



**IMPORTANT POLICY AND REGULATIONS  
FOR HOSTEL STUDENTS**

*The student must remember that, the hostel is the home of the students on the campus and they should behave themselves on the campus as well as outside in such a manner so that dignity of the institution is held high.*

**GENERAL POLICY:**

**BEHAVIOUR AND DISCIPLINE**

1. Pranks and ragging in any form are strictly prohibited.
2. Strict silence should be observed in the hostel. Noise level, volume of radio, etc must be kept low at all times to allow others, the opportunity to study or sleep in comfort. These rules are intended for resident to follow so as to achieve a conducive living environment for all the residents.
3. Study hours to be observed from 8:30pm to 10:00pm without any excuse.
4. Vandalism (Damage, Destruction, Wreckage, Sabotage, Defacement, Harm, mischief) is a very serious offence; Residents found guilty of committing such an offence will be punished with fine/suspension.
5. **Smoking, Drinking Alcohol, Taking Drugs or any other intoxicants is strictly prohibited. Any resident found guilty of indulging in such activities, the resident will be immediately suspended and expelled from the hostel and college.**
6. Residents are responsible for the up-keeping, cleanliness and tidiness of their rooms at all times including the common areas in the Hostel, such as the lounge area, dining room and bathrooms for the convenience of the other users.
7. All fans, light and electrical appliances must be switched off when not in use. This should be strictly adhered to.
8. Common Hostel furniture must not be moved from its existing position/place without the consent of the Hostel Warden.
9. All the residents would remain present at 8:30pm daily for Roll Call.
10. The residents should not misbehave with any of the hostel staff.
11. Birthdays can be celebrated in the hostel but with prior permission and with certain limitations without making any nuisance to others.

12. Damages in any form to the asset of the hostel / institution will be severely dealt with. The value of the assets damaged, double in money value will be recovered from the resident/s who was/were responsible for the damage, if not from all the residents.

13. Residents are responsible for all their personal belongings and valuable items like cell/mobile phone, laptop, computer, watches and money etc and should ensure that door and windows of their rooms are properly locked / bolted at all times.

14. A Room is generally shared by three students.

15. The use of chewing gum is banned inside the college campus, and disposal of the gum by sticking it places like under the chairs or tables, spitting it in the toilets, wash basin, class rooms, stair case, etc. is strictly prohibited.

### **MESS DISCIPLINE:**

1. The Residents shall not waste food and water. Wastage of food is a national loss. Such practice will attract disciplinary action.

2. The plates in the mess must be first washed after every use and the wastes are to be dumped in the waste bin kept for that purpose.

3. Dining hall furniture like chairs, tables, etc., and utensils like stainless steel tumblers, plates, etc., are not to be taken out of the dining hall. If anyone is found doing this, they will be suitably penalized.

4. Bringing food from mess to sick persons in Hostels is permitted with the prior approval from the Warden.

1. Mess food menu may be revised once in a semester.

2. Boys are not permitted to come in 'Lungi / Dhothi' to dine.

3.	<b>MESS TIMING: Breakfast -</b>	<b>7:45 am – 8:20 am</b>
	<b>Lunch -</b>	<b>12:25 pm – 1:15 pm I &amp; IV Years</b> <b>1:15 pm – 2:00 pm II &amp; III Years</b>
	<b>Dinner -</b>	<b>7:30 pm – 8 :00 pm – I &amp; II Years.</b> <b>8:00 pm – 8:30 pm – III &amp; IV Years.</b>

### **HOSTEL DRESS CODE:**

**GIRLS:** night wears and nighties are allowed.

**BOYS:** night wears , T- shirts and track suits are allowed.

**OUTING RULES:** (between 4.45 pm to 6:30 pm for Girls and 4.45 pm to 7:30 pm for Boys, on every Tuesday and Thursday.)

1. Students should strictly submit the out pass at the college main gate security office after approval from the Warden in writing every time while going out of the hostel.

