

"A HOME AWAY FROM HOME"

STUDENTS DETAILS

Name of the Student :
Register No :
Address for communication :

Mobile Number :

Room No:

1 st year	2 nd year	3 rd year	4 th year

Signature of the Student:

**RULES AND REGULATIONS
FOR
HOSTEL RESIDENTS**



"A HOME AWAY FROM HOME"

**ADMINISTRATION COMMITTEE
PSG INSTITUTE OF TECHNOLOGY AND APPLIED RESEARCH
AVINASHI ROAD, NEELAMBUR, COIMBATOR-641062**

2019-2020

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

Welcome to PSGiTECH HOSTEL. All residents are requested to go through the following instructions thoroughly and abide by the rules and regulations for the smooth functioning of the hostel.

1. HOSTEL MANAGEMENT

1.1 The following officers constitute the Residence Committee for management of the hostels.

- a) The Chief Warden
- b) Wardens
- c) Deputy Warden
- d) Resident Tutors
- e) Hostel Manager

The hostel is managed by the Hostel Residents Council (HRC) consisting of Patron, Chief Warden, Warden, Deputy Warden, Resident Tutors, Hostel Manager and Student Representatives to look after general matters related to the hostel affairs. The HRC will co-ordinate with the Wardens Office to ensure smooth functioning of the mess and hostel related issues. The HRC shall be constituted on selection basis based on their contributions to hostel activities.

1.2 Each hostel is managed by a Warden, Deputy Warden and Resident Tutors who are regular faculty members of PSGiTech.

1.3 The students can approach any of the above officers for help, guidance and grievance redressal.

1.4 Representations to higher officers must be forwarded through proper channel.

Hostel Contact Phone Number:

Office : 0422 3933429
Warden : 9994229737
Deputy Warden : 9629345930

COMMITTEE FOR MANAGEMENT OF HOSTELS



Shri. L. Gopalakrin
Managing Trustee/ Patron



Dr. P.V. Mohanram
Principal/ Chief Warden



Dr. G. Chandramohan
Vice-Principal

Girl's Hostel



Dr. G. Santhanamari, ASP/ ECE
Warden



Dr. V. Chitra, AP(Sr.G)/Mathematics
Deputy Warden



Ms. R. Ramya, AP/ ECE
Resident Tutor(1st year)



Ms. M. Sowmiya, AP/ ECE
Resident Tutor(1st year)



MS K Bavithra AP/ EEE
Resident Tutor(3rd & 4th year)



Ms. A. Jeyashree, AP/ EEE
Resident Tutor(2nd year)

Boy's Hostel



Dr. N. Saravanakumar, Prof.& HoD/Mech
Warden



Mr J Nagarjun, AP (Sr.Gr) /Mech
Deputy Warden



Mr P Balakumar, AP (Sr.Gr) /Civil
Deputy Warden



Mr K Paldurai, AP (Sr.Gr) /ECE
Resident Tutor



Mr R Sudhakar,
Maintenance Engineer

2. ADMISSION

2.1 Application for admission to the Hostel must be made in the prescribed form. Admissions are made subject to the approval of the Warden.

2.2 While every effort will be made to accommodate all the aspirants in the Hostel, the following categories of students will not be provided accommodation.

- (i) Those who have not cleared the dues of the previous academic year.
- (ii) Those who have not paid the Mess Deposit advance and Establishment charges.
- (iii) Those who are possessing powered vehicles.
- (iv) The students who have arrears in more than five subjects must get permission from HOD and Principal.

2.3 Every student, before being admitted to the Hostel shall give an undertaking in writing, endorsed by the parents that she will abide by the rules and regulations of the Hostel.

2.4 Before admission, each student has to pay admission fee, Mess Deposit, Establishment and Other Charges which may be revised from time to time.

2.5 Students admitted to the hostel shall be full boarders of the hostel.

2.6 The establishment charges once paid will not be refunded, under any case though the resident vacates hostel during the semester for any reason.

2.7 Every student admitted to the hostel will be issued a Hostel ID card, which should be shown on demand.

2.8 Hostel ID card has to be provided in the gate whenever required or asked by the hostel authorities.

2.9 At the time of admission to the hostel, parents are requested to give their phone/mobile numbers in the hostel application form without fail. They are also informed to make

phone calls to the hostel only from their phone/mobile numbers given at the time of admission for all communications.

2.10 Change of parent's phone numbers should be informed to the hostel office by the parents through the request letter sent from their residential address or phone call from any one of their contact numbers given at the time of admission. In case of any discrepancy, parents should come in person to the hostel.

