



## **RAJAGIRI SCHOOL OF ENGINEERING & TECHNOLOGY**

### **RAJAGIRI SANJOE HOSTELS**

#### **RULES AND REGULATIONS**

1. Hostel accommodation is intended to reduce the time for travel, and thereby improve the academic performance of the inmates. Hence, all the hostellers are expected to perform fairly well in academics.
2. Hostel admission is for one academic year only.
3. Each year, a fresh online application should be submitted by the student in order to be considered for admission to the hostel for the subsequent academic year.
4. The online application can be submitted based on the notification published.
5. The list of students who are admitted will be published in the college website.
6. Admission for one year does not ensure admission for the subsequent year.
7. Admission for the subsequent year depends on the academic performance, distance from home, behavior, attitude, discipline, conduct and character of the inmate.
8. Inmates should pass in all the subjects in all the internal examinations to be eligible for admission to the hostel in the subsequent year.
9. Hostellers are expected to be polite to the Wardens and Hostel authorities.
10. All the hostellers are expected to abide by the directions of the Hostel Wardens/Hostel authorities, and are expected to maintain cordial and healthy relationships with each other by strictly obeying the hostel rules and regulations.

11. Hostellers are expected to leave for college before 8.15 a.m., in their complete uniform with the identity card properly displayed. The uniform shirt should be neatly tucked in, and the belt should be either black or brown in color. Students should be presentable with regard to their personal grooming.
12. Students should wear shoes/sandals to college. They are required to compulsorily wear shoes to prescribed laboratories for safety purposes.
13. The general timetable of the hostel should be strictly observed by all hostellers.
14. First year students should report back at 6.30 p.m. and the gate will be closed at 8.30 p.m. The hostel gates will be locked at 9.00 p.m. for the senior students, and all the senior students are expected to be in the hostel before 9.00 p.m. The gate will not be opened thereafter without the Hostel Warden's permission.
15. The roll call of the hostellers will be done through biometric systems. The first year students should punch in between 8.00 p.m. and 8.15 p.m. Senior students should punch in by 9.15 p.m. Serious action will be taken against those who are absent during roll call without the prior permission of the Hostel Warden.
16. Late arrival at the hostel will be considered as a serious offence and will result in dismissal from the hostel.
17. All the hostellers have to make the entries in the corresponding movement registers kept with the Hostel Warden/his designate, before leaving the hostel. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable and will result in dismissal from the hostel.
18. Hostellers may go to their own homes for the weekend by making the relevant entry in the Overnight Stay Register. However, in all other instances of their being out of the hostel for a night or more, the prior permission of the Hostel Warden should be obtained.

19. Hostellers should not organize trips or outings without the prior permission of the Hostel Warden or college authorities.
20. Strict silence should be observed in the morning up to 7.00 a.m., and from 6.30 p.m. to 7.15 p.m. and from 9.00 p.m. onwards. The time after 9.00 p.m. may be used for private study only in the respective rooms. Permission from Warden is required for combined study in the common study hall after 9.00 p.m.
21. Hostellers should use only their own rooms for private study, and should not roam around the hostel during the study hours. Combined study is permitted only in the common rooms and only before 8.30 p.m., with the prior permission of the Warden.
22. Hostellers are expected to use electricity judiciously and switch off the lights and fans when not required.
23. Any complaint against fellow-hostellers should be reported to the Warden for appropriate action.
24. Complaints of a general nature and other serious problems may also be brought to the notice of the Hostel Warden.
25. Birthdays and other celebrations should not be conducted in the hostel/institutional premises.
26. Hostellers who create nuisance or disturbance to others will not be permitted to continue in the hostel.
27. All hostellers are provided with facilities to practice their faith and follow their respective religious rituals as far as possible. Any request in this regard may be brought to the attention of the Hostel Warden.
28. Catholic students in the hostel are expected to attend the Holy Mass without fail on Sundays and if possible on the other days.
29. Hostellers are forbidden from organizing any meeting, collecting money for any purpose, and circulating any notice or petition without the prior permission of the Hostel Warden.
30. Hostellers should refrain from inviting their friends or class mates to the hostel. Guests should not, on any account, be taken to the hostel

rooms. Female students are not permitted to visit the hostel for any reason whatsoever.

