



Hostel SOP & Form

Standard Operating Procedure (SOP) for Hostel

1. 1. Hostel Rules and Regulations

- i. Student should read the rules before signing the application form (A copy of rules is attached with the application form).
- ii. Rules to be displayed in the hostel also.
- iii. Duplicate keys will be made on application received from students by the SWO/Chief Warden/Head Hostel.
- iv. Designated person should make the keys.
- v. Complaint form/Register to be provided to students.
- vi. Any cleanliness matter to be brought to the notice of the SWO/Chief warden/Head Hostel.
- vii. Mess to be informed about non-availability of students.
- viii. Food to be served in the room on depositing Identity card in case of illness.
- ix. Inspection to be done by Hostel Committee.
- x. Standard Night out forms to be provided with undertaking.
- xi. Suggestion Form to be provided.
- xii. Suggestion Box provided in the hostel to be opened every 15 days in the presence of Chief Warden/Head Hostel and Student representative.

2. Admission Process

- i. Provisional admission will be given in the hostel based on academic performance in the previous semester.
- ii. Students should apply one month before the last working day of previous semester for hostel accommodation.
- iii. Application form with attached one stamp size and one passport size photograph will be submitted to the Chief Warden/Head Hostel for hostel accommodation.
- iv. Admission form for hostel accommodation has to be endorsed by the Principal and Head Hostel.
- v. Room inventory Form to be filled during check-in and check-out by the students in the hostel.

3. Issues Related to Parents/ Relatives/Visitors

- i. Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details.
- ii. Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.

4. Use of Electronic/Electric items

- i. Fixtures: Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall be cared for property. Students shall be required to pay double the original cost of any item found missing from their room. Students shall also be required to pay twice the charges of repair to items that are found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear.
- ii. Interchange of Furniture/Fixture: Students shall not interchange any furniture/ fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel.
- iii. Assets in Common Areas/Corridors: Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/ wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the occupants of the hostel.

5. Induction Programme: There will be a common induction programme for the hostel students where students would get an opportunity to interact with the hostel authorities and senior hostel students.

6. Celebration of Birthdays

- i. It shall be with prior written permission of the Chief Warden/Head Hostel.
- ii. It shall be held in a common place for one to two hours between 8.00 pm to 10.00 pm.
- iii. There shall not be any kind of physical discomfort.

- iv. No outside guest will be allowed.
- v. Violation of the rule shall be penalized.

7. Attendance of Students in Hostel

- i. Undertaking form will be taken from students for attendance.
- ii. Attendance of the students in the hostel will be taken strictly between 09.30 pm to 10.30 pm.
- iii. Any late comer will have to sign in a separate register.
- iv. The late comers will be fined as per rules.

Hostel Rules and Regulations

Disciplinary action as per KCLAS Code of Conduct shall be taken against students violating Hostel Rules and Regulations.

1. It should be clearly understood by all residents that no tenancy shall be created by their occupation or use of hostel premises and property and that each of them is merely permitted by Management, under the rules and regulations framed by the Management which can be changed, altered, modified, varied wholly or partly and can be replaced by Management at their discretion and without assigning any reason for same. Upon such revocation the resident shall not be entitled to stay and/or enter the Hostel/Institute or any part or portion thereof. If she/he does not leave, she/he shall be liable to be forcibly removed.
2. Admission given is provisional and will be confirmed by the Principal/Head hostel only after a free medical examination and clearance given by the Arul Jyothi Medical Centre (AJMC). Any previous medical history should be disclosed by the student.
3. Any misleading or false statement or information in the application form shall render the admission for termination and on such termination students shall not be entitled to stay and/or enter the hostel or part thereof. If she/he does not leave the premises of the Hostel she/he shall be liable to be forcibly removed from the hostel.
4. The management reserves the right to terminate the occupancy of the student for any wilful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fees will NOT be refunded except the mess charges on pro-rata basis.
5. The hostel shall be treated as an extension of the Institution and observance of rules and regulations of the Hostel shall be compulsory for all residents.
6. Change/Inter-Change of Room: A students shall not change/interchange her/his room with another student or shift into a vacant room without the previous written permission of the Chief Warden/Head Hostel. Chief Warden/Head Hostel has the right to shift a student from her/his room to another room in the hostel at any time without assigning any reason.
7. The hostel SWO shall provide students, keys of the allotted room. Students shall NOT use other lock and key for locking their rooms. Students are responsible for their possessions of all valuables and they should be kept in the cupboard under lock and key. Students shall not leave mobile, ornaments and other valuables unguarded. Students cannot change lock and key without the permission of the Chief Warden/Head Hostel and are advised to get duplicate keys made against loss of keys with the permission of Chief Warden/Head Hostel.
8. The SWO/Chief Warden/Head Hostel has the discretion to inspect any room at any time.
9. Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.
10. Students shall take prior written permission of the Principal/Head Hostel before giving any information or interview regarding Hostel to any member of the Press, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.

