

**SRI RAMAKRISHNA DENTAL COLLEGE & HOSPITAL
S.N.R. COLLEGE ROAD, COIMBATORE**

RULES AND REGULATIONS FOR THE RESIDENTS OF HOSTEL

All existing and newly admitted students should read ALL the points carefully, before applying / check-in to Hostel accommodation at the start of every academic year. In case of any doubt, get them clarified from the Wardens. Violation of any of the rules stating ignorance will not be accepted and will attract disciplinary action.

This document has to be signed by the Student and his / her parent(s) and submitted before room allotment. Rooms shall be allotted on submission of the receipt of hostel and mess fee paid.

Hostel accommodation is not a matter of right of the student and allotment shall be made subject to availability of the suitable space, based on adherence of rules contained in this document.

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1. BEHAVIOUR AND DISCIPLINE:

1. Hostel Residents are expected to display acceptable form of behaviour and maintain discipline and decorum everywhere in general, in and around the hostel complex in particular at all times.
2. Students during their stay in the hostel will be governed by the Hostel and Mess Rules & Regulations.
3. Ragging is considered as punishable offence as per F.No. 37-3/Legal/AICTE/2009 regulations. Students should abstain from committing ragging or such offences as no leniency will be shown to any student found guilty. Ragging in any form is strictly prohibited. If someone found guilty, severe action will be taken.
4. Possession, distribution and/or consumption of alcoholic beverages, prohibited drugs, any form of narcotics, tobacco, gambling in hostel premises is a serious offence and is strictly prohibited. Student should not consume alcohol outside and enter into the campus. Smoking is strictly prohibited in the hostel and Academic campus. Non-compliance shall lead to strict disciplinary action and legal authorities shall be informed of violations (This shall apply to visitors also).
5. Walking on the Planted areas/ Landscape areas and plucking of flowers /branches of the plants is prohibited.
6. Trespassing from Boys hostel to Girls hostel and vice versa is strictly prohibited. Disciplinary action shall be taken against the defaulters.
7. Decent dress code is to be maintained in the hostel premises.
8. The hostels shall maintain silence hours from 12.00 midnight to 6.00 am. Enough care should be taken to ensure music / loud talks are not audible outside the room.
9. Student/s shall take prior permission of the Warden for celebrating any festivals and birthdays or social gatherings. Events should be held in the common place between 7.00 pm and 8.00 pm within the campus only. There shouldn't be any discomfort to other students. No guests or outsiders are allowed.
10. Students of the allotted rooms shall be responsible for the maintenance and upkeep of their respective rooms and the space/corridor outside including furniture.
11. Students should enter and leave the hostel buildings only through designated paths/entrances in the campus.
12. Students should handle hostel equipments, furniture and mess property carefully and should not damage it. Any damage to the hostel property must be reported immediately to the Warden(s). For any damage to the hostel property in a room / corridor, the cost of repair / replacement is to be borne by all the occupants of that room or corridor. Vandalism is a serious offence and anyone found guilty of committing or resorting to such acts can be expelled from the hostel.
13. No student shall use the service of a hostel housekeeping person for any kind of his/her personal work.

14. Students will not enter into rooms of other students without permission of the room inmates.
15. Every case of illness and accident must be reported immediately to the hostel authorities.
16. Students suffering from contagious disease will not be permitted to stay at hostel. Decision of the Chief Warden in this regard will be final.
17. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint shall be lodged by the student before taking prior permission from the hostel management/Authorities.
18. Student's acts such as using abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. are punishable. Further, the students are liable to be expelled from the hostel/ Institute.
19. Any unacceptable behaviour by any room-mate, the other room-mate must report it to the Warden at the earliest.
20. Playing loud music to cause disturbance to his/her neighbour(s) is prohibited. Defaulters will be punished. Such Repeated acts will attract severe disciplinary action.
21. Misbehaving with the security personnel or hostel resident caretakers will be considered equivalent to vandalism.
22. No student shall bring or store any firearm, ammunition, explosive and inflammable materials inside the premises of the hostel.
23. Students are not allowed to take common room's newspapers/magazines or any furniture (Chairs/Centre table etc) to their room at any time.
24. No resident is allowed to change the room allotted to them without prior permission of the hostel authorities. Anyone found changing rooms or residing in other rooms is liable to be expelled from the hostel.
25. There is CCTV coverage everywhere in the college and hostel campus. Student should be aware of it.
26. As the capacities of the hostel electrical systems are limited, overloading them can result in trip down of wings main power supply or may result in fire hazards. Additionally, there are certain types of electrical appliances that are dangerous in residence hostel rooms.

