



HOSTEL RULES 2019-2020

KCT students Hostel is an integral part of the college campus. It has two distinct sections for boys and girls students. The boys hostel comprises of six blocks with total of 510 rooms with a capacity to accommodate 2088 students. The girls hostel has a total of 264 rooms in its three blocks with a capacity to accommodate 1216 students. Apart from the hostel blocks, the hostel has dormitories in Vallalar Maiyam and Sharada Maiyam that can accommodate around 90 and 70 students respectively. The residents of the hostel are given rooms in a sharing basis. All common areas like dining, washrooms, lobby etc. are provided in the hostels. Every hostel block has solar hot water facility, mineral water, Hot/Cold water dispenser, News paper, Wi-Fi and common ironing and reading room. TV, Hub (Browsing Centre), Gym and indoor games are available as common facility for the hostel students. Dining hall is conveniently located close to the hostels.

Boys Hostel			Girls Hostel		
Block	Rooms	Capacity	Block	Rooms	Capacity
BH-1	60	248	LH-A	150	630
BH-2	75	308	LH-B	80	406
BH-3	153	622	LH-C	34	180
BH-4	126	518	SM	4	70
BH-5	48	196			
BH-6	48	196			
HIVE	56	138			
VM	6	90			
Total	572	2316	Total	268	1286

Point of contact:

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1. Admission Process

- Duly filled application form along with a Demand Draft drawn in favour of KCT HOSTEL or online payment proof has to be submitted during admission.
- Provisional admission will be given by the Head- Hostels by considering the merits of the applicant and on "First Come First Served" basis.
- Rooms will be allotted on a sharing basis and will be filled randomly i.e., a room shall be occupied by students belonging to different branches.
- The rooms shall be filled only until the capacity of the hostel is reached.
- The rights of admission shall be reserved.
- The student shall pay the hostel fee along with deposit for one year in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective programme of the respective Institute in which the student is studying.
- Students must occupy rooms allotted to them only. They are not permitted to change rooms without approval of the Chief Warden/ Head-Hostels.
- Room inventory form should be filled during check-in and the same will be verified while vacating the hostel.
- Any misleading or false statement or information in the application form shall render the admission for termination.
- No refund of hostel fee under any circumstances.

2. Hostel Timing

- Hostel timings will be strictly adhered to.
- All residents will return to the hostel by 7.00 p.m (Girls) and 9.00pm (Boys). At 7.00 p.m /9.00 p.m. hostel gates will be closed.
- Hostel residents will not be allowed to go out of the hostel after 7.00 p.m for girls and 9.00 p.m for boys or enter after the above mentioned time unless they have prior approval of the hostel authorities.
- Maximum entry time into girls hostel with special permission for academic/club activities will be till 11.00 p.m.
- Evening library timings for hostel residents are up to 11.00 p.m.
For girls: Slot 1: 6.00 pm to 8.00 pm, Slot 2: 9.00 pm to 11.00 pm
Students have to wait near the ladies hostel security gate around 6.00 pm/9.00 pm. Girls will be accompanied by RTs/CTs to the library.
For Boys: Permitted up to 11.00 pm.
- Any student found loitering on the campus after 11.00 pm can be questioned by the Security staff. They are liable to surrender their ID card to security staff on duty.

3. Attendance of Students in Hostel

- Attendance will be taken by the Care taker/Residential Tutor between 7.00 pm and 9.00 pm for girls and 9.00 pm and 10.30 pm for boys every night. If a student needs to leave after 9.00 pm for genuine reasons, he /she need to get a gate pass from the SWO approved by Chief Warden/Head- Hostels, based upon consent of the parents.
- Any late comer will have to sign in a separate register. Frequent late comers will be counseled.

4. Outing/Weekend leave/Late Entry/Night out

- All sort of leave can be availed only through KCT Hostel App during academic or non-academic hours.

