



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107



HOSTEL

Policy

Version 2.0



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(An Autonomous Institution)
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NOTIFICATION

Ref: **SMVEC / IQAC / ADMIN / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the Hostel policy. This will come into force with immediate effect.


Dr. AA. Arivalagar
IQAC coordinator


Dr.V.S.K. Venkatachalapathy
Director cum Principal

HOSTEL POLICY OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

1. HOSTEL ADMINISTRATORS:

Sri Manakula Vinayagar Engineering College, Puducherry is a leading engineering college which sprawl its campus with 125 acres. The vision and mission of institute reflects in the enrollment of more number of outside students to stay in the hostel. Hence the college is committed to provide proper facility for the residents. General duties and responsibilities of the various positions in the hostel administration are defined here. If required, the duties and responsibilities are subject to change at any time with the approval from the Head of Institution

The following officers constitute the Hostel Administration Committee (HAC):

- a) The Chief Warden
 - b) Deputy Chief Wardens
 - c) Deputy Warden
 - d) Resident Warden
 - e) Member of Hostel Committee
- Each hostel is managed by a Chief Warden who is a regular faculty of the Institution and Residential Student Counselor (RSC)
 - The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

Responsibilities of Members in HAC:

a) The Chief Warden

- Overall administration of the hostel and office.
- To maintain the coordination of chief deputy Warden, deputy warden and residential warden for smooth running of day-to-day routine work of the hostels.
- To Act as Chairman of Central Hostel Purchase Committee (CHPC) and to ensure the timely purchase of quality items at reasonable cost for all the

hostels.

- Maintaining database of students through hostel office.
- Making a policy for allotment of rooms to students in the hostel
- To ensure discipline in the hostels with the coordination of other Wardens
- Implementation of decisions taken by the Institute authorities.

b) Deputy Chief Warden

- Allotment of rooms to the students as per the guidelines issued by HAC.
- To supervise the sports and cultural activities of students in the hostel.
- Regular visit to hostel for better interaction with the students.
- Nominate the students for the mess committee, hostel maintenance committee, discipline committee, Common Room Committee, Cleanliness Committee and other such committees.
- To give permission to the Guests for residing in the hostel on the request of the students.
- To supervise the working of hostel staff.
- To solve the day-to-day problems of the students.
- To deal with the acts of indiscipline of the students.
- Reporting the cases of serious indiscipline/ragging to the proctorial committee for further action at the Institute level.
- To check the various registers and ledgers maintained by the caretaker from time to time.
- To supervise the caretaker in maintaining the stock of the hostel.

c) Deputy Warden and Resident Warden

- Allocation of rooms to the students (Get the signature of the student on the inventory of the furniture, electrical and other items in the room).
- To ensure proper maintenance of the water cooler, hostel rooms, common room, toilets, mess and premises i.e. coordination with Electrical maintenance section, building section and sanitary department.

- Maintain the proper record and recovery of hostel dues
- To ensure proper water supply and drinking water arrangement in the hostel.
- To keep a watch so that no unauthorized student/person resides in the hostel without the permission of the Warden.
- Close observation on students' illegal activities like consuming alcohol, cigarette, illegal occupancy, fighting and damaging hostel property by the students, and inform the same to the Chief Warden & deputy chief warden immediately.

Supervisor

- Maintaining the record of the Guest/visitors.
- Maintain the Hostel stock register.
- Daily report to the Senior Wardens in the prescribed Performa about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.
- To supervise the work of helper, gardener, sweeper, and security guard.
- Special care and supervision for maintenance of cleanliness in the respective hostel.
- Maintain discipline in the respective hostel.

