

RULES AND REGULATIONS FOR HOSTEL RESIDENTS



HOSTEL ADMINISTRATION COMMITTEE
NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015

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RULES AND REGULATIONS FOR HOSTEL RESIDENTS

1. HOSTEL MANAGEMENT

- 1.1 The following officers constitute the **Hostel Administration Committee (HAC)**:
 - a) The Chief Warden
 - b) Deputy Chief Wardens
 - c) Convener of Hostels
 - d) Deputy Registrar
- 1.2 Each hostel is managed by a Warden who is regular faculty of the Institute, Residential Students Councilor (RSC) and Steward.
- 1.3 The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

2. ACCOMMODATION

- 2.1 Statutorily, hostel accommodation is available to B.Tech. Students, only during a working semester. No B.Tech. Student will have a right to occupation of a room during vacation. But he/she may be permitted to stay on request, if he/she is doing any course work / project work / Institute work / Hostel work.
- 2.2 Hostel accommodation is available to M.Tech./M.B.A./M.C.A. / M.Sc. students for a maximum length of stay for Two years / Two years / Three years / Two years respectively. They can retain their room during odd semester vacation. At the year-end they have to vacate the hostel.

- 2.3 Hostel accommodation is available to M.S. and Ph.D. scholars throughout the year subject to a maximum of 3 years for M.S. scholars and 5 years for Ph.D. scholars. M.S. and Ph.D. scholars shall vacate the hostel even in the middle of a semester once they are relieved from the Institute. However, they have to pay establishment charges for the entire semester.
- 2.4 Hostel accommodation may be provided to project staffs who are registered for and working towards a research degree at the Institute based on their request for rooms for a limited period, which could be extended, if rooms are available. They are required to pay room rent, establishment charges and any other charges as decided by the Hostel Management. The project staffs residing in hostels are governed by the same rules, applicable to regular students of the Institute. Project staff availing hostel accommodation is **not eligible for HRA** and should keep the Institute informed about the same.

3. CONDITIONS OF ALLOTMENT

- 3.1 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. **The telephone number of the parent must be provided.** Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated immediately to the hostel office in writing.
- 3.2 The Hostel Management will generally provide minimum furniture and fittings for each room consisting of one each of cot, table, chair, ceiling fan with regulator and, a tube light fitting.

- 3.3 Rooms once allotted to the students for an academic year will not be changed except on special situations.
- 3.4 The Hostel Management, if in case of non-availability of rooms, can allot more than one person per room.
- 3.5 If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Convener of Hostel immediately and should vacate the hostel if the Hostel Management finds that he/she is not eligible for hostel accommodation.
- 3.6 The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.
- 3.7 Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. The electrical installations including the fan should be handed over intact, in addition to the furniture. The personal locks has to be removed while vacating the room.

4. EXEMPTION FROM RESIDENCE IN HOSTEL

- 4.1 Married students/ Research scholars/ QIP scholars, who are provided quarters in the campus, are fully exempted from hostel stay and no rental / establishment charges need be paid to the HAC. However, such students will have to apply for an exemption to the Chief Warden in the prescribed form. In case, they are allotted a room in the hostel in the first instance, the charges are payable for one semester even if they vacate the hostel in the middle of the semester, and the refund of the charges paid by them is not permissible.

If they wish to come back to the hostel during the semester at a later date, then the full semester charges are payable once again. In such cases, hostel accommodation is provided to the student and not to the spouse or children.

- 4.2 If any student is denied a room in hostels by the Hostel Administration Committee due to paucity of rooms, then a complete exemption for payment of charges may be granted to the student by the Chief Warden till such time accommodation is made available.

5. CODE OF CONDUCT

- 5.1 All residents are required to maintain standards of behavior expected from students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 5.2 **All residents are required to carry their valid Identity Cards issued to them by the Institute.**
- 5.3 The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
- 5.4 All the girl students are expected to be in the hostel before 9.00 p.m. (9.30 p.m. on Saturdays and Sundays). If any student wishes to be away from the hostel during the weekend, holidays or any other time, she has to take prior permission from the Warden.
- 5.5 **Rooms are allotted to each student on his/ her personal responsibility.** He/she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the Estate Maintenance office, through the Warden, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.

