

# SRM VEC HOSTELS



## RULES AND REGULATIONS

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**For Further Details Contact:**

**The Principal,**  
Valliammai Engineering College,  
SRM Nagar, Kattankulathur – 603 203  
Kancheepuram District, Tamil Nadu, India  
Tel.: 044-2745 4784/26 FAX: 044-2745 1504  
Email. [principal@valliammai.co.in](mailto:principal@valliammai.co.in)

# HOSTEL OCCUPANCY RULES & REGULATIONS

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# **HOSTEL OCCUPANCY RULES & REGULATIONS**

***WE WELCOME YOU AS A MEMBER OF THE SRM VEC FAMILY AND WISH YOU AN ENJOYABLE, MEMORABLE AND PRODUCTIVE STAY***

## **1.0 OBJECTIVE**

*Hostels for students are run with the primary objective of providing them a “Home away from home” where they can feel at ease and put in their best. The hostel atmosphere certainly provides self-confidence, instills discipline in the minds of students, and provides scope for developing ideals of a harmonious communal living to enable them to share the joys of camaraderie, fellowship and professional fraternity. Self-help and a spirit of accommodation for the common good are some of the virtues expected from the inmates.*

- 1.1 The guiding principle towards the formulation of the rules and regulations for hostelites is to ensure a safe, secure, comfortable and pleasant stay and to create an environment, which is conducive to learning. To this end, all the activities are geared towards your development and progress. We expect our students to develop a sense of belonging towards SRM VEC property.
- 1.2 The hostel rules, regulations, and disciplinary measures are designed to achieve the above objectives and must be taken in that spirit.

## **2.0 DEFINITIONS**

- 2.1 These rules will be termed as Hostel Occupancy Rules & Regulations.
- 2.2 Failure to abide by these rules in letter and spirit will be considered an undesirable conduct on the part of the residents and will result in appropriate disciplinary action.
- 2.3 For all practical purposes, as far as these rules and regulations are concerned, hostel premises along with its fixtures, furnishings and any other materials/equipment supplied by SRM VEC Hostels will be considered **SRM VEC Property**.

## **3.0 THE HOSTEL FACILITY**

- 3.1 The SRM VEC Hostel Facility comprises multistoreyed blocks. The hostel facility has been designed and constructed keeping in view the international standards and conducive ambiance for learning.
- 3.2 The support staff provided at hostels is to facilitate your stay and make it as comfortable as possible. Please treat them with respect. If you have any problems with them, please direct your complaints to the Hostel Administration, rather than handling them yourself.
- 3.3 You will have to act as custodians of the property; therefore, its usage should be done with care. You will be liable to pay for any loss or damage caused to it. In case of loss by a group of students, the residents of the entire floor/building will be fined. This is done with a view to encourage reporting of indisciplined students by the student themselves.
- 3.4 SRM VEC treats all its students equally. Your roommate is entitled to equal rights of occupancy and access to any material of common use. We expect you to have a courteous attitude towards your roommate and not indulge in any activity that is not in accordance with common code of social conduct.

- 3.5 The hostel provides a cot, a study table, a chair and a cupboard. Every hostel has solar hot water facility, mineral water, water cooler, telephone, TV halls, Gym and indoor games are available as common facility for the hostel students. Dining halls are conveniently located close to the hostels. A number of food courts are also available within the campus to cater to different food tastes.
- 3.6 Free Wi-Fi facility is available to every student for purposes of academic pursuits.
- 3.7 Laundry facility has been provided near the hostel which can be used by the inmates of the hostel.
- 3.8 ATM and stationary shops are also located near the hostels.

#### **4.0 SANCTITY OF THE HOSTELS**

- 4.1 The hostels being a part of the College premises deserve a sacred status.
- 4.2 Use of bad and abusive language should be avoided within the hostel / College premises.
- 4.3 Students are not permitted to keep-in-their possession and in their rooms items such as crackers, dangerous weapons, firearms, contraband items or instruments that can cause serious injury to others.
- 4.4 Students should not indulge in any illegal and/or unethical activity on the hostel premises.
- 4.5 Smoking, consumption of alcoholic drinks and use of narcotic drugs in the hostel premises is strictly prohibited. Neither the students nor their visitors are allowed to bring or consume liquor, drugs, or any other intoxicants on the hostel premises. Severe action will be taken against those in possession of drugs or found under their influence.

