

RULES & REGULATION

ABOUT THE HOSTEL

Thassim Beevi Abdul Kader hostel for women is located in the college premises. The hostel provides a serene atmosphere for studying and overall development of the students. Apart from the Wi-Fi facility, a browsing center is provided in the hostel premises for educational purpose. Discipline is the foreword of the hostel. Being women's hostel, strict rules are followed. Visitors with authorized Visitor's Pass only are permitted to meet their wards. Ample facilities are provided for the students to participate in sports activities.

ADMINISTRATION

WARDEN : DR.S.HEMALATHA, PROFESSOR & DEAN (SLS)

DEPUTY WARDEN : DR.K.YOGESHWARI,ASSOCIATE PROFESSOR (CIVIL DEPT)

ADMISSION

Only students of the University are eligible to become members of the hostel. Any student seeking admission to the hostel shall apply to the Warden in the prescribed form, which may be obtained from the hostel office. On approval, she will pay the fees in the hostel office. Fees will be notified from time to time.

ROOMS & FURNISHINGS

When a student is admitted to the hostel and allotted a seat in the room, she will be provided with one set of cot, mattress, pillow, a table, a chair and a cupboard. She is not permitted to move any furniture allotted to her from the arranged place. While leaving the hostel, they should hand over them in good condition. Inmates are responsible for proper maintenance of the cots, mattresses, pillows, tables, chairs and cupboards, tube lights, and fans provided to them. Any damage to the hostel property, furniture or disfiguration of the walls, doors, windows etc., will be viewed seriously as a punishable offence. In addition, expenses if any, for repair/replacement, will be collected from the inmates concerned. Students should neither change the room allotted to them nor should share with students of other room without taking written permission from the Warden. Students should bring the following things when they are admitted.

1. Bucket, 2. Mug, 3. Night Lamp, 4.Torch, 5. Timepiece, 6. Mosquito repellent ,7. Plate,
8. Tumbler (250 ml), 9. Spoons, 10. Small bowl.

ATTENDANCE

The attendance will be taken at 6.00 p.m. every day for all, except for 1st years. All inmates except those who have got written permission to go out should be present for attendance and thereafter they should not go out of the hostel premises.

RULES FOR OUTGOING

1. No student can leave the hostel without the permission of the Warden or Resident Tutor. Whenever they seek permission, written permission will be issued by the Resident Tutor. The approved

permission letter should be shown to the watch woman at the hostel gate, while leaving and entering the hostel.

2. Whenever students are permitted to go outside the hostel premises, they should write in the **OUTGOING REGISTER** provided for this purpose in the reception. They should write the complete details of the where abouts, contact phone no., purpose etc., clearly.
3. Students are permitted to visit their parents/ guardian during “second Saturday and Sunday” only. They are advised to purchase all the required things during this visit.
4. On other Saturdays and Sundays of a month, in general, the students should not go out of the college campus. On these Saturdays, they are permitted to go only to the computer center or library available in the college campus.
5. However, for genuine reasons students are permitted to go outside the college premises on Saturdays for which written permission will be granted by the Warden / Resident Tutor for continuous 3 hours (9.00am – 12.00 noon) or (1.00pm-4pm) in the forenoon or afternoon. They should leave the hostel after writing in the **SATURDAY OUTGOING REGISTER**.
6. **ON SUNDAYS**, students are strictly not permitted to go outside the hostel.
7. During weekdays, the students should be inside the hostel premises after 4.10 p.m. In case, if they go to the library, computer center, and canteen or out of the college campus with written permission, they should be inside the hostel at 6.00 p.m. for attendance or at the permitted time.
8. However, students are advised not to go out of the college campus very often. Such of those students who go frequently outside the college campus will be closely watched and severely warned. If they repeat, their accommodation will be cancelled immediately after intimating their parents.
9. In case of final year B.E.,M.E.,M.C.A. and M.B.A students, the **OUTGOING** rules are relaxed to some extent considering their project work for which they should take written permission from the Resident Tutor and write in the **OUTGOING REGISTER** exclusively kept for the **FINAL YEAR PROJECT WORK**. Final year students will be issued **GATE PASS** for doing project work outside the college premises. Students found misusing the project card will be immediately expelled from the hostel

LATE REGISTER

Students who reach the hostel after the permitted time-period has to write the details in this register and then report to RT for attendance.