- 5.6 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the HAC requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
- 5.7 The students should not screen pirated / unauthorized / unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.
- 5.8 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
- 5.9 In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.
- 5.10 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he/she will be charged a penal rent as decided by the Warden.
- 5.11 The resident shall not remove any fittings from any other room and get them fitted in his/her room.

5.12 The residents are required to sign a Hostel Upkeep Undertaking form, a copy of which is given as annexure. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the HAC.

5.13 Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely.

5.14 Antiragging measures

With reference to the UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 (under Section 26 (1)(g) of the University Grants Commission Act, 1956), vide notification F.1-16/2007 (CPP-II) dt. 17.06.2009, ragging is a punishable crime In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009. This has come to effectiveness to prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

In view of the above an antiragging squad is active and our campus is ragging free. Hence any such activities if occur will be viewed with due seriousness and the student will be subjected to subsequent actions as per the stipulated act.

What constitutes Ragging.- Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

j. In case of any such instances either directly been contacted by the senior, being a victim or if the student happen so witness any such incident which can be categorically defined under ragging as above as a campus resident he/she should immediately report to the appropriate authority Warden/Convener of Hostels/Chief warden/Dean Students Welfare/Antiragging squad for further course of action. Such informants will be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

Fresher's should clearly desist from doing anything with or against their will, even if ordered to by the senior students and that any attempt of ragging shall be promptly reported to the above authorities as the case may be.

First year UG students are for the very same reason lodged in separate hostels fenced and the access of seniors are denied on these first year hostels. Any senior student found in those hostel premises for what so ever reason without prior permission shall be subjected to disciplinary action.

The students who are found indulge in such activities shall be punished appropriately after following the procedure and in the manner prescribed hereinunder

k) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

l) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or

more of the following punishments, namely;

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process.

iv. Withholding results.

v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

vi. Suspension/ expulsion from the hostel.

vii. Cancellation of admission.

viii. Rustication from the institution for period ranging from one to four semesters.

ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

m) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;

ii. in case of an order of a University, to its Chancellor.

iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be. All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form.

5.15 **Smoking** and consumption of **alcoholic drinks** and / or **narcotic drugs** in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. **Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute.** Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel / room / common room / dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

- 5.16 Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted. Members of the hostel staff should not be asked to enter the hostel room on any account.
- 5.17 Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
- He / she will be expelled from the hostel.
 - A record of his / her misconduct will be made in the personal file.
 - The cost of damage will be fully recovered from him / her together with penalty.
 - He / she will also be fined commensurate with the offence committed.
 - The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.
 - No recommendations will be given to him / her for studies abroad.
- 5.18 Any student found hosting / harboring an offender will be also liable to the punishments mentioned in rule 5.17.
- 5.19 Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus. The visit of a person of the opposite sex to the hostel is restricted to common room and lounge.

6. GUESTS

- 6.1 A guest of a resident may be permitted, with the prior approval by the Convener of Hostels, to stay in hostel for not more than a week on payment of the necessary charges, as fixed by the HAC from time to time. The guest can be permitted only if the permission is obtained prior to

entertaining the guest in the room. For this purpose every person other than resident of the hostel will be considered as a guest for definition.

- 6.2 Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.
- 6.3 No overnight guests are permitted in a student's room without permission of the Warden. No person of the opposite sex either guest or otherwise shall be permitted to stay overnight in any part of the hostel.

7. VISITORS

- 7.1 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
- 7.2 The visit of men students to the women's hostel and vice-versa is restricted.

