



SREE VENKATESWARA COLLEGE OF ENGINEERING
NAAC 'A' Grade Accredited Institution,
An ISO 9001:: 2015 Certified Institution
(Approved by AICTE, New Delhi and Affiliated to JNTUA, Ananthapuramu)
Northrajupalem (Vi), Kodavaluru(M) , S.P.S.R Nellore (Dt)-524316



HOSTEL POLICY AND RULES

INTRODUCTION

Institute offers Hostel facility for students with the primary objective of instilling in every hosteller a spirit of bonhomie, self-confidence and self-discipline. Hostel accommodation is separately for men and women. The guiding principle towards the formulation of the hostel policy, rules and code of conduct for hostellers is to ensure a secure and comfortable environment which is conducive to learning, and all hostellers are required to strictly abide by the same.

1. HOSTEL AUTHORITIES

Chief Wardens, Wardens, Assistant Wardens would reside in the hostel premises. They would be responsible for the day-to-day operations and administration of all hostels. Responsibilities, roles and the powers of each of these authorities will be notified to the hostellers, as applicable.

2. HOSTEL ADMISSION

- Students seeking admission into the hostels must apply for the same at the time of Admission into the institute. The student must pay the Hostel Fee as prescribed by the institute. At the time of the hostel room allocation, the students should produce the institute fee paid receipt, hostel fee receipt to the concerned hostel authority. In case the hostel room is not allotted to the concerned student, due to non-availability of hostel room or any other reason, the hostel fee shall be refunded by cheque to the student at the earliest.
- At the time of admission to the hostel, a declaration agreeing to abide by the hostel policy, rules and code of conduct for hostellers as may be notified from time to time shall be signed by the student and countersigned by his/her Parent/Legal Guardian/Local Guardian.
- On admission, the student will be allotted a room / space which will be invariably shared by three (03)
- / four (04) students. These allotments can undergo change at any time, for administrative or other reasons considered appropriate by the institute.
- Students cannot vacate or cease using the hostel facility during the academic year. If they do so, they will forfeit the Hostel Fees paid by them for the entire academic year and no claim for refund shall be entertained.

3. FURNITURE AND FIXTURES

On allocation of the hostel room, the hostellers will be provided with the essential furniture and fixtures. The students should ensure that such furniture and fixtures are maintained in good condition. Hostellers are required to hand over furniture and other materials in good condition when they change/vacate the hostel room. Failing which the concerned student/s will be charged for the damaged of furniture/materials.

4. MESS RULES

- Hostellers must have food in the hostel mess only. The Vegetarian or Non-Vegetarian section opted for by them at the time of joining in the hostel at the beginning of the Academic Year.
- Parents/Authorized local guardians can avail mess facility with prior permission of the hostel authorities. This permission will be accorded for two to three days in a month only.

Mess timings are as follows:

Meal	Timing
Breakfast	07:00 am to 08:30 am
Lunch	12.00 pm to 01.50 pm
Evening Tea and Snacks	05:00 pm to 06:00 pm
Dinner	07:30 pm to 08:30 pm

5. HOSTEL TIMINGS

- No hosteller will be allowed to stay in the hostel during class timings (09.30 am to 05.00 pm).
- The hostellers are to be inside the hostel premises before 07.00 pm.
- Study Hours for Hostel students from 6:30 PM – 8:00 PM
- Silence hour is between 10.30 pm and 06.00 am on all days. Violation of the same will result in disciplinary action against the errant hosteller(s).

6. HOSTEL ATTENDANCE RULES

- All hostellers should report to hostel before 07:00 pm.
- Attendance will be taken at 09:30 pm

7. PARENTS / VISITORS

- Parents / Authorized visitors of the hostellers are permitted to visit their wards with the permission of the prescribed hostel authorities at the designated place between 05.00 pm and 7.30 pm on weekdays and between 03.00 pm to 06.00 pm on holidays.
- No Parent / Guardian / Visitor or any person is allowed to stay with the hostellers in their rooms.

However, with prior intimation to the concerned hostel authority, Guest Room can be booked on payment basis. This provision is subject to availability of the Guest Room.

- No girls are permitted in the boys hostels and no boys are permitted in to the girls hostels.

8. CELEBRATING FESTIVALS AND BIRTHDAYS

Hostellers may celebrate festivals and birthdays in the hostel premises with prior permission from the concerned hostel authority. However, all the functions/celebrations are to be concluded before 8 pm, and students should confine themselves to their allotted rooms thereafter. No outside guest(s) or interference of any kind will be permitted.

9. RECREATION

A recreation room and facilities for indoor games are provided within the hostel premises. Hostellers are allowed to use these facilities as per the following timings:

Morning: 05:00 am to 07:00 am

Evening: 05:00 pm to 06:30 pm

Holidays: 05:00 am to 10:00 am and 04:00 pm to 06:30 pm

10. MEDICAL EMERGENCY

- Any accidents or sudden illness should be reported immediately to the concerned hostel authority for necessary action.
- In case of a medical emergency, the hosteller will be given first aid medical care and Parents/Guardians will be informed immediately. Hence, it is very important that the Phone/Contact numbers must to be updated by the hostellers/parents.

11. ROOM INSPECTION

All rooms are subject to periodic and/or unscheduled inspection by the hostel authorities. The authorities shall be entitled to inspect the entire room, including personal bags and belongings.

12. HOSTEL COMMITTEES

These committees are constituted and notified by the authorities. There are a few essential committees such as hostel committee, mess committee and anti-ragging committee consisting of students and wardens to look after the day-to-day functioning of the hostel.

CODE OF CONDUCT TO HOSTELLERS

1. All residents are required to maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both

inside and outside the campus.

2. All residents are required to carry their valid Identity Cards issued to them by the Institute.
3. It is prohibited to throw garbage, trash or any other things outside the hostel through the windows/balconies. All such waste materials shall be dropped separately in the dustbins kept at the corners of all the wings of the hostels. The housekeeping staff engaged by the hostel collects garbage every day and dispose the same.
4. The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
5. Playing of Football, Cricket and such other games which may cause damage to glass panels and properties, damage to vehicles and which may cause injury to any person is strictly prohibited in common or covered areas inside the premises.
6. The students should not screen 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.
7. 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 make good the damage, if any.
8. 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 Associate Warden.
9. Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely.
10. All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form.
11. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus. The visit of a person of the opposite sex to the hostel is restricted to common room and lounge.
12. Hostellers should strictly observe the normal rules of morality, conduct and behavior in their daily life and should not indulge in any activity unbecoming of students of the hostel. Violation of the rules and regulations will be informed to Principal, respective Head of the departments and their parents..

