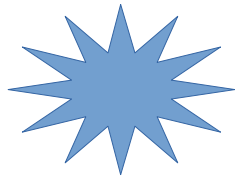


**KONGU ENGINEERING COLLEGE, PERUNDURAI – 638060**

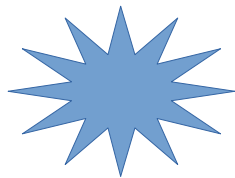
**KEC HOSTELS**



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**STANDARD OPERATING PROCEDURES**  
**(Boys Hostel Residents)**

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## **About:**

This procedure is applicable to all residents of the hostel provided by Kongu Engineering College. All residents are required to uphold the decorum and discipline on hotel and college premises. Any student be found engaging in undesirable, illegal, anti-social, or destructive activities within the Institute or Hostel premises, appropriate disciplinary action will be taken on the resident.

### **A. Hostel Management:**

Hostel Administration Committee (HAC):

- a) Chief Warden (The Principal)
- b) Associate Warden
- c) Senior Deputy Warden
- d) Deputy Warden
- e) Assistant Warden
- f) Manager
- g) Caretaker

Each hostel is overseen by a Deputy Warden who holds a regular position within the Institute. Students are required to adhere to the established protocols for assistance, guidance, and grievance redressal. Any representations to higher authorities must be submitted through the proper channels.

### **B.Hostel Accommodation Policy**

1. Hostel accommodation is exclusively available to registered students of the Institute.
2. Admission to the hostel is granted on a year-by-year basis. At the end of each academic year, students must vacate their hostel rooms.
3. Hostel admission will be on a first-come, first-served basis.
4. In the event of accommodation shortages, preference will be given to students based on the distance of their native place.
5. Students are allowed to occupy a seat/room only during the semesters and for a maximum period of four years. Occupation of rooms during vacations is not allowed unless special permission is granted by the hostel authorities for students engaged in coursework, project work, Institute work, or Hostel work.
6. At the end of the program, students must vacate the hostel.
7. Accommodation will be provided only upon payment of the requisite fees and rents.
8. No student will be allowed to stay in the hostel without formal admission.
9. The hostel administration reserves the right to refuse admission to any student and/or withdraw permission already granted if it is found that incorrect information has been submitted.

10. At the time of admission, every student must submit a written undertaking in the prescribed form, countersigned by their parent/guardian, agreeing to abide by the hostel rules and regulations.
11. An anti-ragging affidavit must be submitted by both the student and their parent/guardian at the time of admission.
12. Any student previously involved in undesirable or destructive activities will be barred from hostel accommodation.
13. At the time of admission and at the beginning of each year, every resident must submit a duly filled Personal Data Form. Any changes to this information must be communicated to the hostel office in writing.
14. Hostel residents will be provided with a minimum set of furniture and fittings in each room, including a cot for each inmate, a table, chair, ceiling fan with regulator, appropriate light fittings, side table, and cupboards.
15. All residents must arrange their own mattress, bedsheet/bedcover, blankets, bucket, mug, lock and multiple keys, pillow, curtains, and basic medicines.
16. Room allotment shall be at the sole discretion of the hostel administration.
17. Students must occupy the room allotted to them. Rooms once allotted for an academic year will not be changed except under special circumstances.
18. Inmates should not exchange seats/rooms without the knowledge of the hostel authorities.
19. Residents must respect the equal rights of their roommates.
20. In emergencies, the hostel administration may shift inmates from one room to another without assigning any reason.
21. Hostel accommodation is available only to full-time registered students. Accommodation will not be provided to students whose registration is canceled. Students whose names have been removed from the Institute's rolls must immediately leave the hostel.
22. Before vacating the rooms, students must obtain a 'No Dues' certificate signed by the hostel warden. All provided furniture, electrical installations, including fans and other fixtures, must be handed over in proper condition. Compensation for any damage will be recovered from the responsible resident.
23. At the end of each year, students must vacate their rooms and may store their luggage in a designated area as specified by the hostel authority.
24. Upon room allotment, students should inspect the fixtures and furniture and sign a receipt. Any deficiency or damage at the time of handover/leaving the hostel will be recovered from the student.
25. Students must procure their own locks and are advised to keep their rooms locked when away. No resident should break open a lock without consulting hostel management if the key is lost.