SICK REGISTER

If a student is sick and unable to go to the classes, she has to take prior permission from the RT and stay in the hostel. Sick register is maintained for this purpose in the reception, wherein the sick students should write the details and it will be reviewed by RT further.

DOING A COURSE OUTSIDE THE CAMPUS

If any student intends to join any course such as Software, TOFEL, GRE etc., related to education

she will be permitted, if she submits her parent's letter for attending that course and a Bonafide certificate from the center, where the student is joining the course.

LEAVE OF ABSENCE & HOLIDAYS THROUGH HOD

1. If anyone needs to go on leave during working days/holidays she shall obtain permission from the HOD through the class Advisor concerned and the Warden/Resident Tutor before leaving the hostel. Failure to adhere to this requirement will lead to refusal of accommodation in the hostel. Students must return after the holidays on the appointed day at the stated time and report to the Resident Tutor. In case if they are not able to return to the hostel on the stated date, they should inform the reason for the delay immediately over phone or by telegram to the hostel office/Resident Tutor and later they should submit a letter with Parent's /guardian's signature to the Resident Tutor while rejoining the hostel.

If the student fails to do the above said, it will be viewed very seriously and parents will be immediately called for enquiry.

2. Students will normally be permitted to go home with their parents/guardian only. However, if the parent's letter/phone is received to send their ward alone, the student will be permitted
3. Students will not be permitted to visit any person other than the guardian.

STUDY HOURS

Study hours will be observed from 8.15 p .m to 10.15 p .m daily. During study hours, the room door should not be kept locked. Perfect silence should be maintained and cell phones should be switched off. Use of laptops should be avoided. Students should switch off the lights at 11.00 p.m. in their rooms and those who study after 11.00 p.m. may sit in the corridor or common halls without causing inconvenience to others or they can use their table lamps. However, during exam days, it is permitted for the students to keep their room lights ON for night study.

CELL PHONE

Possession of cellular phone by the inmates is allowed with the concern of the parents. Cell phones are permitted to the students only to communicate with their parents/local Guardian and for essential educational purpose. Defaulters will have to loose this facility immediately and will never be allowed to use the cell phone till they vacate the hostel. Cell Phone numbers and contact phone numbers should be given to Resident Tutor for record along with the "parent's permission letter". Students should not take cell phone to college. If found using in college premise, the cell phone will be confiscated and will be enquired. In such cases, a heavy fine will be charged.

GUESTS/VISITORS

Students will be issued "VISITOR'S PASS" for meeting their visitors. Every Student is permitted to have four visitors only. Among the four visitors two visitors must be their Father and Mother. A student, meeting

her friend's visitor, is **STRICTLY NOT ALLOWED**. Students should submit their visitor's passport size photo to their respective Resident Tutor within a week from the date of admission. The visitors should bring their Visitor's pass to the hostel whenever they visit their ward. Without the pass, visitors will not be permitted to meet the wards. Visitors will be permitted in the specified timings only.

VISITOR'S TIMINGS

Week days : 6.00 a.m. to 7.30 a.m.

4.30 p.m. to 7.00 p.m.

Holidays & Weekends : 7.00 a.m. to 7.00 p.m.

No male visitors and guests are allowed inside the hostel premises. Students shall not entertain any guest in their rooms and in the mess without prior permission from the Warden. If any guest is permitted to dine, the student shall pay the charges as applicable. Students Guest is permitted to stay in the hostel, when the student is sick and needs assistance.