#### **5.0 ADMISSION**

- 5.1 Application for admission to the hostel should be made in the prescribed form, which can be had from the hostel office.
- 5.2 A responsible person, parent / guardian who will comply with the formalities and procedures for admission must accompany the candidate.
- 5.3 No student will be allowed to stay in the hostel without formal admission.
- 5.4 The hostel administration may refuse admission to any member without assigning reasons.
- 5.5 Every student before admission to the hostel must give an undertaking in writing that he / she will abide by the rules of the hostel and that he / she will submit to the discipline imposed on him / her by the authorities. This shall be confirmed in writing by the parent / guardian also in the attached declaration form.
- 5.6 All charges/expenses prescribed in the application form or any other documents are subject to change without notice.
- 5.7 Hostel accommodation is mandatory unless the student's parents are living nearby. The proof of residency of the parents will be insisted.

## FEES STRUCTURE

5.8 The Annual Hostel Fees Structure for the Academic Year 2018-19 is given below:

### Hostel fees & Mess fees (Mandatory)

S.No	SHARING	ROOM TYPE	2018-19		
			Hostel Fees (Rs.)	Mess Fees (Rs.)	Total Fees (Rs.)
1	Non AC - 3 Sharing	Non AC With Wash Room - (Gents & Ladies)	55,000	49,500	1,04,500
2		Non AC Without Wash Room - (Gents & Ladies)	50,000	49,500	99,500

### Laundry Fees (Optional)

S.No	ROOM TYPE	2018- 19	
		Laundry Fees Gents	Laundry Fees Ladies
1	All Hostels	6,000	7,000

#### Notes :-

- Hostel rates given above include admission fees, room rent, amenities fees, electrical charges, and games & entertainment fees.
- Mess rates given above include Veg. and Non Veg.

## 6.0 PAYMENT OF FEES

- 6.1 All the applicable hostel fees must be paid at the time of getting hostel admission. Part payment is not encouraged.
- 6.2 Hostel fees should be paid by Demand Draft/Online.
- 6.3 Scholarship holders should also pay the dues until such time that their scholarship amount is received and credited to the hostel account.

## 7.0 REFUND OF HOSTEL FEES

Fees once paid will not be refunded normally. However, under special circumstances the following procedure will be followed.

- 7.1 Full fee (except the cancellation fee of Rs.5000/-) will be refunded if a student wishes to withdraw from the course even before start of the program.
- 7.2 If a student wishes to withdraw from a course after the start of the program, room rent and mess fees for the period completed by the student (rounded of to the full month) will be charged and the remaining amount will be refunded.
- 7.3 If a student wishes to withdraw from the hostel at any time during the academic year, no refund is permitted.
- 7.4 One semester mess fess refund will be permitted if the student is selected for abroad programme.
- 7.5 If a student is expelled from the hostel on disciplinary grounds, no refund is permitted.

## **8.0 ROOM ALLOTMENT**

- 8.1 Allotment of rooms may not necessarily be of one's choice, whereas the students can opt from the choices given to them. Subsequently, mutual shifting between the students may be permitted at the sole discretion of the administration. Once allotted, the rooms will generally not be changed unless it is for maintenance of discipline or other such necessity, on the discretion of the management.
- 8.2 The management intentionally places students of varying academic, cultural, social, national backgrounds together so that cross-cultural, academic, social and national learning is achieved. Students are expected to give full respect and equal rights to their roommates, irrespective of their varying backgrounds.
- 8.3 Allotment is generally done on a shared (double / triple occupancy basis i.e. two or three persons per room). The rental value has been worked out on this basis.
- 8.4 Students must occupy the rooms allotted to them and should not exchange rooms without the knowledge of the concerned Deputy Warden.
- 8.5 The wardens may shift inmates from one room to another without assigning any reason.

