

HOSTEL – RULES AND REGULATIONS

GENERAL

- The attendance timing is 8.30 to 9.45 pm for ladies hostel.
- In the case of Men's hostel all hostellers have to be present in their respective rooms and keep open the rooms between 9:30 pm & 10:30 pm every day (except Saturday for Men's Hostel) to enable the Wardens / Block Supervisors to take the attendance.
- The hostellers will be permitted to change their rooms only after Chief Warden's approval.
- If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hostellers he / she will be asked to vacate the hostel forthwith. In this regard, the decision of the Chief Warden is final and binding on the individual's concerned.
- The hostel rooms are subject to inspection by the University / Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the room. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.
- If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hostellers he / she will be asked to vacate the hostel forthwith. In this regard, the decision of the Chief Warden is final and binding on the individual's concerned.
- Day scholars are not allowed in the hostel. Hostellers should not encourage entry of day scholars.
- Celebrating birthday parties inside the hostel rooms is strictly prohibited.
- Collection of donation for any purpose (Religious/ otherwise) is also strictly prohibited.
- Students are not allowed to play skating rollers and other outdoor games inside the hostel to prevent breakages and accidents. Sliding along the hand rails/rest

of stairs and fast running/ climbing down should be totally avoided to prevent accidents

- Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable. In case of any quarrel between or among room mates it should be reported to the Warden for appropriate action.
- The hostellers are not allowed to keep air coolers, musical instruments, cassette record players, and computers, TV, electric irons or any electrical equipment without written permission of the Chief Warden. Unauthorised possession will lead to confiscation of the goods.
- Students are instructed to attend the General meetings of the hostel. It is mandatory for Members of the Students council who are hostellers and Mess committee members.
- Violation of any of these rules would result in punitive action and serious violations would be referred to the "Students Disciplinary Committee". The decision of the committee would however be final.
- Smoking is prohibited in the hostel buildings. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from the University.
- Hostellers coming to the Hostel after the gate closing hours without prior permission or without valid reason would be fined. Regular late comers will not be allowed to stay in the hostel.
- Students are not allowed to keep any power driven two wheeler vehicles in the hostel.
- Violation of any of these rules would result in punitive action and serious violations would be referred to the "Students Disciplinary Committee". The decision of the committee would however be final.

ADMISSIONS

- The allotment of rooms will be made by the Chief Warden based on the application submitted by the candidate.
- Admission and continued stay in the hostel depend upon the academic performance, good behaviour and conduct of the student.

- The student should stay in the allotted room for one complete semester. Change in rooms in mid-semester is not possible.
- The hostellers with chronic medical problems will be asked to vacate the room immediately as personal medical care by parent / guardian will be necessary.
- If a student is expelled from the University for any reason he/she should immediately vacate the hostel on the day of expulsion from the University. His / her continuance in the hostel will be treated as unauthorised occupation.
- The hostellers themselves are personally responsible to safeguard their belongings. They are not to keep large amounts of cash or valuables like gold, costly wristwatch etc., in their rooms. They should also take care of their purse, calculators, cell phones, computers and books. In case of theft or loss of any items it should be reported to authorities. The hostellers are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks.
- Continuation of stay of a student in the hostel is subject to the discretion of the administration.

MESS TIMINGS AND RULES

- All the students of the hostel should take their food in the allotted mess only.
- Change of mess is allowed once in a month. The mess change is allowed in the end of the previous month so that he/she can dine from the beginning of the next month.
- A separate Mess Card will be issued to each hostel block student. The identity card is to be produced at the dining hall, at the time of breakfast, lunch, tea and dinner, failing which service in the dining hall is liable to be refused, for want of identification.
- The hostel kitchen is strictly "Out of Bounds" for the students/parents/guardians.
- Sick person will be served mess food in the room, only if the student registers their name with the Warden.

DAMAGE AND RECOVERY

- If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.

- If damage is done in anyone of the rooms and the person(s) is / are not identified then double the cost will be recovered from the room-mates collectively.
- If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc., and the person(s) is/ are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be. Repetition of damage to the hostel property will result in expulsion from the hostel.