DRESS CODE

The girl students are expected to adhere to the dress code, strictly. The hostel students should wear Saree or Salwar Kameez with Duppatta pinned decently to the college. Double side pinning of duppatta is mandatory for all hostel students and students intending to cover their head must use separate scarf / shawl. They should not wear tight – fitting or transparent clothes. Inside the hostel, sleeveless shirts/blouses or pants / $\frac{3}{4}$ pants /shorts / short skirts shall not be worn. Students must wear duppatta whenever they come to reception (to attend calls, to read newspaper, to buy things in store etc) and while attending their visitors.

MESS AND BOARDING

Food will be served only in the dining hall of the mess during specified time. The students should strictly adhere to the timings put up in the notice board.

“MESS FOOD SHOULD NOT BE TAKEN TO ROOM OR COLLEGE”. However, if the student is very sick, permission is granted to her friend to bring food for the sick student to her room.

MESS REDUCTION

1. Requests for reduction of mess charges during college working days will not be entertained. However, the Warden may permit absence on official duties like sports, NSS cultural activities and educational tour for reduction. In such cases, the inmates shall submit their requests to the Warden/Resident Tutor, at least two days in advance of reduction, and the letter as evidence of their participation duly attested by the officer-in-charge, should be produced along with the reduction slip.
2. Reduction will not be entertained if the requisition is submitted either late or without the recommendations of the concerned officer-in-charge.
3. Mess reduction could be given to those inmates who are admitted in the hospital for treatment. In such cases inmates should submit their requests for mess reduction to the Warden and in such cases, recommendation of the Resident Tutor, is essential. Before leaving the hostel for medical treatment,

information should reach the Resident Tutor to enable the mess reduction before the preparation of the mess bill. They must produce the medical certificate to RT after rejoining the hostel.

VACATING THE HOSTEL

If a student vacates the hostel during the semester, her establishment charges will not be refunded. Whenever a student vacates the hostel, the caution deposit will be refunded only in the end of the course. A student who wishes to vacate the hostel should submit the letter attested by their parent and Resident Tutor to the Warden a week before vacating the hostel. After vacating the hostel, the students should handover the room key in the office.

MEDICAL FACILITIES

A dispensary is available in the college premises. The inmates are advised to make use of the medical facilities. A Resident Doctor is available in the Medical Hall on all days. If any students fall sick, Resident Tutor should be informed so that the medical aid could be arranged, if necessary. A van is always available near the medical hall for emergency. A pharmacy is attached to the campus.

BANK AND ATM FACILITY

For the benefit of the students, Indian Overseas Bank (IOB) and its ATM are available in the campus. Every student should open an account as soon as she gets admission in the university. Students should keep all the receipts safely till they complete the course.

LAUNDRY FACILITY

Laundry facility is available within the college premises.

GENERAL STORE

- ❖ Here, stationary items, snacks, toilet items are sold
- ❖ It functions from 4.00 pm to 7.00 pm

WI – FI TIMINGS

For educational purpose, a browsing center is provided in the hostel premises. In addition, Wi – Fi facility is available in the hostel. Students can make use of this facility for their educational purpose only. Voice chatting /video chatting/ social networking/ watching movie are strictly not allowed. During study hours (from 8.15 to 10.15pm) the access-point is switched off. Students having study materials in web are expected to download it before or after the study hours, as use of Wi- Fi facility is strictly denied during study hours and from 12 midnight to 5.30am.

TV TIMINGS

Students should avoid watching TV during study holidays. On other days, the following TV timings should be followed. TV remote is in the reception and students can receive the remote to operate TV from the Security lady after signing in the register kept for this purpose and it should be returned after use.