The following guidelines govern the use of electrical appliances, outlets and extension cords in your rooms:

- i. Electrical appliances with an exposed heating element are prohibited.
- ii. Resident-owned water heaters, iron boxes, induction plate, fans, air conditioners/heaters are not permitted.
- iii. Other appliances such as desk lamps and computers are permitted, provided the total power requirements do not overload the room's electrical system.
- iv. Only properly grounded extension cords may be used with appliances that require grounding.

- v. All electrical equipment and cords must be maintained in safe operating condition. In the event of loss of any personal property of a resident due to electrical short circuit or fire, the Hostel Management is not responsible. Students will be required to pay twice the charges for the repair to hostel property that is found to have been wilfully damaged.

2. ADHERENCE TO HOSTEL TIMINGS:

1. Residents are not permitted to leave the hostel complex before 05.00 AM in the morning and after 7.30 PM in the Night without prior permissions from the concerned Authorities. Students shall be permitted into the respective hostel for THREE consecutive delays/late entries in a Month and thereafter the student will be penalised for Rs.1,500/- and also he/she has to be accompanied by their Parents to pay the penalty. If the student is being found delayed/late as per the hostel timings after four times in a month he/she will be expelled from the hostel premises.
2. Hostel residents are permitted to go out for their personal work during the following timings.

Boys Hostel:

Monday to Saturday	-	4:00 PM to 6:30 PM
Sunday and Declared Holidays	-	8:00 AM to 7:30 PM

Girls Hostel:

Monday to Saturday	-	4:00 PM to 6:30 PM
Sunday and Declared Holidays	-	8:00 AM to 7:30 PM

3. In cases where the residents anticipate late entry, they have to seek prior consent and written permission of the respective Warden.
4. All the students should take prior approval from the Wardens before leaving for their homes or to any conference/seminar/tour/meet/ extracurricular activity etc. Violation of this rule will lead to disciplinary action and appropriate fine shall be imposed at the discretion of the Warden committee.
5. Late entry to the hostel due to Institutional functions, academic commitments at college, (scheduled exams, late hour classes, submissions etc.,) may be considered on the basis of written application citing Institutional functions / academic reasons as reason of delay, such reasons need to be validated by the concerned HOD /Subject Teacher / warden. All applications should be submitted within 24 hours of the late entry.

6. Staying out of Hostel: If students need to stay out of the hostel for any period of time, or need to leave for personal reasons, their parents have to take prior written permission. Staying out of the hostel without permission may attract strict disciplinary action.
7. Students are not allowed to stay in the hostels during working hours (College Working Days). If unwell, prior permission of the Warden needs to be obtained.

3. UPKEEP OF THE HOSTEL:

1. The hostel management reserves the right to carry out spot-checks of the hostels and the rooms anytime without giving prior notice to the Hostel Residents.
2. Hostel Residents are responsible for keeping their rooms' and the common areas clean and tidy at all times.
3. Sticking posters, writings, wall chalking, wall painting, writing slogans of any kind or defacing the hostel complex in any form is totally banned. Any disfigurement of the common areas such as bathrooms, staircase, common room, dining spaces etc., cost of repair / re-paint shall be borne by the occupants of that room or corridor, as per the decision of the Warden(s).
4. Scribbling/Scratching on the walls, breaking, touching the CCTV cameras and damaging property of the Hostel/Institute will be viewed seriously and shall invite disciplinary action against the violators/defaulters.
5. Electricians, Carpenters or any other room service personnel may enter the hostel complex and / or the rooms as and when necessary in the course of their duty under the directive of the Caretaker, or with prior permission from Warden(s). However, every effort will be made to respect the privacy and dignity of the Residents.
6. The hostel management reserves the right to move the Residents to other room, if such a need arises, from time to time.
7. For any damages/technical fault observed by students in common areas, toilets, rooms etc., the same needs to be reported to the Hostel caretaker for necessary action, with proper entry made in the Grievance's Register.
8. All the fittings in the washrooms of the respective floors should be handled carefully. If there is any breakage due to mishandling, it will be the responsibility of the inmates residing in the respective floors and appropriate action will be taken if found breakage is due to mishandling.
9. For any major repair work required, Residents are required to approach the Warden.
10. Students have to use water and electricity judiciously. All fans, lights and electrical appliances must be switched off when not in use. If fan, tube lights, etc., found on in the absence of the students in their rooms, fine shall be charged by hostel authorities.
11. Garbage and wastage shall be put in appropriate garbage containers/bags available nearby hostel premises.

