



HOSTEL

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

Students who wish to stay in the hostel should apply in the prescribed application form and adhere to the following rules:

1. Students should occupy only the room allotted by the Warden/ Deputy Warden.
2. Students are advised to take care of their valuables kept in the rooms. The College authorities will not be responsible for any loss of cash/ valuables.
3. Students are responsible for cleanliness of their rooms.
4. Students are instructed not to keep jewellery, camera, mobile phone or any other costly items inside the hostel room.
5. Celebrations of any kind without prior permission from the management are strictly prohibited.
6. Students are not permitted to stay in the hostel during college working hours without specific permission from the Warden or Deputy Warden.
7. Parents are requested to give a list of authorized visitors/ local guardians with photographs who alone will be permitted to visit the students in the hostel, and to do other formalities in the absence of parents.
8. Students can entertain the visitors on
the Working days - 4.30pm to 6.00pm
Holidays - 11.00am to 6.00pm
9. Guests/Visitors/Local Guardians are not permitted to enter/stay in the hostel.
10. Day scholars are not allowed to visit the hostel on any account.
11. Students will be permitted to go home during holidays only after getting permission from the Principal and the Warden.
12. Students who have to go home during working days due to sickness or unforeseen circumstances or function or ceremonies, must get prior permission from the Principal or Warden with the requisition from Parents in person or through letter. The presence of local guardian is necessary in the absence of the parents.
13. Inmates going out should come back to the hostel by 6.30pm, If they fail will be fined Rs.25/-for every half an hour.



14. Students willing to attend the computer classes in the evening outside the college campus must get a letter from their parents stating that the college is not responsible for their ward's behavior and for whatever happens to them during that period. On such days, they have to make their own arrangements for the dinner, as the mess closes at 8.30pm.
15. For the purpose of laundry, only dhobis authorized by the college should be utilized.
16. Students should avoid wasting food, water and electricity.
17. Unauthorized electrical fittings and gadgets should not be used in the hostel room.
18. Students should refrain from antisocial and undesirable activities such as consumption of alcohol, tobacco, gambling, ragging and playing cards etc.
19. Students should not enter the hostel during college working hours or allow their day scholar friends inside their rooms. Students are instructed to adhere to the study timings, mess timings and telephone timings.
20. Attendance will be taken during the study hours.
21. If any student found absent three days continuously will be dealt seriously; if it continues parents will be called for. Students who do not pay hostel dues or found guilty of misbehavior or bad conduct or consumption of alcohol, tobacco, gambling, ragging and playing cards etc. will be expelled from the hostel immediately without any fee refund.
22. Outside food is not allowed inside the hostel.
23. Possession/Usage of Walkman, ipod, Camera, Iron Box, Blue tooth speakers & other Electronic items are not allowed in hostel. If found the same will be seized & will not be returned. The student will be expelled immediately, without any enquiry.
24. Students who fail to report on there-opening day, or after long holidays, should pay a hostel readmission fee of Rs.500/-. Leave message will not be accepted.
24. Continuation of hostel stay by the student depends on his/her performance.



GENERAL RULES

1. College transport is compulsory to all the students(except hostel students)
2. Students should be polite, dignified, neat, and obedient and speak in English only.
3. Students are expected to be in the lecture hall five minutes earlier the commencement of class and must maintain discipline and silence inside the lecture hall, drawing hall, labs, and workshops while commuting.
4. Student's movement outside the classroom during class hours is strictly prohibited.
5. Students are instructed not to carry any valuable items to college.
6. Possession/Usage of WALKMAN, IPOD, CAMERA or any other Electronic items are not allowed in the college campus, hostel and college transport. If found, the same will be seized & will not be returned. The student will be suspended immediately, upon enquiry with a penalty of Rs.10,000/-
6. Students should not change their seating arrangement. Once a student occupies a particular seat they have to maintain the same till the end of the year. He / She is responsible for scribbling on the desks or any damage.
7. Students are expected to conduct themselves in a disciplined manner whenever they represent themselves outside the campus.
8. Smoking / chewing bubble gum / consuming drugs / tobacco products/ alcohol are strictly prohibited.
9. Smoking / consuming drugs, tobacco products and alcohol is found, the student will be dismissed immediately without any fee refund.
10. Celebrations of any kind without prior permission from the management are strictly prohibited.
11. Students should wear their own lab coats and carry their observation note books for their lab classes. They should not leave the lab without completing their experiments.
12. Periodical reports will be sent to Parents / Guardians calling their attention regarding the student's attendance, progress and conduct. Parents are expected to contact PRINCIPAL/ HOD for discussion regarding the same.

13. Students those who failing the regular internal tests have to attend special coaching classes. For special coaching classes transportation will not be provided.
14. Change of address to be informed to the respective counselors/ class in- charge by the parent or guardian with proof, to update the office records.
15. Students have to pay the arrear exam fees for all the subjects. If the students are not paying the arrear exam fees in time, late fee will be charged.
16. Students have to assemble in the exam hall before 10 minute (Internal/ Extern I Exam)
17. No Due Norms:
All the students should clear all their no dues before the commencement of IA2, MODEL Exam and Anna University Exams.



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