8. USE OF APPLIANCES

- 8.1 The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.
- 8.2 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.
- 8.3 **When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.**

9. COLLECTIVE RESPONSIBILITIES

- 9.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- 9.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 9.3 Residents will be personally responsible for the safety of their belongings.
- 9.4 Residents are required to obey all traffic rules inside the campus.
- 9.5 Residents are duty bound to report to the Steward / RSC / Warden/ Convener of Hostels / Chief Warden in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 9.6 Residents are required to park the cycles only in the space provided for them in an orderly manner. **No cycles / vehicles should be parked at the entrance or in the corridors.**
- 9.7 **Use of powered vehicles by students has been banned. Residents violating this rule are liable for punishment. Powered vehicles brought to the campus will be confiscated and huge penal charges will be levied. Confiscated vehicles will be released only at the end of the course completion.**
- 9.8 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities.
- 9.9 Students should not arrange for any picnic outside without specific permission of the Dean (Students) / Associate Dean (Students).
- 9.10 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
- 9.11 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.
- 9.12 Any case of theft should be reported promptly to the Security Officer.
- 9.13 **The jurisdiction of NIT is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police.**
- 9.14 Many of the mofussil buses do not stop at NIT. The students are advised to ascertain this before they board the bus. Picking up a quarrel with the crew will only land them in trouble.
- 9.15 The students when they go out should plan to return to the campus before 10:00 p.m., by town bus if necessary. In rare instances when they are delayed and are forced to take a mofussil bus, they may get down at Thuvakudi and walk back to NIT.
- 9.16 Since good quality restaurants are available in the campus, students may avoid visiting hotels in the city, especially at night.
- 9.17 Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute.

9.18 NIT will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.

10. HOSTEL FEES FOR UG AND PG STUDENTS PER SEMESTER

The same shall be updated at www.nitt.edu before the beginning of every semester.

11. MESS RULES

- 11.1 No student is allowed to stay in the hostel without being a member of any of the messes. Students has to keep their identity cards and produce it to the mess supervisor as and when require.
- 11.2 Once a student joins a mess, he / she shall be deemed to have become a permanent member of that mess throughout the semester. Mess change is permissible during the semester is applicable for senior boys students (from 2nd year UG onwards) only.
- 11.3 Students who absent themselves on the date of reopening of the Institute after any semester vacation will be deemed to have joined the mess wherein they dined during the previous semester and will be charged accordingly.
- 11.4 Absence from joining the mess will be permitted only by the Chief Warden on request for valid reasons, for a maximum period of 10 days only from the date of reopening of the college. Afterwards they will be charged as stated above. Such permission should be obtained and the Convener of Hostels intimated well in advance of the absence.
- 11.5 Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess.
- 11.6 Students should sign the Mess Leaving Register kept in the

messes whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.

- 11.7 Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.
- 11.8 The mess timings are as follows and the students should strictly adhere to these timings:

Breakfast	:	7.00 a.m.	to	9.30 a.m.
Lunch	:	12.00 noon	to	2.30 p.m.
Snacks	:	4.30 p.m.	to	5.30 p.m.
Dinner	:	7.00 p.m.	to	9.30 p.m.

- 11.9 The system of self service will be followed in all the messes.
- 11.10 The quantity of food will be unlimited except in the case of special items.
- 11.11 Students can entertain their guests. They can entertain their parents as guests in their respective messes on prior intimation and on production of guest tokens. Students are not permitted to dine in any mess as self-guest.
- 11.12 Mess reduction is admissible to the residents of Hostels on the following grounds:
- Approved Study Holidays and Semester Vacation declared by the Director.
 - Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
 - Periods availed by students for attending interviews and In-plant Training on the recommendation of the Professor of Training and Placement.

d) Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.

11.13 Application for mess reduction should be made in the form prescribed and it should be submitted three days in advance. The application should be forwarded by the Warden. An acknowledgement may be obtained from the Convener of Hostels for having applied for mess reduction.

11.14 In addition, students applying for mess reduction should also sign the Mess Leaving Register kept in the messes at the time of their leaving the mess.

11.15 Students proceeding on medical Leave from the campus should produce the Medical Certificate issued by the College Medical Officer at the time of their leaving.

