

2. HOSTEL POLICY

OBJECTIVE

Hostels for the students are run with the primary objective of providing them a “Home away from home” where they can feel at ease and put in their best. The hostel atmosphere certainly provides self-confidence, instills discipline in the minds of the students, and provides scope for developing ideals of a harmonious communal living to enable them to share the joys of camaraderie, fellowship and professional fraternity. Self-help and a spirit of accommodation for the common good are some of the virtues expected from the inmates.

2.1. ADMISSION

Application for admission to the hostel for first year students should be made online. No student will be allowed to stay in the hostel without formal admission. The hostel administration may refuse admission to any member without assigning reasons. Every student before admission to the hostel must submit an undertaking online that he / she will abide by the rules of the hostel and that he / she will conform to the discipline imposed on him / her by the authorities. A printed copy of the same should be submitted with the signature of the parent / guardian.

2.2. FEES STRUCTURE

Hostel fees includes admission fees, room rent, amenities, electrical charges and mess fees. After booking, if a student wishes to cancel and rebook, a cancellation fee will be charged as applicable.

2.3. PAYMENT OF FEES

All the applicable hostel fees must be paid at the time of getting hostel admission. Part payment is not encouraged. Hostel fees should be paid only online. Scholarship holders should also pay the dues until such time that their scholarship amount is received and credited to the hostel account.

2.4. REFUND OF HOSTEL FEES

Fees once paid will not be refunded normally. However, under special circumstances the following procedure will be followed.

For all I Year Students:

- a) Full fee (except the cancellation fee of Rs.5000/-) will be refunded if a student wishes to withdraw from the programme even before the start of the program.
- b) If a student wishes to withdraw from a programme after the start of the programme, room rent and mess fees for the period completed by the student (rounded off to the full month) will be charged and the remaining amount will be refunded.

All other Students:

- a. No refund is permitted during the middle of the year, unless the candidate is withdrawing from the programme.
- b. No refund is permitted, if a student wishes to withdraw from hostel at any time during the academic year.
- c. No refund is permitted, if the student is expelled from the college/hostel.
- d. Final year students who are going for project/internship that is approved by the University in their final semester will be permitted to get a refund of only the mess Fees on approval from the concerned Project Guide and HOD on case to case basis.
- e. One semester mess fees refund will be permitted if the student is selected for semester abroad programme.

2.5. ROOM ALLOTMENT

Allotment of rooms will be done by an automated online procedure where the students can opt for different choices available online while booking the room. Once allotted, the rooms will generally not be changed unless it is for the maintenance of discipline or other such necessity, on the discretion of the management.

Students will be intentionally placed together with varying academic, cultural, social, national backgrounds so that cross-cultural, academic, social and national learning is achieved. Students are expected to give full respect and equal rights to their roommates, irrespective of their varying backgrounds.

Allotment is generally done on a shared (double / triple occupancy basis i.e. two or three persons per room). Students must occupy the rooms allotted to them only.

2.6. GUEST ACCOMMODATION

Subject to the availability of rooms in the hostel, if a parent needs accommodation for a short stay (one or two days only), he/she has to intimate the hostel office at least 7 days before the expected date of occupancy.

If allowed to avail the guest room facility for stay, the following charges shall be applicable (i) Rental charges (ii) food cost.

Day-scholars and other relatives of the students are not permitted to stay in the hostel as guests.

2.7. PAYMENT OF FINE/READMISSION TO THE HOSTEL

When a student is fined for any violation of the hostel rules, he/she has to clear his/her fine within one month from the date of the fine. He / she will have to vacate the hostel immediately in case of non-payment. Re-admission to the hostel will be subject to approval of the competent authority.

2.8. MESS

Once a student joins the hostel, he / she is deemed to have become a member of the allotted mess until he/she vacates the hostel officially. The hostel provides vegetarian / non-vegetarian and South Indian / North Indian food.

Menu will be displayed on the notice board. Changes can be made based on the decision of the mess committee formed by the student representatives and wardens. Inmates can entertain their parents as guests on prior information to the hostel authorities. Food will not be served in rooms and the inmates are not supposed to take food to their rooms. If an inmate is ill, the SRO/Deputy Warden/Warden will make suitable arrangements. The inmates should not enter the kitchen.

If any student is found wasting food, he / she will be imposed a fine by the warden for the first time. If the same student is found repeating the same mistake, he / she will be expelled from the hostel.

2.9. MAINTENANCE COMPLAINTS

In case of any complaint regarding the upkeep, maintenance, food quality etc, complaint may be registered in the complaint register that is placed at the entrance of each hostel block/mess.