2. ACCOMMODATION

- Statutorily, hostel accommodation is available to Students, only during the working semesters. Students cannot occupy the room during vacation. But he/she may be permitted to stay on request, if he/she is doing any course work / project work / Institute work / Hostel work.
- Hostel accommodation is available to B.Tech / M.Tech./ M.B.A./ M.C.A/B.Arch./SAS/SAHS/SAGS/COPT/ CLE students for a maximum length of stay for four years respectively. They can retain their room during odd semester vacation. At the year-end they have to vacate the hostel.
- Hostel accommodation is available to a student, who is registered in the Institute as a regular student. Accommodation will not be provided to any

student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel

- Limited Hostel accommodation is available to M. Tech and Ph.D. scholars throughout the year subject to a maximum of 2 years for M. Tech scholars and four years for Ph. D. scholars. Ph.D. scholars shall vacate the Hostel even in the middle of a semester once they are relieved from the Institute. However, they have to pay establishment charges for that entire semester. PhD scholars availing Hostel accommodation are not eligible for HRA.
- The Research faculty residing in hostels is governed by the same rules, applicable to regular students of the Institute.
- Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel office or in the Administrative Section of the Institute. Accommodation would be provided only after paying the requisite fees as decided by the Institute from time to time. All charges prescribed in the application form or any other documents are subject to change as per the decision of the Institute authorities without any prior notice.
- The Hostel administration has the right to cancel admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.
- In the case of accommodation for participants of conference and seminars, the coordinator will send the request to chief warden and chief deputy warden through respective HOD.
- They are required to pay room rent, establishment charges and any other charges as decided by the Hostel Management.

CONDITIONS OF ALLOTMENT

- At the time of admission of a student into 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 is optional. Email of the parent (if available) should also be provided. Any change of address

/ telephone number of the parent / local guardian, at any point of time, has to be intimated immediately to the hostel office in writing.

- The Hostel Management will generally provide minimum furniture and fittings for each room consisting of one cot for each student, table, chair, ceiling fan with regulator and, a tube light fitting.
- Rooms once allotted to the students for an academic year will not be changed except on special situations.
- The Hostel Management, if in case of non-availability of rooms, can allot more than one person per room.
- If the health status of any student changes during the period of stay in the hostel, he/she is required to inform the chief warden and resident warden immediately and should vacate the hostel if the Hostel Management finds that he/she is not eligible for hostel accommodation.
- Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. The electrical installations including the fan should be handed over intact, in addition to the furniture. The personal locks have to be removed while vacating the room.

ACCOMMODATION OF GUESTS

- If the father/mother/guardian of a hostel resident needs accommodation for a short duration (one or two days only), he/she has to intimate the Hostel office preferably seven days before the expected date of occupancy. Accommodation will be provided to them, subject to the availability of Guest Rooms in the Hostel.
- Guest room will be available on the chargeable basis as per the rates fixed by the Hostel Management.
- As only limited Guest Rooms are available, rooms will be allotted to the guests on first- come-first-served-basis.
- Day scholars are not permitted to stay in the Hostel as guests.
- If any damage is caused to the Hostel property by the guests, compensation assessed by the Hostel Management shall be recovered from the host resident.
- Boarder (hostel resident) needs to deposit Guest room charges @ Rs 300/

day/ person in advance in the Institute account and submit the receipt to the concerned in charges.

VISITORS

- All visitors to the Hostel are allowed to visit students in Visitors' Room only, strictly between 9 am to 6 pm only.
- All visitors to the Hostel including the parents/guardians/relatives/friend will have to make necessary entries in the Visitors' Book available at the Hostel entrance with the security guards.
- Violation of this rule will lead to severe penalty and punishment as decided by the Hostel and Institute Authorities.
- The visit of female students is restricted inside the boy's hostel and vice versa.
- No female guardian/visitor is allowed in the boy's hostel and no male guardian/visitor is allowed in girl's hostel.

4. EXEMPTION FROM RESIDENCE IN HOSTEL:

If any student is denied a room in hostels by the Hostel Administration Committee due to non-availability of rooms, then a complete exemption for payment of charges may be granted to the student by the Chief Warden till the time accommodation is made available to the student.

5. CODE OF CONDUCT:

- All residents are required to maintain standards of behavior and follow the code of conduct. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and the walls not to be scribbled on.
- All the girl students are expected to be in the hostel before 7.00 p.m. (7.30 p.m. on Saturdays and Sundays). If any student wishes to be away from the hostel during the weekend, holidays or any other time, he/she has to

take prior permission from the Warden.