## **9.0 GUEST ACCOMMODATION**

- 9.1 Subject to the availability of rooms in the hostel, if a parent needs accommodation for a short stay (one or two days only), he/she has to intimate the hostel office at least 7 days before the expected date of occupancy.
- 9.2 If allowed to avail the hostel facility for stay, the following charges shall apply:  
*1. Rental charges: Rs. 300/- per day per person.*  
*2. Food cost: Rs. 220/- (for Veg.) & Rs.260/- Non. Veg.) per day per person.*
- 9.3 Day-scholars / other relatives of the students are not permitted to stay in the hostel as guests.
- 9.4 Hostel rules and regulations will equally apply to guests also.
- 9.5 Any damages caused to the SRM VEC property by guests shall be recovered from the concerned individuals.

## **10.0 OTHER CHARGES**

- 10.1 Duplicate key for cupboard Rs. 250/-, Duplicate key for a drawer Rs. 100/- & Duplicate Hostel Identity Card Rs. 200/-
- 10.2 The rental per year includes bills for normal usage of utilities like electricity. Normal usage means any amount of utilities consumed through the fixtures provided by SRM VEC.
- 10.3 Students are not allowed to keep any electrical appliance in their rooms without prior written permission of the hostel management. Any electrical appliance found in the hostel room will be treated as in use of the concerned student. It would attract a heavy fine for violating the rule.
- 10.4 If you plan to have your own fixtures/appliances like extra fan, desktop computer etc, these will be charged at the rates given below; provided you are allowed by the administration to have these in your hostel room:
- |    |                  |  |
|----|------------------|--|
| 1) | Desktop Computer | Rs 200 per month (OR) Rs 2000 per year |
| 2) | Fan              | Rs 150 per month (OR) Rs 1500 per year |
| 3) | Air Cooler       | Rs 500 per month (OR) Rs 5000 per year |

***NOTE: Charges for any other electric appliances not included in the above list if permitted will be determined by the hostel administration on case-to-case basis.***

## **11.0 PAYMENT OF FINE**

- 11.1 When a student is fined for any violation of hostel rule, he/she has to clear his/her fine within one month from the date of fining. He/She will have to vacate the hostel immediately if this is not adhered to. Re-admission to the hostel will be subject to approval of the competent authority.

## **12.0 MESS**

- 12.1 Once a student joins the hostel, he / she are deemed to have become a member of the allotted mess until he / she vacates the hostel officially.
- 12.2 The hostel provides highly subsidized vegetarian / non-vegetarian and South Indian / North Indian food.
- 12.3 Hostel is meant for both boarding and lodging. No one is permitted to use the hostel for lodging only.
- 12.4 The mess is run by the nominated caterers.
- 12.5 Strict discipline should be maintained in the dining hall.
- 12.6 Menu will be displayed on the notice board. Changes can be made based on decision of mess committee formed by the students' representatives and wardens.
- 12.7 Day scholars cannot be entertained as guests in the mess.
- 12.8. Inmates can entertain their parents as guests on prior information to the hostel authorities. The guest rate per person is Rs.60/- for breakfast, Rs.80 for veg. lunch and dinner respectively. For Non. Veg. (OR) Special lunch / dinner the rate is Rs.100/-. The rates are subject to change.
- 12.9 Food will not be served in rooms and the inmates are not supposed to take food to their rooms. If an inmate is ill, the Deputy Warden will make suitable arrangements.
- 12.10 The inmates should not enter the kitchen.
- 12.11 Wasting food is a crime. If any student is found wasting food he / she will be fined Rs.500/- for the first time. If the same student is found repeating the same mistake he / she will be expelled from the hostel.
- 12.11 Food will be served at the following timings: -
- |                  |                 |           |                |
|------------------|-----------------|-----------|----------------|
| <i>Breakfast</i> | <i>7.30 am</i>  | <i>to</i> | <i>9.00 am</i> |
| <i>Lunch</i>     | <i>11.30 am</i> | <i>to</i> | <i>1.30 pm</i> |
| <i>Tea</i>       | <i>4.30 pm</i>  | <i>to</i> | <i>5.30 pm</i> |
| <i>Dinner</i>    | <i>7.30 pm</i>  | <i>to</i> | <i>9.00 pm</i> |

