

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai-25

HOSTEL RULES AND REGULATIONS

(As approved by the Governing Council of the College)

Each hall is managed by

- i. The chief warden (Principal)
- ii. Hostel Manager
- iii. Resident wardens for men's halls
- iv. Resident wardens for women's halls

ADMISSION

1. Application for admission to the hostel should be made in the prescribed form. A passport size photograph must be affixed in the application form. A student seeking hostel admission must give an undertaking in writing that he will abide by the rules of the hostel. This shall be endorsed by the parent or guardian.
2. A fitness certificate issued by a Registered Medical Practitioner should be enclosed along with the application form.
3. Membership ceases automatically at the end of each academic year. Students, who are desirous of returning to the hostel, shall make a fresh application for re-admission.

4. The Management reserves the right to refuse admission to the hostels to any student without assigning any reason, or to expel any member in the interest of the welfare of the campus.

5. A student admitted to the hostel will have no claim to any particular room available in the same category. He / She will have to stay in the room allotted to him / her with two or more residents.

6. A student admitted to the hostel for a particular year should pay the fees for the entire period of one year, regardless of the date of joining.

7. A student who joins the hostel is expected to stay for a minimum period of one academic year and anyone leaving the hostel before completion of the period will forfeit the establishment charges, caution deposit and the fees paid.

8. A Student who reserves his seat and pays the fees for hostel accommodation will not be eligible for refund if he chooses not to stay in the hostel.

9. Hostel inmates should dine only in their respective messes.

2. RULES AND REGULATIONS

1. A student admitted to the hostel will have no claim to single or double accommodation and will have to stay in the room allotted to him / her with two or more inmates.

2. Inmates of each room are jointly responsible for the furniture, fittings, etc. and cost of repair of any damage to the hostel property is recoverable from them. Every inmate shall report to the hostel latest by 6.00 p.m. when the roll call is taken. If any student is found absent without proper intimation, appropriate disciplinary action will be taken.

3. Ragging in any form and eve teasing is not permitted and those who violate this rule will be expelled from the hostel as well as from the college immediately.
4. No female guest can be entertained in the boy's hostel and no gent's guest in the girl's hostel.
5. Cleanliness has to be maintained in the hostel rooms, toilets and the college premises.
6. Playing cards or any other form of gambling is strictly prohibited in the hostel.
7. Students are not permitted to entertain any day scholars/guests to stay with them without the permission of the resident warden.
8. Students are not allowed to stay in the hostel during the college hours without any valid reason / permission from their respective warden / hostel manager or head of the Department.
9. All students should carry their hostel and college ID cards at all times.
10. Use of drugs, alcohol and smoking is strictly prohibited.
11. In case of serious illness or infectious diseases, the students should report to the concerned resident warden for necessary action.
12. Permission should be obtained from the Chief Warden/Resident Warden for use of iron box, heaters, Table fans or other electrical appliances.
13. All the students have to put off the lights, fans and AC's of the room when they go out.
14. Students are advised to avoid keeping possession of valuables and excess cash with them. They are also advised to keep their boxes or suitcases always locked and deposit excess money, if any, in the bank.

15. Writing or pasting posters on the walls, windows and doors is strictly prohibited.
16. Parents/Relatives are allowed to meet their wards in the hostel only during the non-working hours of the college with the permission of the Chief Warden/Resident warden.
17. Hostel inmates shall not organize or address any meeting in the hostel without prior permission of the Chief Warden. They are also not allowed to celebrate any kind of function without the permission of the warden
18. Students can use the laundry facility and Only dhobis and barbers authorized by the college may be engaged. Students should not deal with unauthorized vendors.
19. Strict silence should be observed during the period from 8.00 p.m to 6.00 a.m.
20. Students are not permitted to stay outside the campus at nights.
21. Progress reports will be sent to the Parents twice a semester, one in the middle & the other at the end of the semester, so that parents can monitor the progress of their wards.
22. The students will not be permitted to enter the hostel premises during the college timings.
23. The brothers, cousins or nephews of girl students are not permitted to visit the girl students without their parents.
24. If the students wish to go home for weekdays or weekends, they have to obtain permission from their HODs in the prescribed format.
25. Disciplinary action will be taken for violation of rules and misconduct by hostel inmates. In all matters of discipline, the decision of the management shall be final. A student expelled on disciplinary grounds shall forfeit fees and deposit.

26. Use of mobile phone inside the campus hostel is strictly prohibited. Mobile phones found in the possession of students would be confiscated and the students would be subjected to disciplinary action in addition to imposition of fine.

27. Periodical quizzes will be conducted among teams from the hostels on various topics.

28. Hostel inmates with the best average academic percentage in each semester and the warden in-charge will win prizes.

29. The residents of hostels will not be permitted to keep any personal vehicles inside the college campus (Two wheelers or four wheelers) except bicycles.

