

Policy Number: DSCET/IQAC/022

**DHANALAKSHMI SRINIVASAN
COLLEGE OF ENGINEERING AND TECHNOLOGY**

Code of Conduct Hostellers Policy

Approval Date : 23rd April 2021
Governing Body Resolution : 23rd April 2021
Issued for Implementation : 26th April 2021

Objectives:

Institute offers Hostel facility for students with the primary objective of instilling in every hosteller a spirit of bonhomie, self-confidence and self-discipline. Hostel accommodation is separately for men and women. The guiding principle towards the formulation of the hostel policy, rules and code of conduct for hostellers is to ensure a secure and comfortable environment which is conducive to learning, and all hostellers are required to strictly abide by the same.

Hostel Authorities

Chief Wardens, Wardens, Assistant Wardens would reside in the hostel premises. They would be responsible for the day-to-day operations and administration of all hostels. Responsibilities, roles and the powers of each of these authorities will be notified to the hostellers, as applicable.

Hostel Admission

- Students seeking admission into the hostels must apply for the same at the time of Admission into the institute. The student must pay the Hostel Fee as prescribed by the institute. At the time of the hostel room allocation, the students should produce the institute fee paid receipt, hostel fee receipt to the concerned hostel authority. In case the hostel room is not allotted to the concerned student, due to non-availability of hostel room or any other reason, the hostel fee shall be refunded by cheque to the student at the earliest.
- At the time of admission to the hostel, a declaration agreeing to abide by the hostel policy, rules and code of conduct for hostellers as may be notified from time to time shall be signed by the student and countersigned by his/her Parent/Legal Guardian/Local Guardian. On admission, the student will be

allotted a room / space which will be invariably shared by three (03) / four (04) students. These allotments can undergo change at any time, for administrative or other reasons considered appropriate by the institute.

- Students cannot vacate or cease using the hostel facility during the academic year. If they do so, they will forfeit the Hostel Fees paid by them for the entire academic year and no claim for refund shall be entertained.

Mess

- Hostellers must have food in the hostel mess only. The Vegetarian or Non-Vegetarian section opted for by them at the time of joining in the hostel at the beginning of the Academic Year.
- Parents/Authorized local guardians can avail mess facility with prior permission of the hostel authorities. This permission will be accorded for two to three days in a month only. Mess timing will be followed as per prescribed time.

Parents / Visitor

- Parents / Authorized visitors of the hostellers are permitted to visit their wards with the permission of the prescribed hostel authorities at the designated place between 05.00 pm and 07.30 pm on weekdays and between 03.00 pm to 06.00 pm on holidays.
- No Parent / Guardian / Visitor or any person is allowed to stay with the hostellers in their rooms. However, with prior intimation to the concerned hostel authority, Guest Room can be booked on payment basis. This provision is subject to availability of the Guest Room.

Room Inspection

- All rooms are subject to periodic and/or unscheduled inspection by the hostel

authorities. The authorities shall be entitled to inspect the entire room, including personal bags and belongings.

Attendance and leave

- It is mandatory for the resident to be present inside the hostel premises before the commencement of attendance time fixed by the respective hostel warden.
- Residents are needed to provide proper reason for their absence during the attendance time.
- Hostel residents should strictly record their movements in the file available in the security chamber.

Behavior and Discipline

- The management views towards the smooth and peaceful hostel functioning of the Institute's any detrimental destruction towards the institute's pride would lead to disciplinary action against those who were involved in such activities.
- Hostel residents should maintain their incoming time to the hostel. Trespassing over hostel fencing is a punishable offense. Further any action by hostel residents towards damaging hostel / institute property would be a punishable offense.
- In case of damages due to negligence residents would be charged according to the legibility of the damage incurred.
- Consumption of alcohol, cigarettes or any form of drugs is strictly prohibited. Under any circumstance if a hostel resident is found to have a hold on drugs necessary will be taken and on serious note it would also lead to immediate suspension or to vacate the hostel facilities.

- Possession of weapons, and misbehavior activities would be dealt severely.
- On account of leaving hostel room vacation Before leaving the hostel, every resident

Shall obtain clearance from the Warden and personally hand over the charge of the room and hostel property to the concerned authority.

- Residents shall keep the identity cards with them and will present these on demand by the authorities.
- Any form of ragging is strictly prohibited. Any violation may lead to expulsion or anyother punishment deemed fit by the Institute.