26. Room occupancy will be granted upon submission of the following documents:

- Completely filled hostel form
- Copy of hostel fee receipt
- Affidavit from the parent regarding anti-ragging
- Affidavit from the student regarding anti-ragging

### **C. Code of Conduct**

28. All residents are expected to maintain strict discipline within the hostel premises. Any misbehavior, misconduct, indiscipline, or breach of hostel rules and regulations will invite severe punishment, including potential expulsion from the hostel with or without notice. Residents must always uphold a high level of social and moral etiquette and avoid causing any nuisance to others.

29. Ragging in any form is banned. Severe punishment and strong disciplinary action will be imposed on any resident found indulging in ragging.

30. The following activities are strictly prohibited within the hostel premises:

- ✎ Smoking
- ✎ Consumption/Procession of alcoholic drinks or any Tobacco materials
- ✎ Gambling
- ✎ Intimidation or violence
- ✎ Entering the hostel premises in an intoxicated state
- ✎ Using abusive language
- ✎ Cooking inside the room
- ✎ Disruption of property
- ✎ Any act that prevents, disrupts, or disturbs regular academic activity
- ✎ Unlawful assembly and rioting
- ✎ Public nuisance
- ✎ Violation of the moral code of conduct
- ✎ Extortion
- ✎ Trespassing
- ✎ Any act of physical or mental abuse
- ✎ Attempts to commit any of the above-mentioned offenses
- ✎ Threats to commit any of the above-mentioned offenses

31. Punishments for those found guilty may include:

- ✎ Suspension from attending classes and other academic privileges

- Withholding/withdrawing scholarships, fellowships, and other benefits
  - Debarment from appearing in any tests, examinations, or other evaluation processes
  - Withholding of results
  - Debarment from participating in any campus placement process
  - Fines imposed by hostel authorities and/or suspension/expulsion from the hostel
  - Rustication from the institution for periods ranging from one to four semesters
  - Expulsion from the institution with consequent debarment from admission to any other institution for a specified period. In cases where the individuals committing or abetting the act of ragging are not identified, the institution may resort to collective punishment
  - Cancellation of admission
  - Imposition of penalties
32. All inmates are encouraged to maintain cultural harmony. Discrimination based on caste or culture is unacceptable.
  33. Loud conversations and music that disturb others should always be kept at low and audible levels.
  34. Playing games, music, watching TV, and using the gym are strictly prohibited between 10:00 PM and 6:00 AM.
  35. Electrical gadgets like heaters, kettles, irons or any other such appliances will not be allowed in the hostel.
  36. The hostel premises should not be used for any business purposes or promotions.
  37. Residents are prohibited from fixing posters, notices, pictures, or anything that might damage the walls, doors, or any part of the hostel. Posters and notices may only be displayed on designated notice boards within the hostel premises.
  38. Unauthorized electrical appliances, such as heaters, immersion rods, or cooking elements, are not allowed in hostel rooms. Any resident found using unauthorized appliances will have them confiscated and face a monetary fine.
  39. Private cooking in hostel rooms is strictly prohibited.
  40. Students are not allowed to bring extra furniture or fixtures into their rooms. All furniture and fixtures provided in the rooms must be cared for properly. Interchanging furniture or fixtures between locations in the hostel is prohibited. Students will be required to pay double the original cost for any items damaged or missing due to negligent handling.
  41. Residents are responsible for their valuables, which should be kept securely locked. Mobile phones, ornaments, and other valuables should not be left unguarded.
  42. Theft or damage to hostel assets in common areas will be recovered from all residents involved.
  43. The common room (Study Room, GYM, TV Hall, Computer Centre) will remain open until 10:00 PM. Permission must be sought from the warden for any deviations.

