 10:00 PM is not permitted without prior permission.

Use of Electrical Power / Electrical Appliances

1. The electricity consumption by hostel residents is limited upto 200 Watts per resident. The use of heavy electrical appliances is strictly prohibited and invites heavy penalty in case of non-compliance.
2. The use of CFL bulbs/CFL/LED tube light only will be permitted in Hostel rooms which are already provided in the rooms.
3. Students may have their own table lamps also if required.
4. Light, fans and other electrical items shall be switched off when they are not in use.
5. Tampering or any modification of the basic electrical and other installation are not allowed, those found violating the same will be heavily penalised and are punishable.
6. Electrical complaints are entertained 24x7. Residents may register their complaints in the complaint registers which are available in each hostel.

Maintenance of Lawns and Cleanliness

1. The lawns around the hostels are meant for the benefit of the residents and for improving the appearance of the hostels. Students are expected to help and take interest in their maintenance. They shall avoid crossing the lawns and shall use only the passages that are provided.
2. Cycling/vehicle driving in the lawns and verandas are strictly prohibited.
3. Spitting, except at places meant for such purposes, is strictly forbidden.
4. Walls, furniture and doors etc. shall not be disfigured or damaged with ink, pencil, chalk or knives etc.
5. Wash basins shall be used only for washing hands.

Guests

1. Females/girls/ ladies etc. are not permitted in Boys' hostels.
2. Guests/ parents/ guardians are not permitted to visit their wards in the hostels.
3. Males are not permitted in Girls' hostels. However, for maintenance works such as plumbing/ electrical/ mason/ carpentry etc male workers are allowed during designated hours or as needed with proper decorum and decency.
4. For the safety of their ward parents are required to advise their wards not to entertain any guests.
5. Any other guests except the registered local guardian are not allowed in the hostel.
6. Parents can meet their ward(s) during the designated visiting hours. A visitors' lounge is available (opposite to auditorium) in the administrative block of the Institute for this purpose.
7. Parents must inform the hostel authorities if any person other than the registered local guardian is visiting their ward.

Hostel Resident Responsibilities

1. Residents shall keep their rooms neat and tidy. If a student observes any damages or defect in the hostel room, it will be his/her duty to bring it in the notice of the hostel office, failing which it will be presumed that everything is in order.
2. Shifting of furniture is strictly prohibited and liable for penalties.
3. When a student vacates his/her room before the summer break or after withdrawal or expulsion or course completion, it is his/her responsibility to get the hostel room belongings (issued at the time of room allotment) physically checked and verified, failing which he/she shall be liable to pay the entire cost of such belongings or damage thereof. Repair charges for any damage to the furniture will have to be paid by the residents in case if any. Any wilful damage to the Institute property (including furniture, cots, rescanning of chairs etc.) may invite heavy financial penalties.



Hostel Mess Rules

1. Mess is compulsory for all hostel residents and students should not cook/have food from outside.
2. Only vegetarian food is served in all the messes of the hostels on a self-service basis. The residents of the hostels must take their meals in their respective hostel mess only. In case of illness meals can be served in the room, on the recommendation of the Supervisor/Warden of the Hostel.
3. The students are required to take the food in dining hours only. After eating food, diners shall leave the cup, plate, waste food in the designated bins. The students are not allowed to take any utensils from mess to their hostel room
4. The hostel messes are managed by the committees comprising of hostel residents and wardens.
5. Need based limited hour night canteen facility is available in all the Hostels.