2.10. RAGGING

Ragging in any form is strictly prohibited. Severe action will be taken against those who indulge in such activities as per Govt. orders and University rules.

2.11. GENERAL (Discipline)

Students should follow all the discipline related initiatives taken by the hostel administration. Any violation will be viewed seriously and is liable for punishment as per the hostel/University rules.

2.12. HOSTEL REPRESENTATIVES

There will be two Floor Representatives for each floor mutually nominated by the residents of the respective floors to represent students' problems. The floor representatives will represent student problems regarding maintenance, mess and other facilities and work to safeguard the institution's interests. Any untoward incident at the hostel or any non-compliance of rules should be reported by the floor representatives to the Administration immediately.

2.13. SUMMER BREAK

All hostellers have to vacate the hostel during the summer vacation every year. In addition, the inmates may also be asked to vacate their room and deposit their luggage in the cloak rooms during winter/summer vacation for maintenance or any other requirement. In case, a student is advised by the university to stay in the hostel during vacation due to academic reasons, he/she may be allowed to stay as decided by the hostel administration. The allotment of the same room for the next year is not assured. New allotment based on the situation will be decided by the hostel administration and is binding on the residents.

2.14. MEDICAL ASSISTANCE

Any medical emergencies will be referred to the SRM Medical College Hospital.

2.15. POWERS AND FUNCTIONS OF WARDENS

The Warden shall:

2.15.1. Supervise the hostels in matters relating to the overall functioning, the resident students welfare, and discipline;

2.15.2. Inspect the hostel rooms periodically and be in contact with the Deputy and Resident Wardens, staff and students;

- 2.15.3. Have the powers to recommend disciplinary action, including the ordering of eviction of student(s) from the hostel to the Director (Campus Life & Students Welfare);
- 2.15.4. Sanction of leave for Deputy Wardens /Resident Wardens in the Hostel;
- 2.15.5. Ensure maintenance of discipline and decorum in the premises of the hostels.
- 2.15.6. Be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the hostels.
- 2.15.7. Supervise the functioning of the mess.
- 2.15.8. Suspend mess facilities in respect of resident student's defaulting payment of mess bills; and
- 2.15.9. Be responsible for the overall security of the hostels and instruct the security staff to maintain safety and security;

2.16 POWERS AND FUNCTIONS OF RESIDENT WARDENS

The Resident wardens shall:

- 2.16.1 Be responsible for the health, hygiene, sanitation, cleanliness and food of the resident students; have the right to inspect hostel rooms;
- 2.16.2 Be individually and collectively responsible for the smooth functioning of the hostels; ensure that the resident students in his/her charge observe the hostel rules properly and maintain discipline and decorum and also shall promptly report to the Warden about misbehavior, indiscipline and sickness of the resident students in his/her charge;
- 2.16.3 Be available in the hostel room every day at specified hours to attend to official business and to the problems of resident students;
- 2.16.4 Be responsible for the proper upkeep and maintenance of such properties of the concerned hostel, as are under his/her charge;
- 2.16.5 Allot and supervise hostel rooms with the approval of the warden;
- 2.16.6 Maintain the Resident Students' Register;
- 2.16.7 Recommend to the warden for disciplinary action against resident student (s) for keeping / entertaining unauthorized guests, if any;
- 2.16.8 Order double-locking of rooms of resident students and their re-opening, when required;
- 2.16.9 Take action for the eviction of resident students in consultation with the warden;

- 2.16.10** Periodically verify the furniture and fittings of the hostel and take action for repairs/replacement and obtain additional furniture if required.
- 2.16.11** Maintain such Registers and Records, as prescribed by the University and furnish such statistical information as the University may require, from time to time.
- 2.16.12** Perform such other duties as are assigned to them by the Warden from time to time and function under the overall charge of the Director (CL).
- 2.16.13** Obtain prior approval of the Warden to avail leave.

2.17. MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS

- 2.17.1** The authorities shall frame rules from time to time on matters related to disciplinary aspects of students for regulating the conduct of students within the campus as well as outside.
- 2.17.2** The authorities shall have powers to impose any one or more of the punishments on the erring students such as fine, suspension, expulsion, etc.
- 2.17.3** Students shall abstain from participation in political or communal groups.
- 2.17.4** Students are prohibited from defacing and damaging any building, furniture, any asset or property of the University in any way. If done so, the cost of any damage so caused will be recovered from the students collectively, incase the individual is unidentified.
- 2.17.5** Students are prohibited from arranging any function or meeting within the University, without the specific permission of the appropriate authorities.
- 2.17.6** Students are strictly prohibited from participating in processions without the official permission of the authorities.
- 2.17.7** Smoking and consuming alcohol inside the campus is strictly prohibited.
- 2.17.8** The students indulging in any form of ragging shall be summarily expelled from the University after following the procedure and the conditions laid down by the Anti Ragging Committee.
- 2.17.9** Use of cellphones during working hours is banned.
- 2.17.10** Use of plastics is discouraged within the campus.
- 2.17.11** Students coming in powered two wheelers/four wheelers shall register their names with the Director, Campus Life & Students Affairs.
- 2.17.12** Students shall carry their ID cards with them and produce the same on demand.
- 2.17.13** With regard to the conduct and discipline of the students, the decision of the Disciplinary Committee, as approved by the Vice-Chancellor is final.