## **13.0 MAINTENANCE AND UPKEEP OF HOSTELS**

- 13.1 It is expected that residents will treat the hostel property with care and consideration.
- 13.2 Furnishings for individual rooms as well as common areas will be provided once at the beginning of the academic year. The subsequent maintenance will be the responsibility of the hostelites. Any damage to the individual room furnishings will be taken care of by the individuals concerned and that to the items of collective use by the hostelites as a group.
- 13.3 Fixing of posters, making use of walls / doors as a canvas for painting of various expressions, etc., are strictly prohibited. The cost of repair to pay for the damage caused to the walls / doors due to this sort of activity will be recovered from the occupants of the respective rooms.
- 13.4 On joining the hostel, students in some blocks will be provided with one key for the cabinet. Keys must be returned to the supervisor, Deputy Warden or office assistant - on vacating the hostel. Duplicate keys (if needed) will only be arranged by the Administration on payment of the prescribed charges.

## 14.0 MAINTENANCE COMPLAINTS

- 14.1 A hostel Committee has been formed at SRM VEC to look into various matters/problems, related to hostels. The composition of the committee will be intimated from time to time.
- 14.2 For the convenience of the hostelites, a complaint handling system is in vogue. In case of any complaint regarding upkeep and maintenance, the complaint form should be filled out in duplicate and a copy should be handed over to the building supervisor. A complaint register is also placed at the entrance of each hostel block for this purpose.
- 14.3 All avenues are available to you for lodging complaints for unattended works. It would, however, be appropriate if immediate channels are tapped first. These are:
- Enter in the Complaints Register available in Hostel
  - Confirm with the Hostel Supervisor / SRO
  - Respective Deputy Warden
  - Respective Warden/ Senior Warden
    - [vechostel.krs@valliammai.co.in](mailto:vechostel.krs@valliammai.co.in) --- for Ladies Hostel
    - [vechostel.trsa@valliammai.co.in](mailto:vechostel.trsa@valliammai.co.in) --- for TRS-A Hostel
    - [vechostel.trsb@valliammai.co.in](mailto:vechostel.trsb@valliammai.co.in) --- for TRS-B Hostel
  - If no response was noticed, Mail to the Principal
    - [principal@valliammai.co.in](mailto:principal@valliammai.co.in)

## 15.0 RAGGING

- 15.1 Ragging is a cognizable offence.
- 15.2 **Ragging in any form is strictly prohibited and they are advised not to indulge in any form of the same; severe action will be taken against those who indulge in such activities as per Govt. orders and College rules.**
- 15.3 Ragging entails heavy fines and/or suspension/ expulsion from the hostel and/or College.
- 15.4 Any student, with the intention of causing ragging or with the knowledge that he/she is likely by such act to cause ragging, commits or abets ragging, and thereby teases or embarrasses or humiliates or assaults or uses criminal force or criminally intimidates or wrongfully restrains or wrongfully confines or causes grievous hurt or kidnaps or abducts or rapes or commits unnatural offence or causes death or abets suicide shall be punished as per the Tamil Nadu Prohibition of Ragging Act, 1997.
- 15.5 If the individuals committing or abetting ragging are not identified, collective punishment could be resorted to act as a deterrent and to ensure collective pressure on the potential raggars.

## 16.0 GENERAL DISCIPLINE

- 16.1 Identity card will be issued to all the inmates of the hostel. They should produce their identity cards on demand. In case of loss, duplicate card will be issued on payment of Rs.200/-.
- 16.2 Members are strictly forbidden from using personal gadgets like transistors, tape recorder, VCR/VCD/DVD, hot plate, electric iron, cookers etc. However, to use other electrical appliances such as personal computers, table fan etc permission will be given on specific request and will be charged extra. Members should not tap electricity from other than the points provided for the purpose.
- 16.3 You are expected to use the electrical appliances and fixtures in an efficient manner. For example, if you are not in your room, lights and fans should be switched off. Similarly, the common room appliances / electrical fixtures should only be in operation when you are there.

