

Rules & Regulations

Roles & Responsibility

- The Chief Warden shall be vested with power to, administer the hostels, interpret and enforce the rules and to regulate hostel admission / readmission.
 - The Principal is the Ex -officio Chief Warden of the Hostel.
 - The Administration reserves the right to change the rules or introduce new rules, from time to time as and when necessary.
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Allotment and Occupation of Rooms

- The Warden shall make allotment of rooms in consultations with the Chief Warden
 - Every student and his/her parents, before he/she is admitted into the hostel, must give an undertaking in writing that he/she will abide by the rules of the hostel and he/she will submit to any disciplinary action imposed on him/her by the authorities
 - The Administration may refuse admission to anyone without assigning any reason
 - Being a resident in the hostel for any period does not confer on any student an automatic right to be membership for the next year or for any subsequent period
 - Resident members may be shifted from one room to another by the Warden without assigning any reason
 - No student is allowed to stay in the hostel without being a member of the mess
 - Day Scholars are not permitted to be brought into or allowed inside the Hostel, except when specifically permitted
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Vacation and Handing Over

- At the end of the academic year, the rooms have to be vacated for general maintenance
 - Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. In addition to the furniture, the electrical installations including the fan should be handed over intact
 - After a student vacates the room, he/she is not permitted to dine in the mess
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Care of Hostel Property

- The rooms and surrounding area should be kept clean and in a hygienic state
 - Hostel furniture shall not be removed from one room to another under any circumstance. Students are responsible for the care of furniture and fittings in their respective rooms
 - In case of damage or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostels, as decided by the Warden
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General

- Students are not permitted to enter the kitchen or storeroom of the mess on any account
- Students are not permitted to cook any food on their own accord in the mess
- Students on no account whatsoever will be permitted to take food outside the mess
- No food will be served in the room of the hostel for any student unless a certificate is produced from the College Medical Officer to the effect that the student's condition requires the food to be served in their rooms
- Students shall not issue orders to hostel employees or interfere in their work. Cases of misconduct of hostel employees shall be reported to the Warden with full particulars
- Members are requested not to tip any employee of the hostel/mess
- Students are strictly prohibited from indulging in any kind of celebration in the hostel premises, unless organized centrally under special authorization
- Students are provided with washing machine facility on payment, charges will be as applicable and included in the mess bill

Shop

- Shop Time : 4 P.M. to 6 P.M.

Day Out & Weekend Stays

- Students will be permitted to go out of the campus only as authorized, after getting passes from Resident Tutors concerned or Warden as below
- Students may be permitted to go out with a "Gate Pass" for a day from 7 AM to 6.30 PM in case of Lady Students and up to 7.30 PM in case of Gents students, over Saturdays / Sundays / holidays / breaks. They must get passes approved at least by 6 PM on the previous day, in advance
- Students wanting to proceed and stay out of the hostel over weekends / holidays / will have to obtain permission from Resident Tutor / Warden by applying in a "Stay Pass" application, latest by lunch time on previous day, in advance. Marine Engineering students will have to obtain written permission from HOD/MR and Warden / Resident Tutor concerned. Such passes are normally valid from 3.30 PM on Friday/Saturday till 7 AM on Monday/Tuesday depending on the schedule of working days, unless specifically authorized for extended durations. Late coming shall be considered as indiscipline

Students can avail gate/stay passes subject to a maximum of 5 days in a month as follows:

- a) Two stay passes of two days duration and one gate Passes
 - b) One stay pass of two days and three gate Passes
 - c) One stay pass of three days and two gate Passes
 - d) Gate Passes
- However, passes may be restricted due to unsatisfactory progress in academics or indiscipline. Also, for part months particularly with less than 15 term days, the no of gate stay passes will be curtailed

- Students of third and final year UG classes and also all PG / MCA students, who are doing well in academics and also not involved in any act of indiscipline during their entire stay duration in the hostel, may be permitted to go out for attending outside courses for GRE, GMAT, CAT, GATE, foreign language or recognised Certification Programmes. Such courses / programmes should be over the weekends preferably and be of duration not beyond the end of the semester. Such Requests should be concurred by the Parents and HoDs of Departments, in a specific form issued for this purpose. These students may opt to stay outside the campus overnight at relatives' residences (as concurred by the parents) or return to the College Hostel by 6.30 PM in case of lady students and 7.30 PM in case of gents students. These requests are to be submitted to Warden at least 3 days in advance
- After obtaining Gate / Stay Passes in the 'Stay Pass Cards', students are to leave these cards at the Main Gate when they are going out
- On return to College/Hostel, entries of time and date of return are to be made in presence of security and the Cards are to be left at the Hostel Security Gate. These Cards would be returned to RT by hostel office staff by the same evening.
- Registers maintained with the Security at the Hostel Gate and also at the Main Gate will have to be filled up with details of each arrival and departure on Passes.
- Students must possess their ID cards throughout their stay outside the campus and sport the same on their person while leaving and entering the campus.
- Students are to strictly adhere to the timings mentioned in the gate/stay pass. Action will be taken against the defaulters

