



# ***SRI VENKATESWARA COLLEGE OF COMPUTER APPLICATIONS AND MANAGEMENT***

(Approved by AICTE, Affiliated to Anna University, Chennai)

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**SRI VENKATESWARA COLLEGE ROAD. ETTIMADAI. COIMBATORE 641 112**

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## **GENERAL RULES AND REGULATIONS FOR BOYS AND GIRLS HOSTEL**

*Hostel is a home away from home.* Hence the hostellers are expected to consider it as home and behave in such a way to maintain the decorum in the hotel premises and outside.

### **I. BEHAVIOUR AND DISCIPLINE**

1. The hostellers are expected to occupy only the rooms allotted by the warden.
2. Hostellers are bound to keep low volume of conversation and music or usage of any other audio visual gadgets to keep the environment calm in the campus.
3. The hostellers should respect their fellow mates and other staff and should give sufficient space to all other inmates in the hostel.
4. Though casual outfits are allowed to wear in the hostel, hostellers are to wear descent dress in the dining area.
5. Deviant behavioral patterns such as theft, violence, sabotage of properties of the hostel, usage of alcohol, drugs etc are strictly prohibited in the hostel premises. If noticed, strict disciplinary action will be taken by the college authorities and will be handed over to the Police Station. These students will be automatically out of the roll and are liable to pay rent for the period of their study and also a fine of Rs.25000/-.
6. Political affiliation and related activities are strictly prohibited in the hostel. If found will be automatically expelled from the Hostel.

<b>7. Dining Hours:</b>	<b>Working Days</b> :	<b>Holidays :</b>
a. Breakfast:	07.30 a.m. to 08.45 a.m.	08.00 a.m. to 09.15 a.m.
b. Lunch:	01.00 p.m. to 01.55 p.m.	01.00 p.m. to 02.00 p.m.
c. Dinner:	07.30 p.m. to 08.30 p.m.	07.30 p.m. to 09.00 p.m.

8. Warden and student representatives appointed by the college authorities are given the charge to look into various day to day operations of the hostel including surprise checks of the rooms. All hostellers are expected to cooperate with them to render their duties.

9. Study hour in the evening is from 07.00 p.m. to 10.00 p.m. and after the silence hours should be maintained up to Morning 7.00 a.m. Study hour should be strictly followed violators are liable for disciplinary action including fine up to Rs.5000/-.

10. Hostellers will not be permitted to stay back in the hostel rooms during working days and college working hours, without prior approval of the Class Tutor / Director / Principal and Warden, violators are liable for disciplinary action and a fine of Rs.5000/-.

11. Students who wish to go home during working days due to sickness or emergency work must obtain prior permission from the Class Tutor / Director / Principal and Warden.

12. Students are to sign the “In and Out time” register and to adhere to the gate outing timings.

**Gate outing timings for hostel students:**

<b>Working Days:</b>	<b>Holidays:</b>
05.00 p.m. to 07.00 p.m. (All working days)	07.00 a.m. to 09.00 p.m. (But restricted only 5 hours)

Students requesting outing more than 5 hours are to take permission from warden.

13. Ragging, pranks, taking reels etc., are strictly prohibited in the hostel.

14. Attendance will be taken by the warden during dining hours. Hostellers are liable to stick on to dining hours and to verify their attendance during these hours.

## **II. CARETAKING OF HOSTEL PREMISES**

1. Hostellers are responsible for cleanliness of their rooms and bathrooms. They are not expected to paste any posters or decorative items on the hostel premises.
2. Fans and lights have to be switched off when they go out of the rooms.
3. It is the responsibility of the students to take care of their belongings kept in their rooms. The college authorities will not be responsible for any loss or damage.
4. Two wheelers and four wheelers are not permitted inside the hostel premises.
5. Usage of unauthorized electrical fittings and gadgets are strictly not permitted in the hostel rooms. Any violation would attract disciplinary action and a fine of Rs.10000/-
6. If any furniture or fittings found damaged are to be intimated to the warden immediately.
7. Any kind of celebrations are strictly prohibited in the hostel premises. Birthdays can be celebrated in a decent manner at 5.15 p.m. in the dining hall.
8. Plastic and paper wastes are to be disposed in the waste bins kept in each floor.
9. Food wastes should be disposed off and should not be put in the wash basins.
10. Sanitary napkins are to be disposed in the bins kept in each floor after properly wrapping in a paper.(Exclusively for girls)

## **III. VISITING POLICY**

1. Visitors are not permitted to enter the hostel premises.
2. Hostellers can meet their parents only at the warden office / Visiting lounge.
3. Visitors authorized as per the hostel rules are to produce the photo identity card to the Warden before permitted to see their wards. Visitors are to take permission of warden to take any student outside the campus.