4. PERSONAL BELONGINGS

- 4.1 Hostel Residents are solely responsible for all their personal and valuable belongings. Hostel Residents are strongly advised to lock all their valuable e.g. mobile phones, laptop, watches, money, jewellery etc. whenever they move out of their rooms. In case of loss of any such belongings whatsoever, the Hostel management will not be responsible and no claim will be entertained in this regard.
- 4.2 At the end of the course, the Residents are supposed to vacate their rooms. While vacating, all personal belongings should be taken back.

5. VISITORS

- 5.1 Visitors, including parents are allowed only in the visitor's area of the hostel complex during the visiting hours as below:

Boys Hostel:

Monday to Saturday	-	4:00 PM to 6:30 PM
Sunday and Declared Holidays	-	8:00 AM to 7:30 PM

Girls Hostel:

Monday to Saturday	-	4:00 PM to 6:30 PM
Sunday and Declared Holidays	-	8:00 AM to 7:30 PM

- 5.2 All visitors must first make an entry in the register at the Security cabin and provide all details and documents as requested by the Security personnel before entering the visitor's area of the hostel complex.
- 5.3 All visitors must strictly adhere to the timings and leave the hostel complex as per the visiting hours given in point 5.1.
- 5.4 Hostel Residents are not permitted to allow visitors of the opposite gender into the rooms at any time for any reason whatsoever. Any hostel resident found violating this rule will be expelled from the hostel and will also be liable for disciplinary action.
- 5.5 Day-Scholars/ Non-residents are prohibited from entering the hostel.
- 5.6 Students should not keep any unauthorized property/unauthorized guests in his/her room.

6. MESS RULES:

- 6.1 Availing Mess facility is mandatory for all Residents admitted into the hostel.
- 6.2 Refund is not applicable in cases where a Resident skips the mess for particular period/a day.
- 6.3 No Resident is permitted to take the Mess utensils/plates outside the hostel dining hall. If anyone is found taking the utensils/plates outside the mess or in their rooms, he/she is liable to be penalised by the hostel authority
- 6.4 Mess Menu is as decided by Hostel Committee based on the Students proposal and is thus done duly considering the culinary priorities of various regions.

7. TERMINATION OF TENANCY:

- 7.1 Hostel Residents can terminate the hostel tenancy by giving at least one month's written notice from their parents. Failure to give one month's advance notice will result in forfeiture of one month's rent.
- 7.2 The hostel management can end this tenancy at any time if:
 - i. The Hostel Residents fails to pay the hostel and mess fee within fifteen days of the start of the academic year.
 - ii. The Hostel Residents fails to comply with the terms of this tenancy

8 SECURITY:

- 8.1 Hostel Residents are advised to lock all doors for security reason at all the times. The hostel management is not responsible for any loss of private property.
- 8.2 Any Hostel Residents, who find his /her room-mate missing for more than 24 hours, must report to the warden immediately. This is to enable the hostel authorities to take immediate action. Your cooperation is very much appreciated.
- 8.3 Pets are not allowed in the hostel complex.

9. EMERGENCY:

- 9.1 In case of any emergency, please contact the Care takers staying in the hostel premises or call authorities. Important telephone numbers are provided and displayed in hostel premises.

10. REVISION OF RULES AND REGULATIONS:

- 10.1 The hostel management reserves the right to revise the rules and regulations from time to time and will keep the Hostel Residents informed of any changes in the form of notices on the hostel notice boards.
- 10.2 Ignorance of rules will not be accepted as an excuse.

11. MOVEMENT REGISTER

It is mandatory for each hostel students to mark their out time and in time in the movement register placed in the security gate cabin

Note: Students violating the above said rules shall attract disciplinary action, which may also include heavy fine and expulsion from the hostel.