44. Any damage to room furniture or hostel property will be charged, along with a fine, to the responsible student. Damage to common items or infrastructure will be recovered as a fine from the responsible parties.
45. In cases of disciplinary action, the physical presence and undertaking of parents or declared guardians will be required. Uncles, brothers, sisters, or cousins will not be entertained.
46. Keeping two-wheelers or four-wheelers in hostel/institute premises is strictly prohibited.
47. Lights and fans must be switched off when leaving the room. Bathroom lights should be turned off when not in use, and water taps must be closed after use to avoid wastage.
48. Internet facilities are open only to hostel residents and should not be misused or damaged.
49. Newspapers and magazines should not be taken away to hostel rooms.
50. Residents should not climb onto parapets or the hostel roof.
51. Residents must keep their rooms clean and maintain hygiene.
52. Papers, plastics, and other waste should not be thrown outside rooms or in common areas; garbage bins must be used. Belongings should not be left outside rooms.
53. Residents are personally responsible for the maintenance and upkeep of their allotted rooms, including property, furniture, and fixtures. Any damage to glass mirrors, window panes, electrical fittings, etc., must be repaired at the resident's expense.
54. Rooms may be inspected by authorities at any time.
55. Festival or function celebrations within hostel premises require prior permission from hostel authorities.
56. Smoking, consumption of pan, tobacco, alcohol, drugs, cigarettes, or any intoxicating substances within hostel mess premises is strictly prohibited.
57. Food delivery from outside is limited to 9:00 PM.
58. Residents are not allowed to stay in the hostel during class hours unless necessary due to illness or other valid reasons.
59. Residents must adhere to hostel timings as decided by the chief warden.
60. Students should approach the warden in charge for ordinary matters rather than directly contacting the Chief Warden or Associate Warden
61. Leaving the campus without prior permission from the warden is prohibited. A prescribed form stating the reason for leaving and the destination address must be submitted in advance.
62. Residents may go out at their own risk but must return before the hostel in-time. Departure and arrival times must be recorded in a register.

63. Inmates must return to the hostel before 7:30 PM. If they plan to return late, a gate pass needs to be obtained in prior from the assistant warden.
64. Overnight stays outside the hostel, including weekends, require prior written approval from the warden and authorization from parents or guardians.
65. In case of illness, a doctor is available on the college premises from 10:00 AM to 2:00 PM and 4:00 PM to 6:00 PM. The hostel caretaker or Assistant warden should be contacted in emergencies.
66. Changes in timings will be communicated through memoranda or notices.
67. Each student must personally record their attendance in biometric machine daily. Students are not allowed to leave the hostel after the prescribed time.
68. Cupboards and rooms must be locked when residents leave. The institute is not responsible for any loss, damage, or theft of personal belongings.
69. Responsibility for any illegal items found during a raid/search by local authorities will rest with the student.
70. Moving hostel property (e.g., beds, chairs) from the room is not allowed.
71. Markings on hostel inventory or walls will be treated as indiscipline.
72. Damage or loss of common property will be charged in equal shares to the responsible students.
73. Students with chronic or communicable diseases must inform hostel authorities before taking accommodation.
74. Bringing or keeping pets in the hostel premises is prohibited.
75. Students must treat hostel staff and housekeeping staff with courtesy. Staff services should not be used for private work, and no tips should be given.
76. Rules may be amended by authorities as required.

#### **D. Visitors**

77. All visitors to the hostel must make the necessary entries in the visitors' book at the entrance of the hostel gate.
78. Visitors are required to obtain permission from the warden(s) to see their ward/friend. They are only allowed to meet the resident in the common area. Entry of outsiders into the hostel rooms is strictly prohibited.
79. Visitors/parents are permitted to visit students only in the visitor's lobby on the service floor between 9:00 AM to 10:00 AM and 6:00 PM to 7:00 PM on working days, and between 10:00 AM to 6:00 PM on Sundays and public holidays. Students are not allowed to engage in prolonged conversations with visitors in the compound or outside the gate/lane. Visitors, including parents, are not permitted inside hostel rooms.