11.16 In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess reduction should be submitted within the next 3 days.

11.17 Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the Mess Manager by post before expiry of the approved holidays, the probable date of rejoining the mess along with a medical certificate from a Medical Officer not lower in rank than that of a Civil Asst. Surgeon. No mess reduction will be given, if advance intimation is not provided.

11.18 No student can claim mess reduction unless he/ she had intimated his / her absence in advance by applying for mess reduction in the form prescribed and signed the Mess Leaving Register at the time of his/ her leaving the mess.

11.19 Students will be entitled for mess reduction only for N-2 days where N is the total number of days absent from the mess.

11.20 At the time of joining the mess after availing mess reduction, the students should sign the Joining Register kept in the messes.

11.21 Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.

11.22 Students are not permitted to cook any food on their own accord in the messes or in their rooms.

11.23 Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.

11.24 No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Institute Medical Officer to the effect that the students' condition requires the food to be served in their rooms.

11.25 No diner shall waste food. Paying mess bill does not entitle a diner to waste food.

11.26 Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.

11.27 All diners shall interact with the mess staff in the dining hall in a courteous manner.

11.28 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.

11.29 All diners shall produce ID card and Mess card to dine every time in the mess.

- 11.30 If any diner is medically ill and requires a special diet (eg. Oil-less food) he / she can request the Warden to arrange for the same at the mess.
- 11.31 Students should not bring any pet animals into the mess halls or encourage such practice in the Hostel room.

12. RIGHTS OF HOSTEL MANAGEMENT

- 12.1 Any breach of these rules will invite an enquiry that will be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- 12.2 The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.

13. RULES OF OPAL HOSTEL

- 13.1 Ragging in any form is strictly prohibited.
- 13.2 Hostel authorities are responsible for room allotment and their decision is final and binding.
- 13.3 Hostel timings are to be strictly followed by the Opal inmates. Relaxation in the hostel and the mess timings are not entertained under any circumstances. Visitors are allowed only till 8.00 pm on all days.
- 13.4 The students are expected to be inside the hostel by 9.00 pm on weekdays and at 9.30 pm on Saturday and Sunday. The students are expected to give their biometric roll call before 9.30 pm on week days and before 10.00 pm on weekends.

- 13.5 Fine for late arrival and absence for biometric roll call
- Rs. 100/- for first time
 - Rs. 500/- for second time
 - Suspension for third time
- 13.6 Any other violation will be dealt with on case by case basis.
- 13.7 Students who have obtained roll call extension are expected to give their biometric roll call once they return back to the hostel (Please refer to the section on “Roll Call Extension “to know about the procedure for obtaining extension).
- 13.8 Hostel inmates are expected to obtain prior permission from the hostel authorities by submitting a “sign out” form before they can leave the hostel. The students can register for absence in the biometric systems available in the hostel premises before they leave.
- 13.9 The students can leave the hostel premises early in the morning hours by 5.30 am with the prior permission of the hostel authorities.
- 13.10 Inmates are expected to maintain discipline in the hostel and not to cause inconvenience to other fellow inmates. In this regard the time period from 11.00 pm to 6.00 am is treated as “Silence Hour“ and students are expected to maintain silence and not disturb others during these hours.
- 13.11 Students should not **possess or consume any tobacco/alcohol/drug** items inside the campus. If found, the student will be suspended from the hostel.
- 13.12 The students **should not screen pirated / unauthorized / unlicensed movies** in their computers and common room. Any violation will be dealt severely. Punishment for the same will be decided by the authorities.