3. ACCOMMODATION

3.1 Statutorily, hostel accommodation is available to students, only during a working semester.

3.2 No student will have a right to occupation of a room during summer vacation. Residents who would like to stay during winter/summer vacation at hostel for placement and other academic activities should submit vacation stay form (available at hostel office) signed by their HOD. Also, resident's parents must send a letter addressed to the warden by post stating that their ward is staying in hostel with their permission.

3.3 Hostel accommodation for college is available to students for a maximum length of stay for four years. They can retain their room during odd semester vacation. At the year-end they have to vacate the hostel.

3.4 Boarders indulging in any disciplinary action / having police case will not be eligible to have accommodation.

3.5 Residents should register their computers/other electrical appliances when they bring inside the hostel every year.

3.6 The hostel authorities cannot be held responsible for any loss or theft of the belongings of the residents. The resident must make their own arrangements for safe custody of the same.

3.7 Day Scholars are not permitted inside the Hostel. Action will be taken against the residents who encourage and permit the day scholar to stay in their rooms. However, day scholars are permitted for valid reasons by producing written permission obtained from Warden/Deputy Warden/Resident Tutors, for night stay on payment basis.

4 **CONDITIONS OF ALLOTMENT**

4.1 At the time of admission of a student to 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 are essential. Email of the parents/local guardians (if available) should also be provided. Any change in this information, at any point of time, has to be intimated immediately to the hostel office in writing. At the time of admission, every student has to submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.

4.2 The Hostel Management will generally provide minimum furniture and fittings for each room consisting of cot, table, chair, ceiling fan with regulator and, a tube light fitting. Four members will be staying in each room.

4.3 Allotment of rooms shall be the sole discretion of the Hostel Administration. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the inmates are permitted to exchange seats/rooms without the knowledge of the Hostel administration.

4.4 If a student found indulging in malpractice in examinations or tests and suspended in the college, during the period of stay in the hostel, he/she is required to inform the warden of hostel immediately. He/She should vacate the hostel, if the hostel administration finds that he/she is not eligible for hostel accommodation.

4.5 Any student who is removed from the college will automatically cease to be a boarder of the Hostel.

4.6 Before vacating the rooms, the students should fill up the 'Room Vacating Slip' and submit to the Warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Hostel Administration at the time of vacating the room. If any damage, in any item, is found to have occurred, compensation as assessed by the Hostel Administration shall be recovered from the boarder concerned. The personal locks have to be removed while vacating the room.

5. **INSTRUCTION TO RESIDENTS**

5.1 All residents are required to maintain decent behavior expected from students of a prestigious college 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 college.

5.3 Discipline in the hostel will be under the control of the Warden, Deputy Wardens and Resident Tutors.

5.4 Ragging in all its forms is strictly banned as it is treated as a cognizable offence. Any resident found guilty of ragging will be dismissed from the hostel and college. Further, legal action will be taken against the defaulters.

5.5 All students should compulsorily give roll call by 9.00 pm

5.6 Residents are requested to be in decent attire always (Sleeveless Tops/Miniskirt/Shorts are not allowed inside the mess). Dress code for the college is salwar and kameez set with a shawl pinned on both sides.

5.7 Residents should always keep their rooms, common areas and surroundings clean and hygienic. Scribbling/sticking pictures on the walls and doors are subject to a fine of Rs. 500/member.

5.8 Residents who fail to switch off the lights, fans and close the taps before leaving their rooms will be charged a fine of Rs. 100/member. If a door or a latch is damaged a fine of Rs. 250/member will be collected.

5.9 Possession of gold articles / cash / cell phones / laptops are at the residents own risk. Also they are requested to lock their rooms when leaving the room and keep their belongings safely. Hostel authorities cannot take the responsibility for any loss or theft of the belongings of the residents.

5.10 Residents are requested to keep the key of their room safely, if lost the lock can be broken after getting permission from warden.

5.11 Residents are informed not to entertain day scholars in the hostel campus. If found, the hosteller who is responsible for taking a day scholar will be fined Rs. 500/-.

5.12 Laptops shall be used only with the prior permission after registering in the hostel office. Laptops should be used only for academic purposes and not used for watching movies / other entertainment.

5.13 Residents are not permitted to conduct or attend Birthday party /get-together / religious meetings inside / outside the hostel without prior permission.

5.14 Residents are informed that possession / driving / pillion riding of powered vehicles, though possessed by others is strictly prohibited.

5.15 The residents should always possess their hostel ID card. The hostel ID card must be shown for verification

whenever security guard / gate in charge / other hostel authorities ask the same.

5.16 Usage of cell phones is not permitted during study hours from 8:30 pm to 10.00 am.

5.17 Receiving / Exchange of material in the hostel office gate after 6.30pm is not allowed.

5.18 Buying food from outside is allowed only after getting permission from resident tutors and entering it in food buying note in girl's hostel gate. The food should be delivered before 7:30 P.M.