Week days: Girls - Through mentor approved by HOD, Parents, Student Welfare Officer

Boys- Through mentor approved by HOD, Parents

Week ends: Girls – Parents, Student Welfare Officer

Boys- Parents, Residential Tutor

Outings (Personal) : Girls – Parents, Student Welfare Officer

Boys- Parents, Residential Tutor

Outings (Official) : Girls – Faculty In charge, Parents, Student Welfare Officer

Boys- Faculty In charge, Parents, Residential Tutor

- Students are expected to enter details in a register/slip indicating the date on which they want to go with time of leaving the hostel and expected time of return. The details will be verified by the Care Taker.
- After going home, if a student wants to extend the leave for few more days, it can be done through the App or can be informed to the Care Taker/SWO through phone.
- If students are returning to the hostel earlier i.e before the date of return mentioned in leave application, the student and parent have to inform the Care Taker/ SWO through phone about their early arrival to the hostel.
- For girls, local weekend outing timing will be from 9.00 am to 7.00 pm. Weekday outing will be permitted for genuine reasons with prior permission from authorities. Outing is permitted for first year girl students only along with parents/guardian.
- Students who wish to go to any place such as Railway station etc. for the night trains must take prior permission at least one day in advance from the Care Taker/ SWO.
- Residents returning late to their hostels due to academic work/sports/NCC/Club activities/Functions etc. should get prior permission from SWO/Care Taker after producing the email/letter approval issued by the concerned in charges.
- Students going out for internship/project/protosem etc. for a continuous period from the hostel on a daily basis can get an out pass for the entire duration by producing a request letter signed by HOD/Mentor/Class Advisor/Project Coordinator. In and Out time specified in the letter should be strictly followed. If there is any delay in the entry time into the hostel, it has to be informed to Care Taker/SWO.
- Violation of these rules will result in expulsion from the hostel.
- Night out shall not be allowed without the substantial reason. The Head OSA may still permit the students in exceptional circumstances for academic purpose and it should be conveyed to the RT's/SWO/Chief Warden/Head Hostel in writing at least one day before the Night out.

5. Dress Code

- The students should be decently dressed when they are out of rooms.
- For girls, tight body hugging clothes, short tops etc. are forbidden outside the room.
- The decision, as to what constitutes a decent dress remains vested with the Hostel authority.

6. Vacating Norms

- Residents who wish to vacate the hostel are to meet the Caretaker and SWO to start with the formalities.
- Permission of the parents and HODs along with certain documentation is mandatory.
- A student will have to vacate the hostel within five days of completion of her/his examination or any such academic requirement whichever is later.
- Any extra day will be charged as per norms and for such extra days, prior permission from the Principal/Head Hostel is required.
- In case a student does not vacate her/his room, the belongings will be removed from the room and the room will be locked by the Chief Warden/Head Hostel.

7. Summer/ Winter Break

- All Hostlers 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 vacation for maintenance or any other requirement.
- In case, a student is staying in the hostel on official purpose during vacation 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 will be decided by the hostel administration as per norms.

8. Maintenance and Upkeep of Hostels

- It is expected that residents will treat the hostel property with care and consideration.
- Furnishings for individual rooms as well as common areas will be provided once at the beginning of the academic year.
- Fixing of posters, making use of walls / doors as a canvas for painting of various expressions, etc., are strictly prohibited.
- The cost of repair to pay for the damage caused to the walls / doors due to this sort of activity will be recovered from the occupants of the respective rooms.
- Students shall keep their room, veranda and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose.
- No wet clothes should be dried on the furniture or in corridors.

9. Maintenance Complaints

- Maintenance team will attend to all maintenance complaints/requirements. Complaint(s) must be entered in the register(s) available with Block care takers.
- The complaints will be attended to expeditiously and will be monitored by the Care Taker/SWO.

10. Guidelines to Parents/ Relatives/Visitors

- Parents/Guardians should give an undertaking to cooperate with the Hostel authorities
- and should be available on call as and when required and disclose all contact details.
- Parents/Visitors are advised to meet their wards in the visiting room.

- Parents may visit the hostels from 6.00 am to 08.00 am and 5.00 pm to 7.00 pm on working days and between 9.00 am to 7.00 pm on Sundays and public holidays.
- Hostel is out of bounds for day- scholars/visitors.
- Movement of inmates from one hostel block to another is not permitted without valid permission.