Hostel Rules & Regulations

1. Any act of intimidation or violence, wilful damage to property or drunken and riotous behaviour by the hostel resident(s) constitutes an offence. Students found in such activities may be expelled from the hostel.
2. A student going out-of-station must follow the attendance and leave rules. The students should abide the instruction from the concerned hostel authorities.
3. Usually the institute main gate closes by 10:30 PM for the entry of students from outside. However, in specific planned arrivals needs to be informed to the respective warden/assistant warden through e-mail/sms well in advance to avoid any inconvenience. Hostel residents can show the approval received from hostel warden/assistant warden at the main gate for their entry. In all other cases strict actions are provisioned by the hostel authorities.
4. Laundry related activities must be confined to the designated areas and should not cause any inconvenience to fellow residents.
5. Drawing/painting on hostel doors/walls is prohibited.
6. Gatherings of any kind except healthy discussions/academic related discussions are prohibited. However, Birthday Parties may be celebrated for limited time frame in Common Room (TV Room) with prior permission of the respective Warden.
7. Students remaining absent will not be granted for exemption/reduction of mess fee.
8. Hostel administration will not be responsible for the loss of any valuable items of the hostel residents from their rooms.
9. No boarder shall employ a guard/cook/attendant.
10. Use the narcotics / cigarettes / any tobacco products / alcoholic beverages/gambling/two wheeler/four wheeler etc. is strictly prohibited. Any boarder found indulge in narcotics related activities may immediately be expelled from the hostel.
11. All students should compulsorily register biometric attendance during in-out of the hostel.
12. Students are expected to behave properly with all staff of hostel.
13. Students who are unwell may be provided restricted diet as advised by the Doctor. In this case, student shall inform the respective hostel warden/supervisor.
14. Keeping in touch with your parents would ensure that you don't feel homesick.
15. Give the phone numbers of your roommates and some other friends to your parents along with the hostel contact number, so that your parents can reach you in case of any need.

16. Participate in functions or programmes organised in the hostel or institute, in this way you will develop your extra-curricular activities.
17. Try to maintain a healthy relationship with other students.
18. Any student found indulged in Ragging activity in any form. He / She shall be expelled from the hostel immediately and He / She may be punished under Anti-Ragging Act, Government of India.
19. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the hostel.

Expulsion

1. Boarders are liable to be fined by the Warden/Chief Warden for any kind of misconduct; serious offences shall be punishable with expulsion from the hostel by the Council of Wardens.
2. Case of infringement of rules and disobedience of orders will be dealt by the Council of wardens.

Note: Complaint registers are separately maintained for mess, electricity, Internet, housekeeping, plumber & furniture related complaints and are available with hostel security guard/hostel supervisor. Students should register their complaint in the respective register.

Code of Conduct

All residents are required to maintain standards of behaviour expected from students of a prestigious Institution. They are expected to behave courteously and fairly with co-students.

Any Student found to be indulging in undesirable activities such as physical assault, damage to property etc will be liable to the following punishments:

- He / She will be expelled from the hostel.
- A record of his / her misconduct will be made in the personal file.
- The cost damage will be recovered from him with penalty.
- The privilege of appearing for campus interviews will be denied.
- No recommendation will be given to him / her for higher studies / jobs.
- He / She should be debarred from all institute activities

Hostel Administration

Chief Warden:



Prof. Pankaj Srivastava
Professor in Applied science
Email: pankajs@iiitm.ac.in
Office Phone: +91-751-2449814

Warden and Assistant Warden:

Aravali (BH-1)



Dr. Vishal Vyas (Warden)
Assistant Professor in Management
Email: vishal@iiitm.ac.in
Office Phone: +91-751-2449750



Dr. Prasenjit Chanak (Assistant Warden)
Assistant Professor in CSE
Email: pchanak@iiitm.ac.in
Office Phone: +91-751-2449803

Nilgiri (BH-2)



Dr. Pinku Ranjan (Assistant Warden)
Assistant Professor in Elect/ Electronics
Email: pinkuranjan@iiitm.ac.in
Office Phone: +91-0751-2449741

Shivalik (BH-3)



Dr. Kiran Kumar Pattanaik (Warden)
Associate Professor in IT
Email: kkpatnaik@iiitm.ac.in
Office Phone: +91-751-2449626



Dr. Somesh Kumar (Assistant Warden)
Assistant Professor in Elect/ Electronics
Email: somesh@iiitm.ac.in
Office Phone: +91-751-2449811

Satpura (BH-4)



Dr. Arun Kumar (Warden)
Assistant Professor in management
Email: somesh@iiitm.ac.in
Office Phone: +91-751-2449739

Gangotri (GH)



Prof. Manisha Pattanaik (Warden)
Professor in CSE
Email: manishapattanaik@iiitm.ac.in
Office Phone : +91-751-2449812



Dr. Saumya Bhadauria (Assistant Warden)
Assistant Professor in CSE
Email: saumya@iiitm.ac.in
Office Phone : +91-751-2449820