Monday to Thursday	: 5.00pm to 8.00pm
Friday	: 5.00pm to 10.00pm
Saturday	: 9.00am to 11.00pm
Sunday	: 9.00am to 9.00pm

Note:

1. All the government holidays will have same timings as on Sunday
2. During exam days, TV hall will be closed

GAMES FACILITIES

Following are the game facilities available in the hostel

Out – Door Games:

- ❖ Table – Tennis
- ❖ Ball – Badminton
- ❖ Shuttle
- ❖ Tennikoit

In – Door Games:

- ❖ Chess Board
- ❖ Carrom Board

GYM FACILITY

Keeping the health fitness of students in mind, a Gym facility is available in the hostel. Students can work out daily in the following.

1. Foldable magnetic tread mill – 1 No.
2. Cycling machine – 4 Nos.
3. Abdomen (ABS) Slimmer – 4 Nos.
4. Sit up bench – 2 Nos.

NEWS PAPER

The Indian Express, The Hindu, Dhinamalar, Dhinamani (Tamil) are the daily newspapers bought by the Hostel management. Newspaper bought by the Hostel should be read only in the reading area setup that is near reception and in the ground floor corridor. Tampering the paper or taking away the news paper from

the reading area is strictly prohibited. After reading it must be replaced in the same place. Students taking newspaper to their room or leaving it on the corridor floor after reading will be heavily fined.

GENERAL INSTRUCTIONS

1. Students should not talk with male students after the college hours.
2. Students should not entertain the day scholar students in the hostel premises.
3. Students are not permitted to take cell phones to the college on working days.
4. Inmates should not stay in the hostel premises during the class hours without prior permission.
5. Inmates should not put up any notice or poster on the walls. However, permission may be obtained from the Warden to display any notice on the notice board.
6. Inmates should behave in a disciplined and responsible manner with in the premises. No one should cause any disturbance or nuisance to others.
7. Use of Tape-recorder and other audio /video system is not permitted. However inmates are permitted to use Walkman with headphone.
8. Inmates are responsible for any damage or loss of hostel properties and tube lights and fittings provided in the respective wing corridor/bathrooms.
9. Any complaint regarding maintenance could be registered in the complaint book placed in the hostel office.
10. Inmates are advised to keep their rooms clean and tidy.
11. Inmates are advised not to keep any valuables in their rooms.
12. Possession and use of powered vehicle by the inmates is strictly prohibited.
13. Ragging is strictly prohibited and anyone found indulging in ragging would be, expelled forthwith from the hostel as well as from the college.
14. Inmates should keep safely the receipts for any money paid
15. The authorities reserve the rights to change and modify the rules.
16. Any violation of the rules will be viewed very seriously. Inmates are however expected to, use their collective wisdom to apply social control and cooperation to impress upon individuals to abide by the rules in enabling the smooth functioning of the hostel.
17. Accommodation to student's guest is not allowed. However, if the student is so ill that she has to be accompanied, her mother / sister is allowed to stay with her, on request.
18. During college hours, students will not be permitted inside the hostel except for lunch or for any genuine reasons. In case of any emergency, they must produce a permission letter, signed by the Class Advisor.

SPECIAL RULES FOR I YEAR STUDENTS

The following rules are exclusively applicable for the first year students.

ATTENDANCE

All the students should be inside the hostel by 4.15.p.m as soon as the college is over. The attendance will be taken at 4.30 p.m. every day and thereafter, they should not go out of the hostel premises.

RULES FOR OUTGOING

If their parents/guardian meet the Resident Tutor in person and get permission, to take their ward outside the college Campus, students may be permitted to go after 4.30p.m on working days. They should return to the hostel by 6.30 p.m with their parents and report to the Resident Tutor. The above is applicable on Saturdays also in the forenoon (from 9.00 a.m. to 1.00 p.m.) or in the afternoon (from 1.00 p.m. to 5.00 p.m.) and not on Sundays. If the parent/guardian comes to take their ward in person, the student will be permitted to go home on second Saturday and Sunday of a month. Students will not be permitted to go “ALONE” outside the hostel premises except for sports activities. This special Rule is to avoid the consequences of RAGGING. The Defaulters will be expelled from the hostel without further enquiry. Parents/Guardian should meet the Resident Tutor whenever they come to visit their ward.