11. Furnishings

Standard Room Facilities:

- (a) Single Cot
- (b) Shelf / Cupboard
- (c) Individual study table and chair and electrical power point
- (d) Door mat
- (e) Mosquito net
- (f) Fan
- (g) Mirror

12. Furniture, Fixtures, Electronic/Electric items

- **Fixtures:** Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall be cared for property. Students shall be required to pay double the original cost of any item found missing from their room. Students shall also be required to pay twice the charges of repair to items that are found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear.
- **Interchange of Furniture/Fixture:** Students shall not interchange any furniture/ fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel.
- **Assets in Common Areas/Corridors:** Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/ wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the occupants of the hostel.
- Students are not allowed to keep any electrical appliance in their rooms without prior written permission of the hostel management. Any electrical appliance found in the hostel room will be treated as in use of the concerned student. It would attract a heavy fine for violating the rule.
- Members are strictly forbidden from using personal gadgets like music players, speakers, recorder, electric iron, electric kettles, heaters etc.
- The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not used.
- While leaving the room students should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion.

13. Mess

- Once a student joins the hostel, he / she are deemed to have become a member of the allotted mess until he / she vacates the hostel officially.
- The hostel provides highly subsidized vegetarian food.
- The mess is run by the nominated caterers.
- Strict discipline should be maintained in the dining hall.

- Changes in menu can be made based on decision of mess committee formed by the students representatives and hostel administration team.
- Day scholars cannot be entertained as guests in the mess.
- Food will not be served in rooms and the inmates are not supposed to take food to their rooms. If an inmate is ill, food can be taken from the mess to the room with prior permission from SWO / Care Taker.
- The inmates should not enter the kitchen.
- Food will be served at the following timings:

Breakfast : 7.00 am to 9.00 am
 Lunch : 12.00 noon to 2.00 pm
 Tea : 4.30 pm to 6.00 pm
 Dinner : 7.30 pm to 9.00 pm

- The mess operates on No Refund Policy. However when a student leaves for internship for a minimum period of 3 months then the mess refund is done. The following documents needs to be submitted for this purpose:
 1. The request letter for vacating the hostel for internship shall be duly forwarded by the mentor and recommended by the HOD. The proof of internship shall be attached.
 2. The student shall be refunded only based on vacating the hostel. (The ID card shall be promptly changed from hostel to day-scholar)
 3. Such a student can stay in the hostel during reviews by paying for the food charges of Rs.130/- per day after getting prior permission from Head-Hostels or Chief Warden. (This shall be done either by a written request or through email.)

14. Ragging

- Ragging in any form is BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the Institute.
- Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action.
- Accepting/undergoing ragging and not reporting to this is also an offence.
- Students have to report any incident immediately to any member of the Anti-Ragging Committee/Chief Warden/Head Hostel/SWO /Security Personnel/Head OSA/Principal directly at any time of the day/night.

15. Induction Programme:

- There will be a common induction programme for the hostel students where students would get an opportunity to interact with the hostel authorities and senior hostel students.

16. Hostel Representatives

- There will be two floor representatives for each floor and one block representative nominated by the residents of the respective floors to represent students' problems.

- The floor representatives will represent student grievances regarding maintenance, mess and other facilities.
- Any untoward incident at the hostel or any non compliance of rules should be reported to the hostel authorities through the floor representatives.
- Hostel Representatives along with the other residents should attend the hostel committee meetings scheduled every month.

17. Committee Meetings:

- Hostel committee meetings will be conducted once in a month.
- Information will be passed through Residential Tutors/ Care Takers/ Student Block and Floor representatives.
- All inmates can participate and give suggestions.

18. Celebration of Birthdays

- It shall be with prior written permission of the Chief Warden/Head Hostel.
- It shall be held in a common place between 8.00 pm to 10.00 pm and should conform to hostel rules.
- No outside guest will be allowed.
- Violation of the rule shall be penalized.