Emergency Helplines

1. Prof. Pankaj Srivastava (Chief warden)	9425121627
2. Prof. Manisha Pattanaik (Warden GH)	9425619281
3. Dr. Kiran Kumar Pattanaik (Warden BH-3)	9406850623
4. Dr. Vishal Vyas (Warden BH-1)	9406501589
5. Dr. Arun Kumar (Warden BH-4)	9664205137
6. Dr. Saumya Bhadauria (Assitant Warden- GH)	9926252319
7. Dr. Somesh Kumar (Assitant Warden- BH-3)	9569955745
8. Dr. Pinku Ranjan (Assitant Warden- BH-2)	7991101270
9. Dr. Prasenjit Chanak (Assitant Warden- BH-1)	9424346550
10. Mr. Vijay Dwivedi (In-charge Hostel Management)	9407281556
11. Mr. Pritesh Tiwari (Hostel Office)	9425786655
12. Mr. Dharmendra Sharma (BH1 Supervisor)	8120277907
13. Mr. Dinesh Sharma (BH2 Supervisor)	9977217989
14. Mr. Hemant Sharma (BH3 Supervisor)	9806671701
15. Mr. Aman Choudhary (BH4 Supervisor)	9664976121
16. Ms. Anju (GH Supervisor)	9893063095
17. Shri D. K. Dwivedi (Security officer)	9479808361
18. Aravali (BH1) Security	0751-2449602
19. Nilgiri (BH2) Security	0751-2449607
20. Shivalik (BH3) Security	0751-2449614
21. Satpura (BH4) Security	0751-2449340
22. Gangotri (GH) Security	0751-2449602
23. Security control room	0751-2449606
24. Health Center	0751-2449713
25. Mr. Harish Sharma (Mess Society)	9039697027
26. Mr. Nagendra Singh (Hostel Networking)	7000025836

List of items to be brought by student while reporting

- Bucket
- Mug
- Mattress
- Pillow
- Pillow Cover
- Soap Case
- Dustbin
- Lock
- Mirror
- Bed Sheet
- Broom Stick
- Cloth Brush
- Cloth Clips
- Stationery
- Toiletries (Soap, Hair Oil, Hand Wash, Comb, Hanger, Nail Cutter etc.)

ZERO TOLERANCE ON RAGGING

- Ragging in/outside the Institute Campus is totally banned.
- Any student found indulging in the act of ragging shall be liable to be expelled from the Hostel immediately and would be punished according to the Anti-Ragging Act, Government of India. (As per AICTE Notification no. 37-3/Legal/AICTE/2009).
- Students who have a suggestion/complaint may immediately inform the Chairman of the anti-ragging committee on Email ID: nbajpai@iiitm.ac.in
- Telephone No. +91-751-2449819, +91-9893257526.
- Anyone who finds ragging or being ragged in the hostels can submit his/her complaint to Supervisor, Assistant Warden, Warden and Chief Warden.

Anti Ragging Measures

1. Fresher's hostel is equipped with CCTV systems for real time monitoring.
2. Presence Round the clock Hostel Supervisors and Security guards.
3. Periodic / Frequent visits hostel administration and related staff members.
4. Night Head count by visiting each room by the night supervisor.
5. The rules defined by GOI are applicable to any-one / group indulging in ragging / related activities.
6. An Anti-Ragging Undertaking form must be submitted by the students to the respective Hostel Supervisors at the time of registration.

IT Policy

ABV-IIITM is an apex institute dedicated to quality education and research in Information Technology and Management. The basic purpose of the Information Technology facilities of the Institute is to support the following.

1. Support and enhance the educational mission of the Institute.
2. Enrich the educational experience of the students, faculty and staff of the Institute.
3. Enhance the research and other academic activities in the Institute.
4. Enable to realize office automation in the Institute.

These facilities are required for research activities, courses and assignments as well as office automation for smooth running of the Institute.

A computer account is created for every individual member on admission to the Institute. The account allows the members to browse the web, send and receive e-mail, use the computational and other IT facilities in different labs. The members can use these services of the Institute with freedom. It is expected that the members use these services in a responsible manner. Their conduct and use should be tempered with propriety and a spirit that respects the right of everyone. Any abuse of these facilities may have serious implications on the reputation and the standing of the Institute as well as can bring the facilities of the Institute into disrepute. Such misuse of the facilities will not be tolerated at any cost.