- 16.4 Students using computers are *not permitted to use multimedia speakers*. Violation of this will be viewed seriously. Only ear hags can be used in the rooms to respect the privacy of other roommates.
- 16.5 Students are advised always to *keep their belongings under lock & key* and to lock their rooms whenever they go out. Hostel authorities will not be responsible for any loss of personal belongings and such complaints shall not be entertained. Students are expected to behave in a mature and responsible manner and look after their belongings.
- 16.6 Students are *advised not to keep expensive jewellery, heavy cash* or any other valuables in their rooms. The hostel management does not own any responsibility for the loss of property left in the rooms due to the inmate's negligence.
- 16.7 Hostel administration will not entertain any complaint regarding theft of Cell phones, Laptops, etc.
- 16.8 Students should not entertain vendors of petty items in the hostel blocks. However, licensed washer man shall alone be permitted to enter the hostel.
- 16.9 No member is permitted to entertain any ex-student of this institution or other institutions. The penalty for disobedience of this rule will be very severe.
- 16.10 Members shall not give any tips to service personals or cooks of the hostel & shall not demand any special service from any hostel employee. Students are not permitted to engage private guards.
- 16.11 Students are strictly prohibited from taking out any procession or indulging in unauthorized group activities.
- 16.12 Students should not arrange any function, meeting, or religious gathering within the hostel campus without special permission of the authorities. In case, the students need to organize a function at the hostel, they are required to get prior permission from the Sr. Warden through the Deputy Warden after giving a written request in this regard. If the administration allows residents to organize any function, the hostel representative may be asked to provide a written undertaking of good conduct and observing accepted norms of behavior.
- 16.13 Students involving in business, collection of funds, compelling others to join in some organization as a member etc must not be made under any circumstances.
- 16.14 Inmates of the hostel are not allowed to make any complaint as a group. Individual petitions alone, addressed to the warden will be looked into.
- 16.15 No one shall indulge in politics, violence, rioting or instigate communal feelings or have dealings with outside elements. Such activities may lead to expulsion of the student from the hostel and college.
- 16.16 No member shall absent himself from the hostel overnight without prior permission from the Deputy Warden.
- 16.17 The students of the hostel are not allowed to stay in the hostel during the college working hours. In case if they have to stay, they should apply for leave as per college rules informing the Deputy Warden/SRO the reasons for staying in the hostel during working hours.
- 16.18 Surprise check of hostel rooms may be carried out from time to time by the Wardens and other hostel staff to ensure there is no unlawful activity like ragging, smoking, harassing roommates, Possession of weapons, etc. Management Representatives are empowered to check the hostel rooms at any time and the equipment/materials. In case of ladies hostels, inspection will be carried out in the presence of the Deputy Warden/SRO/supervisors.
- 16.19 Activities involving recreation or exercises will be carried out in such a way that they do not cause any damage to SRM VEC property or hostel premises. Any damage caused by way of such activities shall be rectified at the cost of the concerned hostelites.