- Rooms are allotted to each student on his/ her personal responsibility. He/she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the Maintenance office, through the Warden, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.
- Students should co-operate in carrying out maintenance work and vacate their rooms completely when the HAC requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
- The students should not watch pirated / unauthorized / unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.
- The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to repair the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
- In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.
- The resident shall not move any furniture from its proper allotted place and also should not damage them in anyway. If there are any additional items other than the above belonging of the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he/she will be charged a penal rent as decided by the Warden.
- The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- Senior Batch students are not allowed to enter first year hostels at any time. Senior Batch students are not expected to call 1st year students to their rooms at any time. Academic/Professional discussion should be done in open area/hostel common room. Violation of either of the conditions will

lead to penalty and prosecution for ragging.

- Students are required to carry their institute ID cards at all times inside the hostel compound and produce it on demand by the hostel authorities and on-duty security guard can check ID cards of late entry students between 10.00 PM to 06.00 AM. During this period the students while entering hostels must show their ID cards to the on- duty security guard.
- Entering and exit from the hostel premises in an intoxicated state is prohibited.
- Any kind of gambling is strictly prohibited.
- Playing outdoor games like cricket, soccer etc. inside the hostels is strictly prohibited. However, indoor games like TT, carom, and badminton can be played, but only in the designated areas.
- The hostel authorities reserve the right to make spot checks on the hostel and rooms without any prior notice to the students. Students are expected to cooperate with the authorities in this regard.
- The Chief Warden/Wardens reserves the right to break the lock/door and open rooms in case of any violation of hostel rules, suspected unlawful activities, security risk perceived, and if the student is absent from his room for a long period without prior information or any valid reason.
- Routine medical tests will be done for the hostel students by the medical staff and the counselor. These tests are mandatory and all students must get these done within the stipulated time.
- The hostel authorities reserve the right to shift hostel residents to other hostel units if necessary. Students are not allowed to change hostel rooms without prior approval of the Warden.
- Each student in the hostel also assumes the responsibility of the proper upkeep of his/her room and the hostel premises. Students should record any complaints/issues regarding hostel maintenance (without any delay) in the hostel complaint register. It is the duty of the chief warden and other hostel management to address these issues as soon as possible. In order to facilitate timely maintenance work, service personnel might have to enter rooms whenever necessary under the directive of the Warden. However, every effort will be made to respect the privacy and dignity of the

students.

- Before leaving their rooms, hostel residents are advised to lock all doors for security reasons. Students should take care of their own belongings and the hostel management will not be responsible for any loss/damage of the personal property of students.
- If students find their roommate/neighbours missing for more than 24 hours for no verifiable reason, it is the mandatory and the moral responsibility of the student to report it to the hostel administration immediately.
- In general, students are expected to exercise caution while using materials such as candles, incense sticks, dhoop, diya, etc., which are potential fire hazards. Students will be held responsible for any damage caused to the hostel due to the irresponsible usage of such materials.
- The residents are required to sign a Hostel Undertaking form, a copy of. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the HAC.
- Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt severely.

ANTI RAGGING MEASURES

Ragging constitutes one or more of any of the following acts:

- Any unfair behavior by the student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in any disciplinary activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- Any act by a senior student that prevents, disrupts or disturbs the regular

academic activity of any other student or a fresher;

- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- In case of any instances either directly been contacted by the senior, being a victim or if the student happens so witness any such incident which can be categorically defined under ragging as above as a campus resident, he/she should immediately report to the appropriate authorities Warden / Convener of Hostels/Chief warden /Anti-ragging squad for further course of action. Such informants will be protected and shall not be subject to any adverse consequences.
- First year UG students are provided in separate hostel block fenced and the access of seniors are denied to first year hostels. Any senior student found in those hostel premises for what so ever reason without prior permission shall be subjected to disciplinary action.
- The students who are found to indulge in any such activities shall be punished appropriately after following the procedure and in the manner prescribed hereunder.
- The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging

established based on the recommendations of the Anti-Ragging Squad.

- The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, name suspension from attending classes and academic privileges.
 - Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - Debarring from appearing in any test/ examination or other evaluation process.
 - Withholding results.
 - Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - Suspension/ expulsion from the hostel.
 - Cancellation of admission.
 - Expelled from the institution for period ranging from one to four semesters.
 - Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
 - The persons committing or abetting the act of ragging, if they are not identified, then the institution shall resort the entire team for punishment.

