DHANALAKSHMI SRINIVASAN COLLEGE OF ENGNEERING AND TECHNOLOGY

(An Autonomous Institution)

Hostel Rules and Regulations

1. Objectives:

The hostel provides students with a safe, comfortable and disciplined living environment that supports their academic progress and personal development. It aims to promote cooperation, self-confidence, self-discipline and responsibility among hostellers. Separate accommodation is provided for men and women. All residents are required to follow the hostel rules and regulations.

2. Hostel Authorities and Administration:

- The Chief Wardens, Wardens and Assistant Wardens are responsible for the administration and day-to-day functioning of the hostels.
- Hostellers shall follow the instructions issued by the hostel authorities.
- All students shall cooperate with the hostel authorities in maintaining discipline and a peaceful environment.

3. Hostel Admission and Room Allotment:

- Students seeking hostel accommodation shall apply at the time of admission and pay the prescribed hostel fees.
- Students shall produce the institution fee receipt and hostel fee receipt for room allotment.
- If a room is not allotted due to non-availability or any other reason, the hostel fee shall be refunded by cheque at the earliest.
- A declaration shall be signed by the student and the Parent/Legal Guardian/Local Guardian agreeing to abide by the hostel rules.
- Rooms are generally shared by three or four students.
- Room allotments may be changed by the hostel authorities for administrative or other valid reasons.
- Students are not permitted to vacate or discontinue hostel accommodation during the academic year. If a student discontinues the hostel during the academic year, the full-year hostel fee shall be forfeited and no refund shall be made.

4. Mess Rules and Food Timings:

- Hostellers shall take their meals only in the hostel mess.
- Students shall select either the vegetarian or non-vegetarian mess section at the time of joining the hostel at the beginning of the academic year.
- Parents or authorised local guardians may use the mess only with prior permission from the hostel authorities, normally for two to three days in a month.

Meal	Timings
Breakfast – Monday to Saturday	7.00 a.m. – 8.30 a.m.
Breakfast – Sunday	7.00 a.m. – 9.00 a.m.
Lunch	12.30 p.m. – 2.00 p.m.
Dinner	7.00 p.m. – 8.00 p.m.

Hostellers shall strictly adhere to the prescribed mess timings.

5. Study Hours and Mobile Phone Usage:

- Study hours shall be observed from **6.00 p.m. to 7.00 p.m., Monday to Friday**.
- All hostellers are expected to utilise this time for academic studies.
- Mobile phone usage is strictly prohibited during study hours.
- Students shall maintain a quiet atmosphere during the study period.

6. Sleeping Time and Night-time Mobile Phone Rules:

- The hostel sleeping time shall be **10.00 p.m.**
- All hostellers must switch off their mobile phones at 10.00 p.m.
- If a student fails to switch off the mobile phone at the prescribed time, the Warden is authorised to take the phone into custody.

7. Parents and Visitors:

- Parents and visitors may meet hostellers only after obtaining permission from the prescribed hostel authority and at the designated place.
- Visiting hours on weekdays are from **5.00 p.m. to 7.30 p.m.**
- Visiting hours on holidays are from **3.00 p.m. to 6.00 p.m.**
- Visitors are not permitted to stay in the hostellers' rooms.
- A guest room may be booked with prior intimation and payment, subject to availability.

8. Room Inspection and Cleanliness:

- The hostel authorities may conduct periodic or unscheduled inspections of rooms.
- Inspections may include the room and personal bags or belongings, as considered necessary by the hostel authorities.
- Hostellers shall keep their rooms and common areas clean.
- Students shall use hostel facilities responsibly and avoid damage to property.

9. Attendance, Movement, Leave and Outpass:

- Hostellers shall be present inside the hostel premises before the attendance time fixed by the respective Warden.
- Students who are unable to be present at the prescribed attendance time shall provide a valid reason to the Warden.
- All movements outside the hostel shall be recorded in the movement register/file maintained at the security chamber, as instructed by the hostel authorities.
- Hostellers who wish to leave the campus for personal leave or vacation must obtain an **outpass from their respective Warden** before leaving.
- No hosteller shall be permitted to leave the campus without a valid outpass.
- Students shall follow the leave dates, return time and other instructions specified by the Warden in the outpass.

10. Proper Channel for Hostel Permission:

All requests for leave, vacation, permission to go out and other hostel-related requirements shall be submitted to the respective Warden.

Permission flow:



The respective Warden shall process the request according to the responsibilities assigned by the institution.

11. Behaviour, Safety and Discipline:

- Hostellers shall maintain good behaviour, mutual respect and a peaceful atmosphere within the hostel.
- All residents shall follow the entry time and other instructions notified by the hostel authorities.
- Climbing over or trespassing through hostel fencing is strictly prohibited.
- Damage to hostel or institutional property is prohibited. Any damage caused through negligence or misuse may be recovered from the responsible student based on the extent of the damage.
- Possession or use of alcohol, cigarettes, tobacco products and drugs is strictly prohibited inside the hostel premises.

- Serious violations, particularly those involving drugs, may lead to suspension or removal from the hostel, in accordance with institutional procedures.
- Possession of weapons and any form of threatening or serious misbehaviour will be dealt with severely.
- Ragging in any form is strictly prohibited. Violations may result in expulsion or other disciplinary action as per applicable regulations.
- Hostellers shall carry their institutional identity cards and produce them whenever requested by authorised officials.
- Students shall take care of hostel property and follow all safety instructions.

12. Vacating the Hostel:

- Before vacating the room, the hosteller shall obtain clearance from the Warden.
- The hosteller shall personally hand over the room and hostel property to the concerned Warden or authorised staff.
- Any pending dues or responsibility for damage to hostel property shall be settled as directed by the hostel authorities.

13. Hostel Day and Activities:

- **Hostel Day shall be conducted once every year.**
- Hostellers are encouraged to participate in Hostel Day celebrations and other activities organised by the institution or hostel authorities.

14. Compliance and Disciplinary Action:

All hostellers and their parents/legal guardians/local guardians are expected to read, understand and comply with these rules. Any violation of the hostel rules may result in appropriate disciplinary action by the institution or hostel authorities, in accordance with approved institutional procedures and applicable regulations.