Parents and Guest Visits

- No guest is allowed to enter the hostel premises, without permission from Warden. However, no visitor's vehicles are allowed inside the hostel compound
- Visiting parents or authorized local guardians may meet the students inside the hostel premises, including dining halls for brief periods. However, they are not permitted to enter the residential blocks. Such visits must be between 4 PM to 6 PM on working days or between 9 AM to 6 PM on holidays / week ends
- If Parents or authorized local guardians wish to spend extended durations in the campus, students may seek accommodation in the Guest House, an application for which must be made to Principal in advance and approval obtained. Charges will be applicable for all such stays
- Visitor's vehicles may be permitted inside the hostel Gate only for a brief while for loading / unloading of heavy luggage
- No guest who is ill or who has come for medical treatment shall be brought into the hostel. No Day scholars are allowed as visitors
- Students are not permitted to bring / retain cars or two wheelers in the hostel campus, except under prior authorization for a limited period and specific purposes, as approved by Warden

Personal Property

- Students are advised not to keep costly personal items such as jewellery etc

- Only with the written permission of the Warden students can keep and use low power Radios/Music systems in their rooms. Such equipment shall only be used during non study hours and that too without any disturbance to other inmates and without causing any damage to the electrical wiring systems. Any violation will be taken seriously and will be punishable with fine or expulsion from the hostel. Uses of TV sets/VCRs are strictly prohibited
 - Personal Computers/laptops/any other personal electronic equipment can be used in rooms for academic/personal use as the case may be, that too only with prior permission and approved conditions from the Warden. Charges may be levied as decided by the Management. Any misuse will be severely dealt with
 - The rooms should be locked whenever the students are away and the room keys should not be given to anyone else. If any student goes out of station on long medical / other leave, he/she must vacate the room
 - The Hostel Management does not accept any liability for the property left in the rooms
 - Only ordinary mobiles are permissible in the hostel and campus. These should be used discreetly and for personal use only
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Study and Silent Hours

- All hostel students must use the available time outside working hours gainfully for academic and self development purposes
 - Students desirous of taking part in sports may proceed to the play fields after evening snacks but return by 6 pm latest
 - Students may proceed out of the hostel to library / laboratory / temple till 9.30 PM only
 - If anyone is found to be outside the hostel premises but in places other than as above even within campus, action may be taken against him or her
 - All inmates must settle down in their rooms after dinner by 8.30 pm. They will observe study hours from 8.30 pm till 10.30 pm at least and also observe silent hours till 7 AM the next morning
 - The inmates should be in their rooms during study hours without fail. During the study hours all must have their rooms open and are not to use mobiles. After study hours, all inmates may continue to study or go to sleep
 - During study hours, attendance will be taken by Resident Tutors
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Representatives & Meetings

- Floor and Block Representatives will be elected at the commencement of every academic year
- Welfare Committee consisting of Warden, Dy. Wardens, Dean (Student Welfare), all RTs and all Block Representatives will be constituted every year
- Welfare Committee will meet at monthly intervals. All hostel related issues may be discussed with a view to find and recommend suitable solutions for approval and implementation
- A Mess Committee shall also be nominated from willing students. Mess menu will be decided based on recommendations of the Mess Committee

Maintenance, Complaints and Suggetions

- Tampering of electrical installations is strictly prohibited. Any defect in the electrical installation should be reported to the maintenance section of the College, in writing at the specifically maintained defect books kept in the hostel gates
- Maintenance issues of waterline or carpentry or electrical nature are to be entered in corresponding defect registers kept at the hostel security gates
- Suggestions for improvement of hostel life can be voiced through respective student representatives or placed in the suggestion register kept in the dining hall
- Warden and Deputy Wardens may be approached for any matter connected with the hostel Block