4. Visitors are not permitted to enter into their ward's rooms and are not allowed to loiter around the hostel premises. They are permitted to meet their wards in the visitor's lounge.
5. Any authorized person who is in charge of repair and maintenance work will be allowed to enter the rooms for necessary work.

#### **IV. SAFETY AND SECURITY**

1. Hostellers are allowed to go out from the hostel from 5.00 p.m. to 7 p.m. for any purchase. Every week parents would be informed of the students in and out details.
2. While going for any outing, for more than 5 hours on holidays students have to get the out pass signed by the warden and the same should be shown to the security at the main gate.
3. Students are not permitted to stay in the guardian's house or outside or home during the Working days unless a prior written permission from the parents or local guardian, endorsed by the Warden.
4. Late permission will be allowed to attend the events organized by the institute only. In such cases, prior permission has to be taken from the Warden.
5. Hostellers must lock their rooms in their absence. College authorities will not be responsible for any loss of personal things kept in the rooms.
6. Hostellers are expected to sleep only in the rooms provided to them and they should not share the keys or room to any other inmates.

#### **V. INTERNET FACILITIES:**

1. The usage of the hostel's Internet and network services is a value-added service to the Hostellers.

2. Any cyber crime, indiscriminate imaging with electronic types of equipment, to see the restricted websites and MMS etc will be taken very seriously and action shall be taken against Hostellers found guilty of such activities, including fine of Rs.10000/-

#### **VI. MEDICAL AID**

1. First aid Kit is available with Hostel Warden.
2. In case of an emergency outside office hours, the Warden or any other hostel authorities available at that point in time are to be informed for necessary assistance.
3. If necessary, the hosteller will be shifted to the hospital. If it is an emergency, Hostel authorities would make arrangements for the ambulance service.
4. All expenditure arising out of medical emergencies are to be borne by the parents.

#### **VII. HOSTEL FACILITIES**

1. Cleanliness of the room is to be maintained by the students.
2. Laundry Area – Hostellers have to keep the area clean and tidy at all times. Keep the washing agents at the proper area provided.
3. Gym Fitness Room, Badminton and Volley ball are free of cost for Hostellers.
  - a. Operational Time
    - i. Monday to Friday: – 5.00 p.m. to 6.30 p.m.
    - ii. Saturday & Sunday: – 4.30 p.m. to 7.30 p.m.

#### **VIII. UPDATES AND ANNOUNCEMENTS**

1. Any new updates and announcements will be posted on the Notice Board / Whatsapp.
2. Hostellers are to advice not to paste any posters or decorative items or announcement on the hostel premises, violation would attract disciplinary action and fine up to Rs.500/-.

## **IX. TERMINATION OF HOSTEL FACILITY**

1. Disciplinary action shall be initiated or Hostel facility shall be withdrawn at any point of time without giving any notice, if the hosteller 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.
2. Management / Warden reserves the right to deny / withdraw facility of the student(s) at any point of time without prior notice.
3. Hostel is allotted to the students on the application of the students on yearly basis. No hostel student is allowed to vacate the hostel during the year. All students are expected to pay the hostel dues for the year in advance, except in exceptional circumstances where installment is allowed.
4. No refund can be claimed for vacating the hostel during middle of the year.

## **X. REVISION OF RULES AND REGULATIONS**

1. The College reserves the Rights to revise the Rules & Regulations, Terms & Conditions from time to time and will keep the hostellers informed of any changes in the form of memoranda and / or notices on the Notice Boards.
2. A resident residing at any of the hostels under the purview of this institution is governed by the rules and regulations herein mentioned.
3. Hostellers found breaking any Rules & Regulations, Terms & Conditions at any hostel(s) under the purview of this College are liable for expulsion from the hostel. Violation any of the rules and regulations will lead to the disciplinary actions.