2.18 COMPOSITION, POWERS AND FUNCTIONS OF THE GRIEVANCE REDRESSAL COMMITTEE

- 2.18.1** Any employee who is aggrieved by a decision of any authority or officer of the University in relation to his or her service conditions, may represent the matter to the Registrar through proper channel within 10 days of receipt of such orders or copy of such resolution received from the University/officer. While representing so, he/she must clearly state how he/she is affected by such a decision along with documentary evidence, if any, on the matter supporting the representation.
- 2.18.2** The Registrar upon scrutiny of the representation shall forward the same to the Chairman of Grievance Redressal Committee within 10 days of receipt of the representation.
- 2.18.3** The Grievance Redressal Committee will submit its recommendation on the representation to the Registrar within 45 days of receipt of such a reference.
- 2.18.4** The Grievance Redressal Committee shall comprise the following members:

Sl. No.	Composition	Status
1.	Chairman (To be nominated by the Vice-Chancellor)	Chairman
2.	Dean concerned with the faculty under which the aggrieved employee is working	Member
3.	One nominee of the BoM	Member
4.	One Professor nominated by the Vice Chancellor from among the Professors of the University	Member
5.	A representative of SC/STs [can be co-opted in case of grievances represented by persons belonging to such communities]	Member
6.	Two external members nominated by the Vice- Chancellor	Member
7.	Registrar or the nominee	Non-Member Secretary

- 2.18.5** The members of Grievance Redressal Committee, other than the Registrar, shall hold office for a term of two years.
- 2.18.6** The Committee shall formulate its own procedures to conduct the proceedings in accordance with the bye-laws of the University.
- 2.18.7** The date of meeting shall be fixed by the Registrar in consultation with the Chairman.

2.18.8 In case, there is no response within the stipulated period or not satisfied with the recommendations of the Grievance Redressal Committee, he/she may prefer an appeal to the Vice-Chancellor within 30 days time.

2.18.9 If any interpretation of bye-laws is involved, the Vice-Chancellor shall be the competent authority and his/her decision will be final and binding upon the parties.

2.18.10 Any grievance/complaint relating to sexual harassment will not be covered under these bye-laws, as there is a separate mechanism for addressing such matters.

2.19 DISCIPLINARY COMMITTEE

There shall be a Disciplinary Committee having responsibility for adjudicating alleged violations of the code of conduct and bye-laws and incidences of indiscipline reported among the students of the University.

2.19.1 The Committee shall have the following members:

i.	Director, Student Affairs	Chairman and Convener
ii.	Two professors nominated by the Vice- Chancellor	Member
iii.	A woman teacher nominated by the Vice- Chancellor	Member
iv.	A teacher belonging to SC or ST or minorities, as the case may be as nominated by the Vice-Chancellor	Member

2.19.2 The tenure of the members, except the Director, Student Affairs, will be for a period of two years.

2.19.3 The Committee shall meet as and when required.

2.19.4 The Committee shall have powers to summon the persons against whom the allegations of misconduct or the act of indiscipline was reported.

2.19.5 The Chairman shall have powers vested in him/her regarding the procedures to be adopted in regulating the conduct of disciplinary proceedings.

2.19.6 The Controller of Examinations shall be invited, if necessary, to the meeting of Disciplinary Committee by the Chairman.

2.19.7 The Committee shall submit its report to the Vice-Chancellor for necessary action.

2.20 THE FUNCTIONS OF THE DISCIPLINARY COMMITTEE SHALL BE AS FOLLOWS:

- 2.20.1** Consider the complaints regarding the incidence of indiscipline referred to it by the authorities or officers concerned.
- 2.20.2** Determine the nature of the act(s) of indiscipline and misconduct committed by students.
- 2.20.3** Determine the nature of punishments/penalties to be imposed.
- 2.20.4** Ensure the effective implementation of anti-ragging measures as prescribed by the UGC/MHRD-Government of India.
- 2.20.5** Recommend the measures for regulating the conduct among students to the competent authorities from time to time.