A computer account is deactivated within one month of the member leaving the Institute.

Certain guidelines that should be followed in the use of the Institute IT services have been formulated. The compliance with these guidelines and the do's and the don'ts are necessary for the continued use of our freedom. Not only should members stick to the use of the facilities in accordance with these guidelines, but also report any use that is against these guidelines or the spirit of these guidelines. Failure to report infractions of the guidelines shall also be construed as an act of omission in following the guidelines.

Following activities amount to unethical use of IT facilities and will attract punishment from the Institute authorities. Read the following list of activities that amount to unethical use of IT facilities and the previous discussion carefully and then sign your declaration of acceptance of these policies.

Blocking of Resources:

1. Playing games on the machines in the Institute.
2. Locking the screen of machines in the Institute.
3. Sending junk mail to all the members.
4. Sending unsolicited mail (spam) or chain mail.

Minimum punishment for these activities is suspension of computer account for two weeks. In addition, financial fine may also be imposed.

Wasting/Damaging Resources:

1. Unnecessary downloads from the Internet.
2. Damaging or changing configuration of computing and networking equipment.

Minimum punishment for this activity is suspension of computer account for two weeks. In addition, the member will have to compensate the Institute for the resources wasted.

Misuse of Resources:

1. Allowing account access to other persons, sometimes outsiders.
2. Storing pornographic material on the disk.
3. Viewing pornographic material on Desktops.
4. Using personal account to do outside (non-Institute) work for which the individual is paid.

Minimum punishment for these activities is suspension of computer account for six months. Such cases will also be put-up to concerned authorities for disciplinary action.

Security Related Misuse:

1. Breaking security of the systems.
2. Trying to capture passwords of other members.

Damaging/gaining-access to the data of other members. The security related abuse is considered to be most serious. Anyone found involved in these activities will have computer account suspended for one year. The case will be put-up to concerned authorities for necessary disciplinary action.

A disciplinary committee will look into all reported misuse and may announce penal action.

Obviously, enumeration of all such cases is not possible. However, a thumb rule is that any activity which inconveniences other members, depletes the IT resources of the Institute, or jeopardizes the security of the systems, amounts to unethical use. Moreover it should be noted that the punishment set out for various cases can change and can be very severe depending on the view that the Institute takes of the offense.

The Institute, whenever possible, gives all bona-fide members the discretion to determine how to best use the IT resources and facilities within the guidelines of this policy. Members are responsible for their actions, the consequences of those actions, and the consequences of negligent inaction. As such, members whose judgment leads to activities inconsistent with the guidelines of this policy risk disciplinary action and possible imposition of restrictions to enforce the guidelines of this policy. Also, these guidelines should be met with letter and the spirit of the guidelines as no set of ethical/unethical guidelines can be exhaustive.

Attention of campus community is drawn toward IT act 2000 and IT (Amendment) act 2008. Needless to say all community members will be bound by the above.

Institute Email Policy

ABV-IIITM is an apex institute dedicated to quality education and research in Information Technology and Management. This policy document is to be read in conjunction with email policy. The basic purpose of the Information Technology facilities of the Institute is to support the following:

1. Support and enhance the educational mission of the Institute.
2. Enrich the educational experience of the students, faculty and staff of the Institute.
3. Enhance the research and other academic activities in the Institute.
4. Enable to realize office automation in the Institute.

These facilities are required for research activities, courses and assignments as well as office automation for smooth running of the Institute.

1. Purpose

ABV-IIITM Gwalior currently utilizes a cloud-based system using ABV-IIITM Gwalior's domain name pursuant to an agreement between the Institute and Google, Inc. ("Gmail Accounts"). Collectively this is known as "Institute Email Account".

The purpose of this policy is to ensure the proper use this solution.

Electronic Mail is a tool provided by the Institute and serves as a primary means of communication and to improve education and administrative efficiency. Users have the responsibility to use this resource in an efficient, ethical and lawful manner. Use of Institute Email Accounts evidences the user's agreement to be bound by this policy. In the event a Institute employee holds multiple Institute Email Accounts, the most stringent rules of this policy shall apply.