ARRANGEMENTS DURING VACATIONS

- All hostel students (Boys & Girls) will vacate their rooms before proceeding on summer vacation.
- A separate cloak room will be made available to keep their belongings while proceeding on vacation. Personal belongings should be placed inside locked suitcases, trunks/boxes and should bear complete details. The items kept inside the room are to be entered in the note book kept by the in-charge of the cloak room.
- In case of final year girl students, parent's approval is necessary [Fax format as given below] before vacating the hostel. In case students who vacate in-between the semester, permission from programme manager and parents approval is mandatory.
- Students who have vacated should not enter the hostel without prior permission from hostel authorities.

HEALTH CARE

- If the sick person requires medical care by outside hospital at any time, a form meant for the same should be filled along with the signature of the patient if possible or by the accompanying person and submitted to Warden/ Superintendent/ Additional Superintendent for arranging the ambulance.
- A sick student should invariably be accompanied by a nurse, while going to outside hospital.
- If the situation warrants, admission to an outside hospital as inpatient, the same is to be reported to the Chief Warden immediately.
- If any sick hosteller requires special diet, the individual should inform the mess supervisor through the warden concerned for making suitable provisions.

PAYMENT OF HOSTEL DUES

- Caution Deposit - A sum fixed by the management will have to be paid towards Caution Deposit, which will be refunded, when the student vacates the hostel after deducting the dues, if any.
- Establishment Charges - The Establishment charges will have to be paid for each semester or each year as decided by the management. The amount once collected is not refundable on any account. The Hostel accounting month for the mess charges will be from 21st of a month to 20th of the following month.
- Mess Bills - The hostel charges for each month will be displayed in the hostel notice board by the 2nd of the following month.
- Rebate on Mess Bills - Those who are absent from the hostel, for a period not less than seven continuous days alone are eligible for rebate, provided the boarder produces a written authority from the respective Programme Manager (for PGs) and Proctor (for UGs) before proceeding on the assignment which necessitates the absence from the campus. And the reduction is calculated using the formula (N-3) [(no. of days leave taken - 3) * rate per day]
- AC Charges - The AC charges of the room will be divided among the occupants of the room.

RAGGING

- Ragging in any form (making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student, which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly do) is strictly forbidden. If anyone is found guilty of ragging he/ she will be expelled and also liable for prosecution under the Tamil Nadu Prohibition of Ragging Act, 1997 which will result in a minimum punishment with imprisonment for a term which may extend to two years and shall also be liable to a fine of Rs.10,000/-

SPECIAL RULES FOR FOREIGN STUDENTS

- If any student wants to leave the country on vacation or for any other purpose, the individual will submit a written application atleast 15 days prior to the date of departure to the Director to enable the office to obtain all the required clearances from the authorities concerned.
- The application should have details such as (i) purpose, (ii) duration of stay outside India, (iii) full contact address with phone number.

- No student shall leave the town without the written consent as indicated above. Failure will be treated as serious violation of rules and the appropriate authorities will be informed for pursuing further action.

OTHER FACILITIES

- English newspapers and magazines are provided in each hostel. Hostellers are requested to make best use of them. Magazines could be borrowed against the identity cards for limited period so as to enable wide circulation.
- There is a provision to subscribe to the newspapers/ magazines to be delivered in the rooms. Hostel Superintendent / Additional Superintendent may be contacted for further details.
- Common TV viewing rooms are provided and they are open upto 8:55 pm. (11:25 pm on Saturday) so as to allow the hostellers to get back to their hostel room before the silence hour starts. The above TV timings would be very strictly observed without exception what so ever. However, during study holidays and exam period TVs shall not be operated.
- A washerman/washerwoman collects the clothes for washing in the hostel itself. The hostellers can avail this opportunity on payment basis.
- A hair dressing shop/beauty parlour functions in the first floor of the Shopping Complex for the benefit of the students.
- The hostellers have to collect their mails from the letter stand.
- In case of Speed Post (for ladies hostel), the student should collect the intimation slip from the Warden and collect the post from the post office.

PAYMENT POLICIES

- Petty Cash payments by the Institute can be made by way of cash upto Rs.5,000/- on production of the ID card.
- Cash Payment Hours: 09.00am to 04.30 pm/ Cash Receipt Hours: 09.00am to 06.00pm
- Cash Payment and Receipt for Ladies Hostel students can be made at the main Finance Office.
- Refund of the University Caution Deposit will be made (after completion of the course) only in the last week of June.
- Refund of Hostel Caution Deposit will be made in the months of February / July for the related semesters.

- Before vacating the Hostel, the students are required to inform the Hostel / Mess authorities well in advance in writing to avoid Excess Mess Billings.