11. During the vacation, belongings should be kept in the cupboard under lock, however, students may avail common storage facility. When the student has completed an academic year and is to vacate the hostel, student must take along all of her/his belongings.
12. A minimum of two months' notice is necessary in case a student wishes to vacate the hostel. Student shall receive the deposit cheque at the time of vacating room. If the student leaves the hostel room without notice, she/he will get her/his deposit back only after a period of two months. A student will have to vacate the hostel within five days of completion of her/his examination or any such academic requirement whichever is later. Any extra day will be charged as per norms and for such extra days, prior permission from the Principal/Head Hostel is required. In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Chief Warden/Head Hostel with no responsibility of the Management for the same.
13. The student shall pay hostel fee along with deposit for one year in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective programme of the respective Institute in which the student is studying.
14. Students residing in the hostel will be staying at their own risk, liability and consequences.
15. It is mandatory for all students staying in the Hostel to undergo medical check-up provided by Arul Jyothi Medical Centre (AJMC). It is mandatory for all students to take medical insurance. Any student, who is not well, shall immediately report to AJMC and avail of treatment given by AJMC. In case of medical emergency, the student will be shifted/referred to the Hospital. In case of hospitalization, minimum 24 hours stay in the hospital will be required for claiming reimbursement of expenses from medical insurance agency, provided other conditions.
16. Dress Code: The students should be decently dressed when they are out of rooms. For girls, tight body hugging clothes, short tops etc. are forbidden outside the room. The decision, as to what constitutes a decent dress remains vested with the Hostel authority.
17. Silence: Strict silence shall be observed in hostel from 11.00 am to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises. Recreational facilities to be turned off at 10.30 pm.
18. No gambling of any kind shall be allowed on the premises of the hostel.
19. No student shall bring or store any explosive and inflammable goods on the premises of the hostel.
20. Alcohol / Drugs / Smoking: Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behaviour shall invite strict disciplinary action leading to rustication from the Institute.
21. If any common property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
22. Fixture: Student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to students must be cared for property. Students will be required to pay double the original cost of any item found missing from their room. Students will also be required to pay twice the charges of the repair to items that found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear.
 - a) Interchange of Furniture/Fixture: Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities will be expelled from the hostel.
 - b) Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.
23. Hostel authorities will not be responsible for any loss of money, jewellery or personal belongings of any student. Students are advised not to keep any cash/jewellery or any costly items in the room.

24. Ragging: Ragging in any form is BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the Institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offence. Please report any incident immediately to any member of the Anti-Ragging Committee/Chief Warden/Head Hostel/SWO /Security Personnel/Head OSA/Principal directly at any time of the day/night.

25. Electricity Restrictions: No electric appliances shall be permitted in the room, failing which the RT's/SWO/Chief Warden/Head Hostel will have the right to confiscate the gadget. The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not used. While leaving the room students should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion. Table lamps can be used for study purpose after 12.30 am.

26. Attendance Register: Attendance will be taken by the Care taker/Residential Tutor before 10.30 pm every night. Hostelite has to sign the attendance register every day between 09.30 pm to 10.30 pm. After that the student is not allowed to go out of the hostel. Going out of hostel will lead to fine.