2. Policy Statement

2.1 Account Creation

Institute Email Accounts are created based on the official name of the staff or faculty member as reflected in Human Resource, Payroll or Director's Office records as well as the specific roles and responsibilities they are assigned. Student accounts are created based on user ID reflective of the roll number, branch and year on file with the academic section. Requests for name changes to correct a discrepancy between an email account name and official Institute records will be processed, in which case the email account name will be corrected. This could be due to error or a person legally changing their name.

Faculty, staff, or departments can request temporary email privileges for users who are not officially on payroll of the institute. Full time Faculty or Staff requesting these types of accounts will be required to submit user information, rationale for account, expiration date, & sponsor information.

2.2 Ownership of Email Data

The Institute owns all Institute Email Accounts. Subject to underlying copyright and other intellectual property rights under applicable laws and Institute policies, the Institute also owns data transmitted or stored using the Institute Email Accounts.

2.3 Privacy and Right of Institute Access

While the Institute will make every attempt to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through Institute Email Accounts. Under certain circumstances, it may be necessary for Faculty In-charge, IT Infrastructure (with sufficient orders from the Director, ABV-IIITM Gwalior) to access Institute Email Accounts. These circumstances may include, but are not limited to, maintaining the system, investigating security or abuse incidents or investigating violations of this or other Institute policies, and, in the case of Gmail Accounts, violations of Google's Acceptable Use Policy or the Institute's contracts with Google. Faculty In-charge, IT Infrastructure (with sufficient orders from the Director, ABV-IIITM Gwalior) may also require access to a Institute Email Account in order to continue Institute business where the Institute Email Account holder will not or can no longer access the Institute Email Account for any reason (such as death, disability, illness or separation from the Institute for a period of time or permanently). Such access will be on an as-needed basis and any email accessed will only be disclosed to individuals who have been properly authorized and have an appropriate need to know or as required by law.

All email users are bound by the appropriate acceptable use policy of both ABV-IIITM Gwalior and either Google.

Google also retains the right to access to the Gmail Accounts for violations of its Acceptable Use Policy. (http://www.google.com/a/help/intl/en/admins/use_policy.html)

2.4 Data Purging

G-mail, G-suite Accounts (with institute domain)

Email messages held under Gmail Accounts will be subject to Google's storage and retention policies, which may change from time to time, with or without notice.

Individuals should not rely on an email account to archive data and each person is responsible for saving individual messages and attachments as appropriate.

2.5 Record Retention

It is the responsibility of employees to preserve Institute records, including emails or instant messages in particular circumstances:

- Those who have actual knowledge of matters in which it can be reasonably anticipated that a court action will be filed.
- A subpoena has been served or notice of same has been given.

- Records are sought pursuant to an audit or similar pending or possible investigation.

2.6 Data Backup

Institute Email Accounts are currently not backed-up. Server room or institute is not responsible for any loss of data.

2.7 Expiration of Accounts

Individuals may leave the Institute for a variety of reasons, which gives rise to differing situations regarding the length of email privileges or expiration of accounts. The policy governing those privileges are set forth below. Notwithstanding the guidelines below, the Institute reserves the right to revoke email privileges at any time. Invariably, an email account is deactivated/suspended within one month of the member leaving the Institute (with due notification to the user).

2.8 Appropriate Use and User Responsibility

1. No data that is classified as Protected shall be stored in or transmitted via email. This includes but is not limited to personally identifiable information, aadhaar number, bank account information, passwords, pins, tax forms, background checks, sensitive research data, or other Protected Data.
2. Users who use email communications with persons in other countries should be aware that they may be subject to the laws of those other countries and the rules and policies on others systems and networks. Users are responsible for ascertaining, understanding and complying with the laws, rules, policies, contracts and licenses applicable to their particular uses.
3. Approval and transmission of email containing essential Institute announcements to students, faculty, and /or staff by staff or students must be obtained from the responsible Institute official noted as follows:
 - For sending to all faculty or, staff, or all students by students/staff, approval from the Faculty In-charge, IT Infrastructure is required
4. Wherever duties are delegated; students should follow the steps in routing letters to the concerned authorities. All emails should be directed to these authorities who will be the interface for the students. Applications not routed through proper channel will not be considered. The route for sending emails by students are as follows:

Sr. No.	Complaints regarding	Whom to send emails	Related Email ids (@iiitm.ac.in)
1	Academic Matters	Respective Course Instructor, Class Committee	
2	Sports	Faculty In-charge, Sports	ficsports
3	Library	Faculty In-charge, Library	ficlibrary

4	Network / Email related / institutional software / Hardware	Server room complaint register -> Faculty In-charge networking	ficinfra
4	Academic Administration	AR/ DR academics	aracad, dracad
5	Finance matters, Fees	AR/DR Finance	arfinance, drfinance
6	Student Council	Faculty In-charge	ficsac
7	Hostel related, maintenance	Hostel Office -> Warden -> Chief Warden	chiefwarden,hosteloffice
8	Security, Inviting guests	Faculty In-charge	ficsecurity
9	Electricity, Power, civil	Engineering section-> Electrical Engineer	jeelectrical,jecivil
10	Any other Grievances	Grievance cell	grcell

An individual student may send email directly to the academic section, hostel wardens, and essential services in charges and not indulge in group emailing and chain emailing. In case they have some grievances, which do not fall under any of the categories defined above, they may send their emails to grievance cell. They shall not carbon copy (cc) unnecessary email ids sending unsolicited emails to inboxes of those not officially concerned. Students shall not use group email ids. Defaulting students will be strictly dealt-with by having their official computer/email accounts suspended, pending completion of enquiry.

5. Use of distribution lists or ‘reply all’ features of email should be carefully considered and only used for legitimate purposes as per these guidelines.
6. Any use of an Institute Email Account to represent the interests of a non-Institute group must be authorized by In-charge SAC.
7. In order to prevent the unauthorized use of email accounts, the sharing of passwords is strictly prohibited. Each individual is responsible for his/her account, including the safeguarding of access to the account. All email originating from an account is assumed to have been authored by the account holder, and it is the responsibility of that holder to ensure compliance with these guidelines.
8. Server room maintains the Institute’s official email systems; faculty, staff and students are expected to read email on a regular basis and manage their accounts appropriately. An email message regarding Institute matters sent from an administrative office, faculty, or staff member is considered to be an official notice. Faculty, staff, or students who choose to use another email system (apart from the Gmail Accounts) are responsible for receiving Institute-wide broadcast messages and personal mail by checking the Institute's official email system and the Institute’s World Wide Web Homepage.

2.9 Personal Email Accounts

In order to avoid confusing official Institute business with personal communications, employees must never use non-Institute email accounts (e.g. personal yahoo, G-mail, Bsnl, Hotmail etc.) to conduct ABV-IITM Gwalior business.

2.10 Inappropriate Use

With respect to Institute Email Accounts, the exchange of any inappropriate email content outlined below and described elsewhere in this policy, is prohibited. Users receiving such email should immediately contact Server Room or write to ic_itnw@iiitm.ac.in. Complaints of severe nature will be probed and if appropriate, such violations will be handed over for further probing and action will be taken according to the law of the land.

The exchange of any email content as outlined below is prohibited:

1. Generates or facilitates unsolicited bulk email;
2. Infringes on another person's copyright, trade or service mark, patent, or other property right or is intended to assist others in defeating those protections;
3. Violates, or encourages the violation of, the legal rights of others or federal and state laws;
4. Is for any malicious, unlawful, invasive, infringing, defamatory, or fraudulent purpose; Impersonating emails.
5. Intentionally distributes viruses, worms, Trojan horses, malware, corrupted files, hoaxes, or other items of a destructive or deceptive nature;
6. Interferes with the use of the email services, or the equipment used to provide the email services, by customers, authorized resellers, or other authorized users;
7. Alters, disables, interferes with or circumvents any aspect of the email services;
8. Tests or reverse-engineers the email services in order to find limitations, vulnerabilities or evade filtering capabilities;
9. Constitutes, fosters, or promotes pornography;
10. Is excessively violent, incites violence, threatens violence, or contains harassing content;
11. Creates a risk to a person's safety or health, creates a risk to public safety or health, compromises national security, or interferes with an investigation by law enforcement;
12. Improperly exposes trade secrets or other confidential or proprietary information of another person;
13. Misrepresents the identity of the sender of an email.
14. Other improper uses of the email system include:
15. Using or attempting to use the accounts of others without their permission.
16. Collecting or using email addresses, screen names information or other identifiers without the consent of the person identified (including without limitation, phishing, spidering, and harvesting);