- 13.13 Cooking inside the rooms is strictly not allowed. Anyone found doing so will be punished.
- 13.14 Food and other belongings of mess are not to be taken outside the mess.
- 13.15 Inmates are requested to keep their belongings safe. Jewels and other costly items are not to be possessed in the hostel. Institute and hostel authorities are not responsible for loss of any of their belongings.
- 13.16 General cleanliness in rooms, bathrooms, toilets and verandahs must be followed by all the inmates if not, strict actions will be taken.
- 13.17 Inmates are responsible for the upkeep of rooms along with table, cot, electrical fittings, etc. If any damage occurs, the charges for repair/replacement/white washing etc. will be deducted from their hostel deposit/advance.
- 13.18 The inmates should also take the responsibility of common walls, fittings in the corridors, bathrooms, quadrangle etc. If any damage or misuse occurs the amount towards the cost of repair/replacement shall be equally shared by all the inmates of the hostel and the same shall be deducted from their hostel deposit/advance.
- 13.19 Inmates are required to switch off the tube lights and fans before they leave their rooms.
- 13.20 Opal inmates are not allowed to possess or use powered vehicles in hostel/institute. Parking cycles in front of the blocks and in the pathway must be avoided. Students are advised to park their cycles in the space provided for the same.
- 13.21 For any activity within the hostel such as meeting, election and celebrations, the inmates are expected to obtain prior

permission from the hostel authorities.

- 13.22 Students are not allowed to organize their own personal trips without prior permission from wardens and parents. No last minute permission is granted. Should be intimated at least a day before leaving.
- 13.23 Students should avoid moving to uncommon places in the institute zone and should not indulge in misconduct in quarter's zone.
- 13.24 Prior permission must be obtained for accommodating (lady) guests. Guests are entertained for a maximum period of 3 days only and a guest charge of Rs. 70/- per person per night (only lodging) is to be paid.
- 13.25 Any inconvenience regarding stay, food, or any other issues related to hostel are to be intimated to the hostel authorities immediately for necessary action.
- 13.26 Inmates are expected to obey the hostel rules and regulations during their stay in Opal hostel. Violation of hostel rules by the inmates will attract heavy fine for once, followed by suspension from the hostel, if repeated.
- 13.27 Any inmates, who are found misbehaving/indulging in an activity that spoils the repute of the institute, will be immediately suspended from the hostel with the consent of the Chief Warden.

14. RULES AND PROCEDURE FOR OBTAINING ROLL CALL EXTENSION

- 14.1 Roll call extension will be given for individuals, members of clubs and festivals till 11.00 pm.
- 14.2 The students requesting roll call extension must get permission from RSC/Warden indicating the venue and number of students requesting roll call extension before 4 pm

on the day of extension which will be forwarded to the Stewards for information to Transportation section.

- 14.3 The students are expected to use the Shuttle Service Transportation provided by the administration to return back to the hostel. They cannot return to the hostel on their own.
- 14.4 The students are expected to carry their college ID cards with them the entire duration.
- 14.5 Silence must be maintained by the students during roll call extensions irrespective of the activity for which permission is availed.
- 14.6 During the permitted hours, the students are expected to stay within the respective buildings for which they have obtained permission.
- 14.7 Random checks for ensuring discipline will be conducted in the venues during the permitted hours.
- 14.8 If the behaviour of any individual/team during roll call extension hours is found to be unacceptable, hostel authorities have the right to cancel all future roll call extensions for them.
- 14.9 A biometric system would be operated separately for girls requesting roll call extension after 9.00 pm, so that the information is sent to the warden and parents of the particular students.
- 14.10 An undertaking form by the student and the parents shall be put into operation.
- 14.11 If any student violates any rule during roll call extension and exposes herself to harm's way, it will be the sole responsibility of the student of her safety.

The following procedures for obtaining roll call extension do not apply during the days of Festember, Pragyana, NITTFEST and Aaveg.

Procedure for Obtaining Roll Call Extension for Club Members:

- 14.12 In the event of club work, the students are expected to obtain written permission from their respective staff advisors of the clubs and submit a copy of the permission letter to the respective RSCs and get it attested.
- 14.13 The original permission letter must be submitted at the Opal gate. The students roll numbers will be cross checked at the Opal security desk when they return.
- 14.14 The total number of girls requesting roll call extension must be more than three per club (minimum count can vary based on the strength of girl students who are members of the club).
- 14.15 The club work can be conducted in the Administration building of SAC (SAC venue available only for DT, MT, RMI, Thespian and NCC) till 11.00 pm strictly.