2. Students should compulsorily use the Biometric finger print maintained at the main gate. They must register at the Biometric machine every time they go out and come in during outing.
3. Residents must return to the Hostel before the above mentioned timings daily for their own safety.
4. A log book is maintained at the entrance of the hostel and due entry about the time of entry and purpose should be clearly made by the students upon entering the hostel during emergencies.
5. Resident should declare genuinely the purpose for which they go out of the hostel/ institute and it should be clearly written in the 'out pass'.
6. Violation of in-timings (i.e., 6:30 pm for Girls and 7:30 pm for Boys) will be severely dealt with and if found continuing the practice they will be suspended for 7 days.
7. During Sundays and holidays, residents are permitted for outing for a duration of Maximum of 6 Hours, either between 09:00 am and 3:00 pm or 1:00 pm and 7:00 pm only. During such outings the procedure for going out must be adhered to as mentioned above. Failure to adherence to this policy may result in suspension / expulsion from the hostel.

**Failure to adherence to the timing will attract disciplinary action**

**EMERGENCY**

1. Any case of ill health/ illness shall be immediately reported to the Warden. They will arrange to inform the parents and take the ward to the nearby hospital for first aid / further medical treatment.
2. Students are not allowed to stay in the hostel during the class hours unless the stay is approved by the Warden.
3. Any serious previous health issues like fits, jaundice, wheezing, dizziness etc or similar health issues must be brought to the notice of the warden for better medical care.

**VISITING HOME:**

1. Hostellers are allowed to go home only once in a month.
2. If the parents require the ward to be sent home for any emergency situation, they must call to the warden and intimate for further actions.

**USE OF CELL PHONES:**

Residents are allowed to use ordinary cell phones. Camera mobiles are strictly not allowed. Inmates are restricted to use the cell phones only in hostel. They are not allowed to bring the cell phones to the class rooms for any reason. If found using cell phones in classroom, institution premises, cell phone will be siezed.

**ENTERTAINMENT USAGE:**

1. Common TV viewing facility is provided in the mess hall combined and this facility is opened up to 9:00 pm. The above TV timings would be very strictly observed without any exception.
2. English and Tamil newspapers are provided in the hostel common room. Hostellers are requested to make the best use of them and make sure that the newspapers are not taken out of the common room.

### **WI-FI FACILITIES ( only for Girls )**

The usage of the hostel's computer network and services is a value added service to Residents and misuse of the same will attract disciplinary action. This is to facilitate the girl students to come back to hostel in time and continue their academic work.

### **SURPRISE AUDIT PROCEDURE:**

A committee with members drawn from the faculty appointed for the purpose may visit the hostel & college campus at any point of time as part of surprise checks.

### **DECLARATION BY THE PARENT:**

Those parents desirous of allowing their wards to travel every time home on their own responsibility, must sign and submit the 'declaration form'. Or else the parents must come and take their wards home every time.

### **DECLARATION FORM BY THE STUDENT:**

The resident must sign and submit the copy of the policy as an acceptance and confirmation of having understood clearly the policies.

### **PAYMENT OF FEE:**

All the residents are expected to remit all types of fees in time before the deadline. Any payments made after the deadline will attract a suitable fine. The fee amount and deadline can be known from the office staff. No separate intimation will be sent to the parents.

### **UPDATES AND ANNOUNCEMENTS**

Any new updates and announcements will be posted on the Notice Board only and the announcement of the same will be made during Roll Call.

### **REVISION OF RULES AND REGULATIONS**

The Institute reserves the Rights to revise the Rules & Regulations, Terms & Conditions from time to time and will keep the residents informed of any changes in the form of notices on the Notice Boards.

**A safety and pleasant stay in hostel depends on all co-operation and consideration of each and every resident of the hostel.**

**Disciplinary action shall be initiated or Hostel facility shall be withdrawn at any point of time, if it is found that, the resident is misusing the facility or not following the rules and regulations of the Hostel or found involved in any illegal activity anywhere inside/outside the hostel.**