17. Use of the service to distribute software that covertly gathers or transmits information about an individual;
18. Conducting business for profit under the aegis of the Institute
19. Political activities, specifically supporting the nomination of any person for political office or attempting to influence the vote in any election or referendum on behalf of or under the sponsorship of the Institute.
20. This list is not intended to be exhaustive but rather to provide some illustrative examples.

3. Scope

This policy applies to all individuals who use or maintain an ABV-IIITM Gwalior provisioned email account.

4. Procedures

Server Room staff can provide recommendations and support for this policy through specific considerations and technologies.

4.1 SPAM & Phishing

All incoming email is scanned for viruses, phishing attacks and SPAM. Suspected messages are blocked from the user's inbox. Due to the complex nature of email, it is impossible to guarantee protection against all SPAM and virus infected messages. It is therefore incumbent on each individual to use proper care and consideration to prevent the spread of viruses. In many cases, viruses or phishing appear to be sent from a friend, coworker, or other legitimate source. Do not click links or open attachments unless the user is sure of the nature of the message. If any doubt exists, the user should contact ic_itnw@iiitm.ac.in

SPAM messages can be forwarded to spam folder where they may be added to the filter list.

5. Definitions

SPAM is defined as unsolicited and undesired advertisements for products or services sent to a large distribution of users.

Phishing is defined as the attempt to acquire sensitive information such as usernames, passwords, and credit card details (and sometimes, indirectly, money), often for malicious reasons, by masquerading as a trustworthy entity in an electronic communication.

6. Email Etiquette – For details on email etiquette, refer to Annexure – 1.

E-mail services are a privilege, not a right. The official E-mail account provided to a faculty, staff or student is meant for official, administrative, academic purpose of the institute only. Every E-mail user of our institute domain is bound to obey and follow the guidelines given in the E-mail Policy. Time to Time, access restrictions at IP address, domain, email, group levels, associated app etc., or any other restrictions whatsoever deemed fit may be imposed on any institute employee or student or groups in the larger interest by the administration and the same will be binding on every user. Attention of campus community is drawn toward IT act 2000 and IT (Amendment) act 2008. Needless to say all community members will be bound by the above.

Email Etiquette

Email Etiquette: Guidelines for Writing to Your Professors/Persons in responsible positions at your Institute

The way in which you communicate and present yourself when writing to your professors is extremely important.

When you write to a professor or any other responsible person in the institute, you should view it as a professional exchange. How you choose to interact conveys your level of seriousness and professionalism. It not only affects how your professor/or anyone views you, but it also determines how much time they are going to take to deal with your issues. If you come off as rude, clueless, or irresponsible, then it may affect how your professor responds. As with any professional interaction, it is in your best interest to be respectful, polite, and courteous when communicating with professors. Your emails, and the words you use, are a reflection of you and your attitudes.

Here are a few basic tips that you should follow when emailing your professors or instructors.

View an Email to a Professor as a Professional Interaction. In many ways, writing to a professor is no different from writing a business letter. Keep in mind that you are not texting with a friend or writing a casual message to an acquaintance -- this is a professional interaction with someone who is an expert in their field and in an official position to evaluate you and grade your work. Your emails should contain the proper parts of letter, convey respect and courtesy, and reflect the fact you are a serious student. Here are a few specific tips:

Begin your email by addressing your professor by salutation such as Dear sir or Respected Sir, and end your email with a closing and your signature. A message that begins without a greeting or ends without a signature could be viewed as rudeness or indifference on the part of the writer. Begin your email with a greeting addressing the professor politely. After your message, end with a closing and signature, such as "Sincerely, YourName" or "Thanks, YourName". If the professor does not know you well, use your full name and Roll Number. If the professor knows you or you've spoke in person a few times, your first name will suffice.