## **E.Mess**

80. Mess facilities are common and compulsory. All residents are expected to have their meals in the dining hall at the specified times. The tentative meal timings are as follows:
- ✦ Sunrise Brew: 6:30 AM to 7:30 AM
  - ✦ Breakfast: 7:30 AM to 8:30 AM
  - ✦ Lunch: 12:15 PM to 1:15 PM
  - ✦ Dusk Delight: 4:45 PM to 5:30 PM
  - ✦ Dinner: 7:30 PM to 8:30 PM
81. The mess is managed by the hostel council, concerned wardens, mess councillors, and mess secretaries.
82. Every boarder is expected to adhere to the mess timings. No food will be served beyond these timings, and no resident can compel mess workers to serve food outside of these hours.
83. No food is allowed to be taken to the residents' rooms under any circumstances.
84. Outside food should be consumed only in the mess hall before or after the designated mess hours and is not allowed to be taken to the residents' rooms.
85. Mess food, cutlery, crockery, and other utensils are not allowed to be taken out of the mess area.
86. Entry of residents into the cooking area is strictly prohibited.
87. Residents should not gather en masse in the dining area.
88. A student mess committee will be established by the concerned deputy warden for general supervision of the hostel mess.
89. The mess will be closed during vacation periods.
90. Cooking in hostel rooms is strictly prohibited under any circumstances.

## **F.General Do's & Don'ts for Hostel Inmates**

### **DO's**

- Maintain discipline inside and outside the hostel and in the institute premises.
- Keep your campus and rooms clean. Always keep your rooms tidy, neat, and clean.
- Take proper permission from the warden of your respective hostel before going home or outside the hostel.
- Lock your room always, even when going out for short durations, for security reasons. Keep your valuables and cash under lock and key.
- In case of any problem, contact your hostel authority and supporting staff.
- Enter complaints regarding electric equipment, plumbing, etc., in the 'KMS Portal'. If unresolved, share your problem individually with the authorities.



- Save electricity and water. Switch off fans and lights whenever you leave your hostel room.
- Students during their stay in the hostel will be governed by the hostel code of conduct.
- Inform your absence for a particular meal to the concerned mess supervisor well in advance to avoid wastage of food.

### **DON'Ts**

- Do not cause disturbance to other inmates in the hostel premises.
- Defacing walls, equipment, furniture, etc., is strictly prohibited. Do not keep or feed pets of any kind in your room or hostel premises.
- Do not use or bring personal vehicles to the hostel premises.
- Do not steal, cheat, or spread rumors. Never use things without the permission of the owner (fellow hosteller).
- Do not involve yourself in any unlawful activity or violate any rules and regulations of the hostel and institute.
- Do not hire housekeeping staff for personal work, even on a payment basis.
- Loitering in the hostel campus during class hours is not appreciated.
- Visitors are not allowed beyond the visiting area. No outside guests or students are allowed inside the hostel.
- Do not bring any day scholar friends to your hostel rooms or mess. Severe action will be taken if found.
- Students can keep personal laptops at their own risk. Hostel authorities are not responsible for any theft or damage.
- Do not use sound systems with speakers or any other types of electrical and electronic appliances/gadgets in the hostel premises.
- Do not waste food and water. Do not cook in your rooms.
- Food will be served only in the designated dining halls and only during the specified timings.
- Do not enter the kitchen. Only nominated members of the mess committee are allowed.

### **G.Revision of Rules and Regulations**

91. The institute reserves the right to revise the rules, regulations, terms, and conditions from time to time. Hostellers are responsible for keeping themselves informed of any changes through memoranda and/or notices on the notice boards.
92. A hosteller residing in any of the hostels under the purview of this institution is governed by the rules and regulations mentioned herein.

93. Residents found breaking any rules, regulations, terms, or conditions at any hostel(s) under the purview of this institute are liable for expulsion from the hostel and/or disciplinary action as decided by the competent authority.