Conforming to Regulations

- Employing any person for personal work such as washing clothes, etc., is not permitted. Members of the mess staff should not be asked to enter the rooms except in connection with the duties assigned to them
- Students may keep and use powered vehicles such as Motorcycles, Scooters, etc., inside the campus at their own risk, but only with prior permission from Warden as in clause 8.2.6; Helmet wearing is compulsory for driver and pillion rider, as and when permitted. Triple riding is forbidden
- Ragging in any form is strictly prohibited. Any such incident will be reported, investigated and those found guilty will be punished severely. Punishment may include expulsion from the hostel and from the College as per decisions taken by the Anti Ragging Committee and higher authorities
- Any student, who is found to be indulging in undesirable activities such as physical assault, damage to property, possession of weapons, bursting of fire crackers etc., will be liable to be summarily punished with any or a set of following type of punishments
 - a) He/She will be expelled from the Hostel.
 - b) A record of his/her misconduct will be made in the personal file.
 - c) The cost of damage will be fully recovered from him/her together with penalty.
 - d) He/She will be fined commensurate with the offence committed.
 - e) The privilege of appearing for campus interviews may be denied.
 - f) No recommendation will be given on him/her during balance period of studies in the College.
- Any student found hosting/ harboring an offender will be also liable to the punishments mentioned at para 13.4 above
- Students are strictly prohibited from pasting Photos/pictures/posters anywhere including in their rooms
- Ladies and Gents are strictly prohibited from entering each other's hostels, except when authorized for specific purposes
- Students should not hold any meeting or congregation inside the hostel or in campus without the permission of the Warden or Chief Warden
- The rooms are liable for inspection by the authorities at any time

- Members are not allowed to put up unauthorized notices or take out processions of any sort within the hostel area / college campus
- At all times, especially after 8.30 pm till next morning members shall not create any disturbance like shouting, making noise, etc
- Unauthorized screening of any film or video anywhere within the hostel premises is totally forbidden
- Smoking or possessing or consuming alcoholic drinks or narcotic substance of any type is strictly banned. Students found indulging in any such activity shall be severely dealt with
- Students found playing cards also shall be punished
- T.V timings are limited from 4 pm till 8. 15 pm. The T.V. hall will remain closed during CAT / University Examination periods
- All residents are advised to follow proper dress code whenever they are moving outside the hostel
- Students are advised not to loiter in the campus
- Students should not stay back in hostels during college working hours without permission from Medical officer or Resident Tutor
- Students should leave hostel premises well in advance to attend classes in time, but latest by 8.25 am. Hostel gates will be closed accordingly and late going noted for corrective action
- Establishment charges once paid will not be refunded unless the vacation is made for any exceptional reasons, specifically approved entirely at the discretion of the management
- Misconduct or breach of any of the rules of the hostel renders the offender liable to the denial of the mess facilities
- Resident Tutors are empowered to issue memos with fine, if students are found violating any hostel rules. Those who get three memos are liable to be expelled from the hostel
- Students with high number of arrears may be denied of hostel accommodation in the next academic year

Medical Facilities

- The Dispensary is open from Monday to Saturday from 08.30 am to 4.30 p
- After College hours if a student falls sick he/she should inform the Resident Tutor of his block, who will contact the staff nurse or Doctor (who stay within college campus). If required, the patient will be referred to Jaya Hospital, Sriperumbudur
- In case of any emergency, the students will be referred to Jaya Hospital/ any other suitable nearby hospital. Jaya Hospital is well equipped and facilities are available round the clock. Proper medical record and also documentation may be kept personally with students so that whenever required for further treatment of the case, if need arises, same can be used
- After consultations, students who have availed treatment at Jaya Hospital / other hospital shall report to the Medical Officer of the College at the earliest opportunity, so that follow up can be done as needed
- Students proceeding on Medical Leave from the campus should produce the Medical Certificate issued by the college Medical Officer at the time of their

leaving and shall get a medical fitness certificate from a Registered Medical practitioner, while returning

- In case of any such illness needing to go home for treatment, information on leaving the mess should be made available to the Hostel office and an application for mess reduction submitted within the next two to three days
- An ambulance service at nominal cost is available round the clock. Use of ambulance for movements of students to hospitals is on chargeable basis

General

- These Rules are promulgated with the approval of Management and specific clauses may be amended as required from time to time, in order to continuously improve matters. Updated version will be maintained in the Hostel Office and same will be posted in the College Websit