27. The student shall be back in the hostel for attendance before 10.30 pm every day.

28. Night out Permission: Night out shall not be allowed without the substantial reason. Night out in the permissive sense is hereby abolished. The Head OSA may still permit the students in exceptional circumstances for academic purpose and it should be conveyed to the RT's/SWO/Chief Warden/Head Hostel in writing at least one day before the Night out. Hostelite/ Resident may be permitted to go home during holidays with written permission from parent along with the copy of the ticket, to be submitted to and approved by the SWO/Chief Warden/Head Hostel. All residents shall invariably be in the hostel by 10.30 pm sharp. If the student comes after 10.30 pm then she/he needs to sign the late night register. When taken night out the student will stay out and will report back in the hostel after 6.00 am in the morning.

29. Students will apply for night out subject to submission of letter/from parents in case of personal reasons or from the Head OSA in case of academic reason to the hostel authority between 10.30 am and 5.30 pm. Disciplinary action shall be taken against the student who does not submit the night out form. Such repetitive acts will lead to rustication of the student. Only in case of medical emergency student can contact the Head Hostel directly for such permission.

30. Celebration of Festivals and Birthdays: Student shall take prior permission of the Chief Warden/Head Hostel for celebrating any festivals and birthdays. Birthdays should be held in a common place for one to two hours between 8.00 pm to 10.00 pm. There should not be any kind of physical discomfort. No outside guest or interference of any kind will be allowed.

31. Cleanliness: Students shall keep their room, veranda and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors. The RT's/SWO/Chief Warden/Head Hostel has the right to confiscate any such clothes hung for drying in the corridors. No students shall store any cooked food in the room.

32. Pets: Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dog by offering food, petting them etc.

33. Hostel Staff: Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.

34. Visitors/Parents: Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 6.00 am to 08.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room. Personal servants/Domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.

35. Mess: Student shall pay full mess fee for one year in advance at the time of admission to the hostel. It is mandatory to eat in the mess is compulsory. Student must inform their non-availability or night out to the Mess Manager well in advance.

If a student is sick, written application by the student endorsed by the RT's/SWO/Chief Warden/Head Hostel and medical certificate by AJMC should be given to Supervisor for serving food in the room.

Students are requested not to waste food. Outsiders are not allowed in the mess. Guests are allowed in mess with prior permission of the Head Hostel and charges applicable. Outside food/dabbas are strictly not permitted in the hostel.

Timings for Mess

Breakfast	07.00 am to 09.30 am
Lunch	12.30 pm to 02.30 pm
Dinner	07.00 pm to 09.30 pm

These timings shall be strictly followed by the hostellers.

36. Suggestion Box/Register: Suggestions and complaints should be either deposited in the "Suggestion Box" or should be entered in the "Suggestion Register" kept in the hostel premises. Suggestion form is also available in the Hostel.

37. The Management has the right to discontinue Hostel accommodation given to a student on account of misconduct and/or violation of rules and regulations.

Acts of Violation and Handling Authorities

Disciplinary action as per KCLAS Code of Conduct shall be taken against students violating Hostel Rules

S. No	Act of Violation	Handling Authority
01.	Indulging in any political, communal, immoral or untoward activity , any propaganda or publicity of any nature which violates harmony, discipline and the image of the Institute	Head Hostel, HoD and Principal
02.	Drugs/ Alcohol consumption or possession or sale or being under influence of: a) Alcohol, Tobacco and Cigarettes b) Narcotic drugs and Psychotropic substances	Head of Hostel, HoD and Principal
03.	Ragging : Anyone found indulging in ragging in any form in the Hostel	Anti- ragging Committee, Head of Hostel, Principal
04.	Gambling : No Gambling of any kind shall be allowed in the premises of the Hostel	RT's/SWO/Chief Warden/Head Hostel
05.	Willful disobedience or proxy, signatures, forging of any kind or all of the types of defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities	RT's/SWO/Chief Warden/Head Hostel
06.	Indulging in Physical Fights / Quarrels/ Bouts	RT's/SWO/Chief Warden/Head Hostel
07.	Damages: If any common property is damaged or lost	RT's/SWO/Chief Warden/Head Hostel
08.	Return Hour: Students shall return to the Hostel before 10.30 pm , (11.00 pm on Saturday / Sunday /Holidays only in case the mess closed) after which gates will be closed.	RT's/SWO/Chief Warden/Head Hostel
09.	signing in Attendance: Students shall sign the attendance register/ biometrics when they return to the hostel at night. The hostel warden will take attendance from 10.00 pm to 10.30 pm every night.	RT's/SWO/Chief Warden/Head Hostel
10.	Using of Electric Iron or any appliances other than Laptop	RT's/SWO/Chief Warden/Head Hostel
11.	Partying and playing loud music inside Hostel Room	RT's/SWO/Chief Warden/Head Hostel
12.	Having meals inside the hostel room unless medically advised and endorsed by the Head Hostel	RT's/SWO/Chief Warden/Head Hostel
13.	Taking visitors to room	RT's/SWO/Chief Warden/Head Hostel
14.	Sticking notices or writing on walls	RT's/SWO/Chief Warden/Head Hostel