STUDENT OUT TIMINGS*

Boys - Wednesday, Saturday, up to 6 p.m

Girls - Tuesday, Thursday, up to 6 p.m

Sundays - Alternate Sundays for boys and girls up to 6 p.m

STUDY HOUR TIMINGS:

Strict silence should be observed in the hostel especially during study Hours

Girls - 5.30 p.m to 7.30 p.m

Boys - 6.30 p.m to 8.15 p.m

*The timings do not apply during the semester exams, Unit tests and Model exams and the same may be decided by the Wardens and HODs.

*The above timings may be withdrawn or altered according to the academic requirements at the discretion of the hostel wardens without assigning any notice or reasons.

HOSTEL LEAVE RULES:

- Students, who are sick and want to go home or to their local guardian, must obtain permission form the Warden / Hostel Manager in the prescribed form.
- Students who leave the hostel for weekends should apply for leave in the prescribed form and obtain permission before they leave the hostel.
- Leave for reasons other than sickness should be obtained in advance from the Hostel Manager or Warden.
- Students are allowed to go out for weekends only once in a month.
- All genuine grievances and problems should be reported to the hostel warden / hostel manager.
- Hostel students can get the leave forms from the Principal's office from 9 a.m. to 4.30 p.m., by entering the details in the office register
- The leave forms must be duly approved by the faculty advisor and the HOD
- The students are generally not permitted to go to their native place during working days. In case of emergency and other important occasions they may avail leave citing proper reasons to their HODs.
- In case of leave on non – working days, the students have to get their leave forms signed by the faculty advisor and HODs well in advance and can submit to the Hostel wardens.
- The hostel wardens will not permit leave for the students without the leave forms duly approved by the faculty.
- In case of any Emergency (from 6 p.m. to 9 a.m.), the hostel wardens can take decision to send the students to their home, and the same can be informed to the Principal's office the next day.

HOSTEL MESS RULES:

- Entry into the kitchen is strictly prohibited, except for the Resident Warden and mess committee members.
- Residents in the hostels should dine only in their respective hostel mess and should follow the mess rules and regulations strictly.
- No private cooking in the hostel rooms or in the hostel premises is permitted.
- Decent posture and attire is required, and students should not shout or make noise in the dining hall.
- Food should not be taken to the rooms, except in case of illness, with the specific permission of warden.
- Complaints regarding the quality of food and suggestions should be entered in the suggestion / complaint register available in the mess.
- Avoid wastage of food and water.
- Please do not remove utensils from the dining hall.
- All payments due should be remitted on or before the due dates to avoid unnecessary penalties.

MESS TIMINGS

	Week days	Holidays
Breakfast	08.00 a.m. to 9.00 a.m.	07.30 a.m. to 09.00 a.m
Lunch	12.00 noon to 01.30 p.m.	12.30 p.m. to 02.00 p.m
Tea	04.30 p.m. to 05.00 p.m.	04.00 p.m. to 05.00 p.m
Dinner	07.00 p.m. to 09.00 p.m.	07.30 p.m. to 09.00 p.m.

ADDITIONAL RULES FOR WOMEN STUDENTS

1. Women students are not permitted to go out of the campus except with the prior permission of the resident warden.
2. Parents / Relatives will be permitted to visit on Saturdays, Sundays and public Holidays between 2.00 p.m. and 6.00 p.m.
3. Women students will be permitted to go out during the weekend to visit relatives or local guardians once a month, with the written approval of the parents. Overnight stay is not permitted unless it is with the parents.
4. Women students are especially warned not to keep jewelery in the rooms.

RULES FOR VACATING THE HOSTEL

- Inmates of the hostel can vacate the hostel by submitting a written letter citing appropriate genuine reasons duly signed by the student and the parents.
- The parents have to come and meet the HOD and Principal in person along with the student to submit the letter.
- Students who have more than 2 arrears will not be permitted to vacate the hostel.
- Students will not be permitted to stay in and around Thiruvallur in rooms or rented houses without their parents or relatives.
- The application for vacating the hostel must be submitted on or before March 31st every year.
- Applications received later than March 31 will be summarily rejected.
- If the student wants to still vacate the hostel he / she has to pay the full fees for the next academic year and will also loose the deposit.

SPECIAL FACILITIES FOR HOSTEL RESIDENTS

TRANSPORT : Bus facility will be provided for inmates on every Sunday to visit the city on prior request. A minimum of 40 to 50 students are required to utilize the service. A vehicle is provided for inmates on campus in case of emergency.

MEDICAL : Indira Medical College and Hospitals, available within the campus. 24/7 Treatment is available round the clock.