31. Hostellers should use the property with care, and keep their rooms and furniture clean and tidy. Damaging the furniture, defacing the walls and other such actions, including loss of keys, will entail heavy penalty.
32. In case a hosteller is absent from classes, the leave of absence has to be certified by the Hostel Warden in the leave application to be submitted to the college. The leave application should be obtained within 7 days from the date of absence/leave. Late leave approvals will be duly fined.
33. Ordering food from hotels and consuming them in the hostel rooms is strictly prohibited.
34. Smoking is prohibited in the hostel and hostel premises. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and possession of such things are prohibited. Anyone found indulging in such activities will not only be asked to vacate the hostel but will also be rusticated from the college.
35. Entering the hostel premises after consuming alcohol/drugs or after smoking will be treated as a serious offence and such inmates shall be dismissed from the hostel/institution at any time without prior warning.
36. The hostel rooms are subject to inspection by the College/Hostel authorities from time to time to ensure that they are kept neat and tidy and no unauthorized item like liquor, drugs, lethal weapons etc., are kept in the rooms. Possession of any lethal weapons or any instrument /contrivance, which is likely to cause physical harm to others, is strictly prohibited.
37. VEHICLES ARE NOT PERMITTED IN THE HOSTEL PREMISES.
38. Hostellers are not allowed to keep air coolers, musical instruments, cassette record players, TV, electric irons or any electrical equipment without the written permission of the Chief Warden. Unauthorized

possession will lead to confiscation of the goods.

39. Cell phone may be used by the hostellers but not during the silent hour in the hostel. Incoming /outgoing calls/ messaging/listening to songs using mobile phones/electronic devices is strictly prohibited after 8.30 p.m. Laptop computers are allowed only for study purposes. Use of electronic gadgets during the restricted hours will lead to confiscation of the same.
40. Hostellers will not be permitted to remain in the hostel during college hours. The hostel doors will remain locked during the college working hours. Except in case of illness and with the prior permission of the warden, hostellers should not stay back in the hostel without attending the classes. Violation of this rule will be considered as a serious offence.
41. Hostellers will not be permitted to stay over at friends'/relatives' houses without the submission of a written permission from the parents addressed to the Hostel Warden. Failure to get permission in this regard will be considered as a serious offence.
42. Disobeying the Hostel Warden/his designate, and violating the hostel rules will be considered as serious offences.
43. Ragging in any form, staying away from the hostel without the permission of the Warden, or any scandalous misconduct will be viewed as serious offences.
44. Serious offences will warrant dismissal from the hostel.
45. Students expelled from the hostel for serious offences will be expelled from the college and vice-versa.
46. Perfect silence should be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc. Every student of the hostel has the civic responsibility not to be a cause of inconvenience, annoyance or disturbance to others.
47. Hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to

be lodged with the Warden. Use of abusive, vulgar and unparliamentarily language against the hostel/mess staff is strictly forbidden. Serious action will be taken on any complaint received from staff/faculty against students.

48. If any hosteller is found to be indulging in any form of instigation / intimidation/threatening behavior towards any other hosteller/student he will be asked to vacate the hostel forthwith. In this regard, the decision of the Chief Warden is final and binding on the individuals concerned.
49. The hostel committee reserves the right to amend or revise the rules and regulations at any time if found necessary.
50. Inmates who are desirous of studying in the College Library should inform the Warden sufficiently early. However, they have to be back in the hostel latest by 8.00 p.m.
51. Giving false information or forging the signature of the hostel authorities are punishable offences and will be seriously dealt with.
52. The hostel will be closed during Onam, Christmas and Easter holidays. All the inmates should leave the hostel during these holidays.
53. The hostel will be closed for annual maintenance during the summer holidays. All the inmates should leave the hostel during this period.
54. Violation of any of the hostel rules and regulations will be considered as a serious offence and will result in DISMISSAL from the hostel without any prior intimation. No excuses and arguments will be entertained in this regard.

Sd/-

Kakkanad

WARDEN/CHIEF WARDEN

April ..., 2018