Undertaking by Student

I..... .D/O-S/O of Mr./Mrs.....
Studying in KCLAS (tick appropriate) and pursuing (program)
....., staying in Room No. in Hostel has read the above
Rules and Regulations and I undertake that I will sign on the attendance register before 10.30 pm (unless exempted) failing
which shall be liable for censure/fine/disciplinary action.

Signature of the Student Date

UNDERTAKING BY PARENT

I F/O - /M/O Ms. /Mr.
..... who is studying in and residing in
..... Hostel in Room No., has read and understood the above Rules and
Regulations and I undertake that I will cooperate with the Hostel. Authorities and I will also provide all the medical
information, if any, of my ward to the Hostel Authorities and will be available on call and promise to visit and take care of my
ward, as and when required.

My Phone No:
My Address:

I hereby undertake that my ward and me are responsible for incidents, whatsoever, and ensure that my ward shall follow
the norms of Kumaraguru College of Liberal Arts and Science code of conduct while he/she is inside or outside the hostel.
Name of the Parent:

Signature: Date:

UNDERTAKING BY THE STUDENT- NIGHT OUT

Name of the Student:
KCT/ KCLAS:
Room No:
Purpose:
Night Out:
Contact Number:

I hereby undertake to return on expiry of the permitted duration. I will be back at (time)
..... (date). I hereby notify that I am leaving the hostel for the night (s) of
to as my fax/ email from my parents is awaited.

I hereby undertake that I am solely responsible for the incidents, whatsoever, and that I shall return on the expiry of the said
duration. I shall follow the norms of Kumaraguru College of Liberal Arts and Science code of conduct while being outside
the hostel.

Signature of the Student Date:

Hostel Admission Form

To
The Head – Hostel Administration

Sir,

I wish to apply for admission to the hostel for the academic year 20____. My details are as below

01	Name of the applicant (in Block Letter)			
02	Course/Branch			
03	Father's/Mother's Name			
04	Date of Birth		05.	Blood Group
06	Allergic to any Medicine if Yes, Please mention			
07	Email ID		08.	Mobile No.
09	Address of Correspondence with Phone No.(in Block Letters)		10.	Permanent Address with Phone No. (in Block Letters)
11	Name and Address of Local Guardian			
12	Occupation/Designation of			
	Father		Mother	
	Local Guardian			

13	Name of the relatives/visitor (Other than Parents/Local Guardian) with address and Phone No.			
	1.			
	2.			

	3.		
14	Whether he/she will travel alone or with the Parents/Local Guardian at the time of Holiday of the Institute.		
15	In case of emergency, we can contact.	Mr. / Ms.	
	Residence Phone		Office No.
	Relationship with you		

Declaration by the applicant

1. I have carefully read and understood all the rules and regulations. I will follow the rules and regulations and subsequent changes/addition if any as laid down by the Management.
2. I understand that suitable action can be taken against me if I do not abide by the rules & regulations of the Institution. If I leave the Hostel on my own or I am expelled from the Hostel in the midst of the session, I will not be entitled to claim any refund.
3. I certify that the information above is true to the best of my knowledge and belief. I further declare that if anything happens to me or any kind of mishaps occurs outside/inside of the hostel due to my negligence/fault, the management will not be responsible for that.

Signature of the Student

Signature of the Father/Mother

Signature of the Local Guardian

For Official Use Only

Date of Admission in Hostel: _____

Room Allotted: _____

Signature of the Caretaker

Signature Head of Hostel