Procedure for obtaining roll call extension for Festival Teams:

- 14.16 In the event of festival team work, the students of each team are expected to obtain written permission from Overall Coordinator/Chairman of the Festival, the Opal Hostel Warden and Staff Advisor of the Festival.
- 14.17 A copy of the permission letter must be submitted to the respective RSCs and get it attested. The cross checked at the Opal security desk when they return.
- 14.18 A minimum three girls will be permitted for obtaining roll call extension from each team (minimum count can vary based on strength of girl students organizing the festival).

14.19 The team work shall be conducted in the Admin building or SAC till 11.00 pm strictly.

Rules are subjected to revision from time to time, with the approval from the Chief Warden.

15. Rules and Regulations for All First Year UG Hostels **[AGATE, DIAMOND, CORAL & JADE]**

15.1 Students should enter the hostel before 9:30 pm.

Latecomers shall be subjected to a fine of Rs. 200/- for the first instance with doubled charges for the subsequent days of repetition. Eventually leading to disciplinary action.

15.2 All students should compulsorily give roll call by 10.30 pm failing to do so shall incur a fine of Rs. 100/- day as above.

15.3 After 10:30 pm students are advised to maintain silence.

15.4 Students going out of the campus for any reason must make an entry in the IN/OUT register.

15.5 Students should **not** consume any tobacco/alcohol/drug items inside the hostels/campus. If found, the student will be subjected to the disciplinary action appropriately.

15.6 Students should not spit/paste/scribble anything on the walls.

15.7 Students are not allowed to play in the rooms/corridors, except the board games like chess, carom etc.

15.8 Students are not allowed to celebrate any parties (like birthday) inside the hostel. If found they will be subjected to a fine or Rs 1000/-.

15.9 Students are not allowed to use the hostel terrace. If found they will be subjected to a fine of Rs. 5000/-

15.10 Every student should be responsible to keep his belongings (wallet, laptop, phone etc.) safe. Rooms must be locked while leaving.

15.11 Students should not entertain any unauthorized guest to enter the hostel.

15.12 Students should not wear sleeveless dress while coming to mess

15.13 Ragging is a punishable crime under Indian Penal Code.
To eliminate such incidents, **first year students are not allowed to visit senior's hostels**. If the first year students are found to visit the senior hostels, they will be suspended from the hostels considering the fact that such visits are aiding the ragging activities.

Name of the Staffs	Designation	Contact No
Dr.B.Ramadoss	Chief Warden	9486001194
Dr.N.Ramasubaramanian	Deputy Chief Warden	9486001184
Dr.V.Senthilkumar	Deputy Chief Warden	9486001113
Dr.A.Sreekanth	Convener of Hostels	9486001179
Mr.K.Duraisamy	Deputy Registrar Hostels	9486191100
Dr.A.V.Reddy	Dean Students Welfare	0431-2503041
Dr.S.Suresh	Warden	9489066246
Dr.T.Ramesh	Warden	9486001185
Dr.V.Mariappan	Warden	9489066250
Dr.R.Gandhimathi	Warden	9486001196
Dr.P.Sridevi	Warden	9486001176
Dr.D.Lenin Singaravelu	Warden	9486001193
Dr.G.Thavasi Raja	Warden	9486001199
Dr.R.Mohan	Warden	9486001190
Dr.V.Arul Mozhi Selvan	Warden	9486001195
Dr.S.Vinoth	Warden	9468001177
Mrs.R.Manjula	Accountant	0431- 2504135
Ms.T.Vijayalakshmi	Accountant	0431-2504135
Mr.K.Kalaigovan	Accountant	9486001187

Estate Maintenance	Estate Office	0431-2503830
Electrical Maintenance	Electrical Office	0431-2503835
Hospital	Reception	0431-2503860
Transport Officer	Transport	0431-2503880

***HELP US TO KEEP OUR CAMPUS
CLEAN AND GREEN***