5.19 Residents shall not stay outside, after the hostel timing except in case of emergency (to be informed to the hostel authority).

5.20 Residents shall not remain in the Hostel during class hours and at other times when their presence is expected in the Institution, If violated Rs. 500 will be collected as fine along with the Identity card.

5.21 Shouting loudly, whistling, playing in verandahs, playing music systems loudly, affixing posters, photographs, wall paper, indecent posters etc., on walls and glass panels are strictly prohibited.

5.22 Members are not allowed to put-up notice without the Warden's written permission.

5.23 Residents are not permitted to enter into the hostel after 6.30 p.m. However, those who have worked in the Laboratory/sports Ground/Library/Indoor Stadium during this period will be permitted after 6.30p.m.by submitting the Permission letter signed by concerned authorities.

5.24 If a resident is not available in a room continuously for 48 hours without any information to the roommates, it is

the responsibility of the roommate to inform the same to Warden / Dy. Warden / Resident Tutors for further action.

5.25 Birthday celebration in any form is banned inside the hostel. Residents should not bring cakes inside the hostel. If found, they will be subjected to a fine of Rs 1000/-.

5.26 Computers should be used only for academic purpose. If found they are being used for other than academic purpose, action will be taken by warden.

5.27 Cases of contagious disease shall immediately be reported to Warden/ Deputy Warden / Resident Tutors / hostel information service to take preventive measures.

5.28 Civil complaints and electrical complaints of the rooms and blocks shall be entered separately in the register kept at the hostel office.

5.29 Residents shall lock their rooms and cupboards with a strong lock at all times for the protection of their property.

5.30 Any inconvenience regarding stay, food, or any other issues related to hostel are to be intimated to the hostel authorities immediately for necessary action.

5.31 Any inmate, who is found misbehaving/indulging in an activity that spoils the reputation of the institution, will be immediately suspended from the hostel with the consent of the Chief Warden.

5.32 Any other violation will be dealt with on case by case basis.

5.33 The use of electrical appliances such as immersion heaters, electric stove/heaters/electric iron/refrigerator/induction cookers are forbidden in any of the rooms allotted for residence. Private cooking in the hostel rooms of the students is strictly forbidden. Such appliances, if found will be confiscated

and shall attract both monetary fine and disciplinary action by the Hostel Administration Committee.

5.34 The use of audio systems/external speakers which may cause inconvenience to other occupants is not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.

5.35 Students should not arrange for any picnic outside without specific permission of the Chief Warden.

5.36 Residents are required to obey all rules inside the campus.

5.37 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.

5.38 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.

5.39 Residents are duty bound to report to the Chief Warden/ Warden/ Deputy Warden in case they notice any unwanted incident or undesirable activity going on in the hostel or in the campus.

5.40 Any case of theft should be reported promptly to the Vigilance Officer.

5.41 The jurisdiction of college is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police.

5.42 The girl students shall have to return to the campus before 06:30.pm.

5.43 Students should not consume any tobacco/alcohol/drug items/pan masala, inside the hostels/campus. If found, the student will be subjected to the appropriate disciplinary action.

5.44 When the residents want to make a request for bonafide certificate, fee structure, extra special permission (in case of emergency), mess reduction, attending special coaching classes GATE/GRE/TOEFL etc., attending conferences, symposiums etc., industrial visit, vacating the hostel, accommodation change they can make use of the REQUISITION FORM available in the hostel office and get it approved by the Warden/Deputy Warden.

5.45 If the residents want to go for Industrial Visit (IV) arranged by their department, they are informed to submit Principal's approval letter, with details as Name list of Hostellers going for IV, date and time of leaving the hostel, date and time of return to hostel, accompanying faculty members duly signed by their HOD with seal. In addition to this, parents should inform the hostel office, regarding the IV and it is to be approved by Warden/ Deputy Warden / at least two days before of IV. Residents are informed not to entertain day scholars inside the hostel before and after IV without prior permission.

6. STUDY PERIOD

6.1 The period between 8.30 pm to 10.00 pm is declared as STUDY PERIOD in hostel. During this period, residents are directed not to see music systems. Do not make unnecessary noises which may disturb others who will be studying/doing their class works.

6.2 TV room will be closed between 8.30 pm to 6.00 am. It can be used only during 5.00 pm.to 8.30 pm.TV volume is to be kept low, so that it will not disturb the residents.

7. EMERGENCY

7.1 In case of emergency, residents are informed to contact Warden/Deputy Warden / Resident Tutors / hostel information service, for immediate help.