- 16.20 Through the support staff at hostels, we provide you the following services:
- (a) Day-to-day maintenance work
  - (b) Cleaning of premises
  - (c) Newspapers/Sports and recreation facilities.
- 16.21 If you are facing any difficulty adjusting with your roommate and unable to resolve the issue, the matter must be reported to the administration immediately. Students are expected to act with maturity and not involve your parents or guardians, in trivial cases.
- 16.22 None of the furnishings / appliances provided in individual rooms or common areas can be removed and/or relocated. Even in case where a student has been allotted a single room, the furnishings will not be disturbed. The defaulters can be fined up to Rs10,000/.
- 16.23 ***Students should adhere to the timings.*** For student safety and to maintain the decorum of the College, the Girls Hostel attendance will be taken at 7.00 pm and Boys Hostels at 9.30 pm. The timings may be changed on particular days of events and students should be in their hostels thereafter. Students are expected to maintain absolute silence during the study hours and thereafter. By opting for stay in the Hostels, it is assumed that the students and their parents acknowledge this requirement and there will be no representation on this ground. Also strict action will be taken against those not abiding to the same.
- 16.24 If any student plans to stay away from the hostel after 9.30 pm, they have to plan in advance and inform the Deputy Warden in writing. Verbal messages to the Warden/SRO will not suffice. Information sheets must contain the place where they have planned to go as well as the contact telephone number. Permission from their parents in writing or by way of email/video call is mandatory for staying outside the hostel beyond specified timings.
- 16.25 Smoking inside hostels and common areas is not permitted. Violation will be considered a breach of discipline and will attract a fine of Rs 1,000/- per violation.
- 16.26 No student is allowed to use any sort of narcotics, if found involved in use or possession of narcotics will be expelled from the hostels in addition to other disciplinary action.
- 16.27 ***Students will not enter the Hostel in inebriated condition, if found they will be expelled from the hostel without any further notice.***
- 16.28 Outgoing letters will have to be sent by the individuals. However, letters received by the Hostel Office will be sent to the respective block only, if full information is available. Registered letters will be delivered to the recipient directly by the postman/courier only.
- 16.29 Sleeping in common rooms is strictly prohibited. Anybody found sleeping in common room will be subject to a fine of **Rs.1,000/-**.
- 16.30 Hostelites are required to keep their bicycles at the stand properly locked. If any student's vehicle is found in any other place, the concerned student will be subjected to a fine of **Rs.1,000/-** per violation.
- 16.31 Two wheelers/Cars are not permitted in the hostel premises. Violation will attract fine of **Rs.1,000/-**
- 16.32 Cooking in hostel rooms are not permitted. Possession of cooking material, induction tops, stoves, heaters etc. will invite heavy penalty and repeated offence may amount to expulsion from the hostels.
- 16.33 Misconduct or infringements of rules & regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will make a student liable for severe disciplinary action and even expulsion from the hostel & College. Room-mates will report anyone missing from their rooms after 10 pm and will be equally liable for disciplinary action in case of not reporting this or any other abnormal event in the room.

## **17.0 HOSTEL RULES FOR WOMEN** **(Additional to the general rules & regulations for hostel given above)**

- 17.1 Modesty in dress is expected from students.
- 17.2 Students should be present in the hostel between 6.30 pm & 7.30 am. If any student wants to go out to the city / town they should submit a letter from their parents to the Deputy Warden indicating the date on which they want to go with time of leaving the hostel and expected time of return. They should also write their names in the register intended for the purpose, giving time of leaving & expected time of return. Violation of this rule will result in expulsion from the hostel.
- 17.3 Roll call will be taken at 07.00 pm daily.
- 17.4 No student is permitted to stay outside the hostel for the night without the written permission of the Deputy Warden, based upon consent of the parents.
- 17.5 Students will be allowed to go home only if there is a written request for the same from self and parent /guardian. Going home frequently is not permitted.
- 17.6 Strict silence should be observed after 07.00 pm and till 07.00 am.
- 17.7 Visitors are permitted to meet their wards at the reception in the hostel during weekends with the permission of the Deputy Warden/SRO.
- 17.8 Guest is not permitted to stay overnight in the hostel.

## **18.0 HOSTEL REPRESENTATIVES**

- 18.1 There will be two **Floor Representatives** for each floor mutually nominated by the residents of the respective floors to represent students' problems. The floor representatives will represent student problems regarding maintenance, mess and other facilities and work to safeguard the Universities interests. Any untoward incident at the hostel or any non-compliance of rules should be reported by the floor representative to the Administration immediately.