Be clear and concise. Make sure your message is easy to understand, and that you do not go into unnecessary details. Writing in a professional manner does not mean your message must be long. If your question is short or direct, a one-sentence email (provided it includes a greeting and signature) is fine.

Use correct spelling and proper grammar. If your email is filled with spelling and grammar errors it indicates one of two things: (1) You are woefully uneducated; or (2) You care so little about the person you are writing that

you are unwilling to take the time to write properly. Neither is something you want to convey to your professor. Use complete sentences. Use proper spelling, capitalization, and grammar. Be particularly careful using homophones, such as there/their/they're or to/two/too. Do not use grammatically incorrect colloquialisms, such as "gonna" or "could of". Do not use emoticons. Do not use text abbreviations, such as "R U gonna have ur class 2morrow cuz i won't b there".

"Good English, well spoken and well written, will open more doors than a college degree. Bad English will slam doors you didn't even know existed".

--- William Raspberry

Use Proper Email Etiquette. In addition to the content of your message, there are other technical aspects to being professional and courteous in email.

Use an account with an appropriate email address. Ideally, you should use your Institute email account for all your academic communication with your professors and other responsible people within the institute.

Always use an informative subject line. Do not leave the subject line blank. Subject lines help the recipient to determine what the email is regarding before opening the message. The subject line also aids in organizing and locating email in the future. It is helpful if your subject contains the course name and a brief explanation of the nature of the email. For example: "Math 3333-Question about Homework" or "Math 2331-Request for Meeting".

Do not make demands. If you are asking for anything requiring time or energy, you should be courteous and phrase it as a request. Do not presume your request will be granted or that you automatically deserve special accommodations. If you miss an exam, for whatever reason, do not write and say "I missed an exam. When can I make it up?". Instead, explain why you have extenuating circumstances, and ask the professor if they will allow you to make up the exam. Likewise, if you have special needs or a disability that requires accommodation, do not write the professor an email telling them what they have to do. Explain your circumstances and your needs, and ask politely for accommodation.

Do not email to explain why you missed class. Most professors are tired of these kinds of excuses, and most do not care. If something serious has occurred, or you need special accommodations, you should go to office hours and discuss it in person.

Before Sending an Email, Check That What You Have Written is Appropriate. Remember that you are engaging in a professional exchange, not writing to a friend. Here are some tips:

Do not use your email to vent, rant, or whine. If you have a complaint, or are not happy about something, explain yourself calmly and ask if anything can be done. You may very well be frustrated about a situation, but sending

an angry email will not help things. In situations like this, it is also often more helpful to talk to the professor in person rather than send an email -- particularly since tone and intent can often be misinterpreted in emails.

Do not share inappropriate personal details. Detailed information on your love life, health issues, home life, or family situation is often not appropriate or even relevant. Discuss only what relates to the class. If something serious is occurring in your life, talk to the professor in person.

Allow Time For a Response. Professors are busy and have many other job responsibilities in addition to your class. Also, you should not expect professors to be responding to email at night or first thing in the morning. Allow up to 24 hours for a professor to reply -- possibly more if it is a weekend or holiday.

Do Not Use Email as a Substitute for Face-To-Face Conversation. Most professors complain that students fail to take advantage of office hours and speak with them in person. Many issues are often better handled in person than by email. Discussions about assignments or grades, questions about homework problems, requests for a letter of recommendation, and in-depth conversations about academic topics are all best - done in person.

Acceptance of the IT / Email Policy:

I have read and understood the above IT / Email Policy existing in the ABV IITM Gwalior, and accept to abide by these rules and regulations. I further understand that if found guilty of violating the letter and the spirit of this policy, disciplinary action may be taken against me.

Date: _____

Signature: _____

Place: _____

Name: _____

ACCEPTANCE OF THE HOSTEL RULES MANUAL

I have read and understood the **Hostel Rules Manual** of ABV-IIITM Gwalior, and accept to abide by the said rules and regulations. I further understand that if found guilty of violating the rules and the spirit of this manual, disciplinary action may be initiated.

Date:

Name:

Signature:

Father's Name:

Class/Course:

Hostel & Room No.:

Contact No.(student) :

Email Id: (student):

Contact No. (Father/Mother):

Email Id (Father/Mother):

(Please fill and submit to respective hostel supervisor)