7.2 Any one falling sick is advised to make use of PSG Hospital facilities and also inform the same to Deputy Warden/Resident tutors. Residents shall use the credit facility at PSG Hospital by obtaining the credit form from Warden/ Deputy Warden/ Resident tutors before going to the Hospital. Residents resorting to treatment elsewhere with the approval of parents are permitted to do so at their own risk after informing the warden or deputy warden.

8. LEAVE

8.1 Parents/local guardian of first year residents should come in person to pick up their wards to leave hostel.

9. MESSRULES

9.1 Mess Timings:

Morning Tea time	:	6.30 am to 7.00am
Breakfast	:	7.15 am to 8.15am
Lunch	:	12.00 am to 2.00
Evening Tea time	:	4.45 pm to 6.00pm
Dinner	:	7.00 pm to 8.30 pm

9.2 Mess charges will be based on dividing system.

9.3 Resident's guests shall not enter the mess hall without permission.

9.4 Residents shall have their food only during prescribed timings of the mess. Whenever a resident is away from the hostel on valid reason for a period exceeding seven days, an application for reduction is to be made in the prescribed form well in advance.

9.5 It is not possible to provide mess reduction when a resident has not applied for mess reduction in advance. Those who leave hostel in case of emergency should inform their absence by themselves or parents through phone to hostel information service so that mess supervisor will apply mess reduction to the sick residents.

9.6 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.

9.7 The residents should pay all the dues in time failing which they have to vacate the hostel.

9.8 Residents should obtain token for Chicken, Mutton, Chilly Gobi, Omelet, Egg and Mushroom fry. Residents should register at mess in advance to obtain the above items. Tokens should be used for the stipulated day only. Later the tokens will not be accepted.

9.9 Rooms will not be allotted to those who have not paid the Establishment charge and additional Caution deposition or before the due date. Also Student should not have any mess dues.

9.10 The establishments charges, once paid will not be refunded, under any case, though the resident vacate the hostel during semester for any reasons.

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

9.12 Boarders should 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.

9.13 Students shall interact with the mess staff in the dining hall in a courteous manner.

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

9.15 Mess belongings like plates, tumblers, bowl etc., should not be taken to room/outside, if taken, he/she will be charged a fine of Rs. 250/item.

10. GUESTS

10.1 If the father/mother/guardian of a boarder needs accommodation for a short duration (maximum three days), he/she has to intimate the Hostel office preferably seven days before the expected date of occupancy.

10.2 Accommodation will be provided to them, subject to the availability of Rooms in the Hostel.

10.3 A boarder, whose guests would be accommodated in the Guest Room of the Hostel, has to pay the guest charges as per the rates fixed by the Hostel Administration Committee.

10.4 As only limited Guest Rooms are available, rooms will be allotted to the guests on first-come-first-serve-basis.

10.5 Day scholars and other relatives of boarders are not permitted to stay in the Hostel as guests.

10.6 Hostel rules and regulations will equally apply to the guests also.

10.7 No guest is permitted to stay in a boarder's room overnight. If it is established that a visitor has stayed overnight in a boarder's room, severe punishment will be imposed on the boarder, which may include a monetary fine as decided by the Hostel Administration Committee and expulsion from the Hostel.

10.8 If any damage is caused to the hostel property by the guests, compensation as assessed by the hostel administration Committee shall be recovered from the host boarder concerned.

10.9 No person of the opposite sex, either guest or otherwise shall be permitted to stay overnight, in any part of the hostel.

11. VISITORS

11.1 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.

11.2 The visit of boy students to the girl's hostel and vice-versa is restricted and allowed up to the Visitors' Room strictly during the Visiting Hours only. Violation of this rule will lead to severe penalty and punishment, as decided by the Hostel Administration Committee and the college authorities.

12. RIGHTS OF HOSTEL ADMINISTRATION

12.1 Any breach of these rules will invite an enquiry that will be conducted by the Hostel Administration Committee. If the student is found guilty, then the Hostel Administration Committee will take disciplinary action that it deems fit. Depending on the case, the Hostel authority reserves the right to take direct disciplinary action, amounting to even expulsion at short notice, from the hostel.

12.2 The Hostel Administration reserves its right to change these rules from time to time keeping the students informed through, general circulars, displayed on the hostel notice boards.

12.3 In case of any dispute or any grievance not being satisfactorily taken care of, a boarder may make an appeal to the Principal of the college through proper channel. The decision of the Principal on the matter, shall be considered as final and binding.

13. FACILITIES AVAILABLE:

1. Study Room
2. Computer Centre
3. Gym
4. Store
5. 24/7 security
6. Washing Area
7. Washing Machine
8. Wifi-Hall
9. TV Hall
10. Indoor game
11. RO-Drinking water
12. Elevator
13. Hot water
14. Mini library

"HAVE A PLEASANT STAY"

HELP US TO KEEP OUR CAMPUS CLEAN AND GREEN