## **19.0 FURNISHINGS**

- 19.1 Standard Room Facilities:
  - (a) Single Cot
  - (b) Cupboard with self lock
  - (c) Individual study table and chair and electrical power point
- 19.2 Electrical fittings will be provided by the hostel at the beginning of the occupancy, subsequently if there is any failure, it should be brought to the notice of the authorities immediately for replacement.
- 19.3 Students are not supposed to take away common area fittings/furnishings to their individual rooms. Violators will be fined **Rs 1,000/-** per violation.
- 19.4 Additional Requirements from Students: Demand of items of common use other than those mentioned above will be discussed in the Hostel Committee Meetings on a case-to-case basis. If the Committee feels that the item(s) demanded are of common use, those items will be provided. Individual needs other than the ones mentioned above will be the responsibility of the individuals concerned, as long as they are not a cause of concern for other roommates and hostel residents.
- 19.5 Furnishings and design of hostel buildings may vary as per design and structure of each individual building

## **20.0 SECURITY**

- 20.1 Whereas safety and security of furnishings for individual rooms will be the responsibility of the occupants of the particular room, for common areas or any other items(s) provided for entertainment or comfort will be the responsibility of the hostelites as a whole. The Hostel representatives will, in case of damage to the common area furnishings, provide names of the hostelites responsible for causing the damage.
- 20.2 To ensure security, it is requested that
- a) Guests are restricted to the lounge area only; and
  - b) Each of the hostelites keeps his/her valuables under lock and key.
- 20.3 Valuables or cash other than the ones needed for immediate requirements will not be kept at the hostels. Small cash or items of necessity must be kept under lock and key.

## **21.0 ENTRY/EXIT TO/FROM HOSTELS**

- 21.1 For security reasons and to ensure that no unauthorized person enters the hostel premises, entry to hostels will strictly be restricted to the hostelites except for guests during specified hours and administration representatives. The students must keep their identity cards with them at all times.
- 21.2 Hostelites will not **be allowed to go out of the hostel after 9 pm or enter after 9.30 pm** unless they have prior approval of the Deputy Warden. You must therefore plan in advance. Cases of the hostelites who fail to abide by security personnel instructions in this regard will be referred to the Disciplinary Committee. The Disciplinary Committee has full powers to take any action or punishment in the form of fine, suspension or expulsion from the hostel against the guilty.

## **22.0 VISITORS TO THE HOSTELS**

- 22.1 Male visitors to female hostels and female visitors to male hostels (other than parents) are **NOT** allowed.
- 22.2 Parents may visit the hostels from 4.30 p.m. to 6.00 p.m. during working days and 8.30 a.m. to 6.00 p.m. during holidays.
- 22.3 Use of hostels as a place of rest by the day-scholars is not permitted. Inmates from one hostel to another are not permitted without valid permission.
- 22.4 Overnight stay by visitors is not permitted. Overnight stay by parents will only be allowed under genuine circumstances. Advance approval of the Hostel Administration is necessary. Approved overnight stay will be charged at Rs 300/- per night.
- 22.5 All the visitors are required to sign the Visitor's book before entering the hostel.
- 22.6 If it is established that an overnight stay by a visitor has taken place without the approval of the hostel administration, the host will be charged Rs 1,500/- per night per person as a penalty. In addition, such cases will be referred to the Disciplinary Committee for necessary action.
- 22.7 Visitors will only be restricted to the lounge(s).

## **23.0 CHECK-IN**

Hostel check in application has to be submitted to the Deputy Warden while checking in to the hostel as per rules; this form is available with the hostel office.

## **24.0 NOISE POLLUTION**

Playing instruments/music at a loud volume, singing aloud, shouting and making noise of any kind causing disturbance to others is discouraged. It is expected that hostel residents will respect each other's privacy, rest hours and peace of mind by not making undue noise. Habitual offenders are subject to punishment by the disciplinary committee.

## **25.0 MISCELLANEOUS**

25.1 Any hostel resident, whose roommate has checked out due to any reason, will accept a roommate or will shift with another hostel student who is staying single, as per the instructions of the hostel management. In such a case, the hostel management will provide support staff for moving the luggage of the student.

25.2 If any student living in the hostel on double/triple occupancy basis has the other space vacant in his/her room, will not proceed on term break/ summer break / vacations etc., without giving the duplicate key of his/her room door to the warden. This is necessitated by the condition if another student has to be allotted the vacant space. In case of default, the omission will attract a fine of Rs.1000 and the warden will remove the lock of the room.