6. USE OF APPLIANCES:

- The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron box are forbidden in any of the rooms allotted for residence. Private cooking in the hostels/ student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.
- When the students go out of their room, they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

7. HOSTEL FEES FOR UG AND PG STUDENTS PER YEAR

The same shall be updated at www.smvec.ac.in before the beginning of every year.

8. MESS RULES

- Once a student enrolls in the hostel, he / she shall be deemed to become a permanent member of that mess throughout the semester.
- Students who absent themselves on the date of reopening of the Institute after any semester vacation will be deemed to have joined the mess wherein, they dined during the previous semester and will be charged accordingly.
- Absence from joining the mess will be permitted only by the Chief Warden on request for valid reasons, for a maximum period of 10 days only from the date of reopening of the college. Afterwards they will be charged as stated above. Such permission should be obtained and the Convener of Hostels intimated well in advance of the absence.
- Students should sign the Mess Joining Register kept in the mess hall at the time of their joining the mess.
- Students should sign the Mess Leaving Register kept in the messes whenever they leave the mess. Otherwise, they will be deemed to be present and charged accordingly.
- The mess timings are as follows and the students should strictly adhere to these timings:
 - Breakfast : 7.15 am to 8.45 am
 - Lunch : 12.15 pm to 1.45 pm
 - Snacks : 5.00 pm to 6.00 pm
 - Dinner : 7.15 pm to 8.45 pm
- The system of self service will be followed in the mess.
- The quantity of food will be unlimited except in the case of special items.
- Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc., to their rooms.
- No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Institute Medical Officer to the effect that the

students' condition requires the food to be served in their rooms.

- No hosteler shall waste food. Paying mess bill does not entitle a hosteler to waste food.
- 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.
- All diners shall interact with the mess staff in the dining hall in a courteous manner.
- After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- All diners shall produce ID card and Mess card to dine every time in the mess.
- If any diner is medically ill and requires a special diet (e.g. Oil-less food) he / she can request the Warden to arrange for the same at the mess.

9. RIGHTS OF HOSTEL MANAGEMENT

- Any breach of these rules will invite an enquiry that will be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.

10. STUDY HOURS

- Study hours will be conducted from 9.30 pm to 10.30pm
- Roll calls will be done during the study hours, students individually have to answer their roll calls.

11. HEALTH RELATED MATTERS

- A student suffering from infectious/contagious diseases will not be permitted to stay in hostels.
- In case a student falls sick, he/she should immediately contact the doctor/institute dispensary and get the medical aid.

- In case a student falls sick, he/she should immediately inform to caretaker/Warden and quarantine in guest room or suitable place as suggested by the hostel administration.
- In case of an emergency, students may shift the patient immediately to our hospital and inform the authorities at the earliest. Institute ambulance may also be used in this context.

12. RULES AND REGULATIONS FOR ALL FIRST YEAR UG HOSTELS

- Students going out of the hostel for some personal reasons should enter the hostel before 9:30 pm. Latecomers shall be subjected to a fine of Rs. 200/- for the first instance with doubled charges for the subsequent days of repetition, eventually leading to disciplinary action.
- All students should compulsorily give roll call by 09.45 pm failing to do so shall incur a fine of Rs. 100/- per day as above.
- After 09:45 pm students are advised to maintain silence, and carry on their class works
- Students going out of the campus for any reason must make an entry in the IN/OUT register.

Students should not consume any tobacco/alcohol/drug items inside the hostels/campus. If found victim, then the student will be subjected to the disciplinary action appropriately.

- Students should not spit/paste/scribble anything on the walls.
- Students are not allowed to play in the rooms/corridors, except the board games like chess, carom etc.,
- Students are not allowed to celebrate any parties (like birthday) inside the hostel. If found they will be subjected to a fine or Rs 1000/-.
- Students are not allowed to use the hostel terrace. If found they will be subjected to a fine of Rs.5000/-
- Every student should be responsible to keep his belongings (wallet, laptop, phone etc.) safe. Rooms must be locked while leaving.
- Students should not entertain any unauthorized guest to enter the hostel.
- Students should not wear sleeveless dress while coming to mess.

- Ragging is a punishable crime under Indian Penal Code. To eliminate such incidents, first year students are not allowed to visit senior's hostels. If the first year students are found to visit the senior hostels, they will be suspended from the hostels considering the fact that such visits are aiding the ragging activities