## **26.0 SUMMER BREAK**

All Hostlers have to vacate the hostel during the summer vacation every year. In addition, the inmates may also be asked to vacate their room and deposit their luggage in the cloak rooms during winter vacation for maintenance or any other requirement. In case a student is advised by the College to stay in the hostel during vacation due to academic reasons he/she may be allowed to stay as decided by the hostel administration. The allotment of the same room for the next year is not assured. New allotment based on the situation will be decided by the hostel administration and is binding on the residents.

## **27.0 MEDICAL ASSISTANCE**

Cases of serious illness and diseases should be reported immediately to the concerned Deputy Warden for necessary action. During hospital working hours, students can go to the hospital for treatment. After working hours, they can approach the Casualty department of the SRM Hospital. However, during night time, students are expected to contact the hostel Deputy Warden if any medical help is required. Ambulance is available on campus 24 hours to transport students to hospital and back if any emergency arises.

**The revised rules and regulation supersedes all previous regulations. In case of any dispute the decisions of the Principal, Valliammai Engineering College will be final and it reserves the right to modify the rules and regulations as deemed fit.**

### **For Any Feedback please contact**

The Principal,  
Valliammai Engineering College,  
SRM Nagar, Kattankulathur-603203.  
Tel.: 044-2745 4784/26 FAX: 044-2745 1504  
Email. [principal@valliammai.co.in](mailto:principal@valliammai.co.in)

**SRM VEC HOSTELS**  
SRM Nagar, Kattankulathur – 603203

**Hostel Admit Card**

ID Number :

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Date of Birth:  
(DD / MM/ YYYY)

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Full Name :

\_\_\_\_\_

Year /Course / Branch : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Email ID :

\_\_\_\_\_

**Father's Information (Address proof with phone numbers attested by a Gazetted Officer / Ration Card / Bank Pass Book / Voter Identity Card)**

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Phone No: \_\_\_\_\_

Office Address: \_\_\_\_\_

\_\_\_\_\_ PIN: \_\_\_\_\_

E-mail ID: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ PIN: \_\_\_\_\_

**Mother's Information (with proof as above)**

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Phone No.: (Res): \_\_\_\_\_ (Off): \_\_\_\_\_ (Cell): \_\_\_\_\_

Office Address: \_\_\_\_\_

\_\_\_\_\_ PIN: \_\_\_\_\_

E-mail ID : \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ PIN: \_\_\_\_\_

**Local Guardian's Information (with proof)**

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ PIN: \_\_\_\_\_

Phone No: (Res): \_\_\_\_\_ (Off): \_\_\_\_\_ (Cell): \_\_\_\_\_

E-mail ID : \_\_\_\_\_

Student's  
Passport size  
Photograph

Father or  
Mother's  
Passport size  
Photograph

Local Guardian's  
Passport size  
Photograph

**DECLARATION AND UNDERTAKING**

I ..... Studying in ..... Year  
..... Branch and staying in Room No.  
..... of ..... hostel hereby declare that  
the information furnished is true to the best of my knowledge and solemnly undertake (promise)  
that I will strictly follow the rules and regulations of the hostel, which are enforced from time to  
time and shall not involve in any ragging / strike / demonstration / unlawful activities  
throughout my studies in this College. If I am found involved in any such above said activities, I  
am fully aware that I will be expelled from the college and hostel with immediate effect.

Date:

Signature of the student

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I fully agree with the declaration and undertaking given by my ward and I assure that my  
ward will adhere to all the rules and regulations of the hostel and undertaking given by his/her  
and I shall monitor his/her behavior throughout his/her career in the college and also assure that  
the hostel fee will be paid as per the instructions. I understand any violation / indiscipline may  
attract fine or expulsion or both to my ward. I also give an undertaking that if my son/daughter  
meets with any accident (or) found missing (or) dead, due to violation of hostel rules, I will not  
proceed against the college for such incidents committed by my ward. I solemnly declare that  
the above details are true to the best of my knowledge and belief.

Date:

Signature of Parent / Guardian

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**OFFICE USE ONLY**

Block & Sl. No : \_\_\_\_\_ Hostel Receipt Number : \_\_\_\_\_

Room Allotted : \_\_\_\_\_

Signature