19. Surprise Checks

- Surprise check of hostel rooms may be carried out from time to time by the Residential Tutors/Chief Warden/SWO and other hostel staff to ensure the cleanliness of the rooms and there is no zero tolerance activities.
- The banned items if any in the room will be listed by these officials and kept in the store room. Details will be communicated to the higher authorities.
- Management Representatives are empowered to check the hostel rooms at any time. In case of girls hostels, inspection will be carried out in the presence of the Care Taker/SWO.

20. Safety and Security

- The students are advised not to keep large amount of cash or valuables in the room. The students are responsible for their belongings.
- The hostel management does not own any responsibility for the loss of property left in the rooms due to the inmate's negligence.
- Inflammable materials are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted as well.
- Bursting crackers, carrying crackers to the rooms are strictly prohibited in and around the hostel premises at all times.
- For security reasons and to ensure that no unauthorized person enters the hostel premises, entry to hostels will strictly be restricted to the hostel inmates except for guests during specified hours and administration representatives. The students must keep their identity cards with them at all times.

21. Medical Assistance

- Cases of serious illness and diseases should be reported immediately to the concerned authorities for necessary action.
- Students can visit Aruljothi Medical Centre for treatment. If recommended to visit a speciality hospital, they can visit a nearby speciality hospital.
- However, during night time, students are expected to contact the hostel Care taker/SWO if any medical help is required.
- Ambulance facility (9487700820) is available in campus 24 hours to take students to hospital and back in order to provide emergency medical help.
- The ambulance will only ply between the nearest relevant hospital and campus.
- The ambulance will stay back at the hospital for a maximum of 2 hours only. However the decision to extend can be taken in consultation with the concerned authorities.
- The ambulance can be used to transfer the student from one hospital to another as may be needed.
- The driver shall communicate the whereabouts and the need for the ambulance to stay back or commute to other hospitals to the Transport Officer. The transport officer can decide based on the situation and inform to the higher authorities as per the decision.
- The ambulance shall continue to assist the student unless an alternate decision is made.
- The ambulance is an essential service and needs to be made available during the time of emergencies and hence will be made available only to transport students who may be reported for the following conditions:
 - High-fever
 - Fits
 - Fainting
 - Bleeding Injury
 - Fracture
 - Accidents
 - Bites (Snake, Dog etc)
 - Breathlessness
 - Any other as advised by the Doctor in campus
- The ambulance will not be made available for routine checkups.
- The ambulance will not be permitted to be used to pickup/drop anybody unless the attendant happens to be on the route to the hospital/campus.
- The student shall be accompanied by Caretaker / Resident Tutor / Faculty / Staff or Student friend. (Maximum of 3 people shall only accompany)
- The ambulance shall be permitted to travel anywhere inside the campus based on the need. The security shall ensure that the movement of the ambulance is not restricted.
- The security shall open any entry/exit gates inside the campus to ensure speedy transport of the student to the nearby hospital.
- The Transport Department shall train their drivers periodically about all locations and routes inside the campus, all possible short routes to the relevant hospitals, being in ready to move status (24x7), basic first aid trained, etc.

- The ambulance shall be used by contacting the mobile number 9487700820.
- For any complaints, suggestions or queries the contact numbers are 9487703919 or 9487700834
- The list of hospitals that may be visited are:
 1. Kovai Medical Centre and Hospital (KMCH)
 2. Sri Ramakrishna Hospital
 3. GKNM Hospital
 4. PSG Hospital
 5. Coimbatore Medical College Hospital (CMCH)
 6. Ganga Hospital
 7. Kumaran Hospital
 8. Geethasri Hospital
 9. Vimal Jothi Hospital
 10. CRI Hospital
 11. Siva Hospital
 12. KG Hospital

22. Outside food delivery

Proposed timings for delivery of food:

1. Until 7.00 pm – Visitors parking area for both Girls and Boys.
2. Girls hostel entrance - until 8.30 pm by vendor and until 9.00 pm by our college students who can collect from vendor at the college entrance and give to security at girls hostel entrance.
3. For boys - up to 11.00 pm at both college entrance.

23. General

- The hostel shall be treated as an extension of the Institution and observance of rules and regulations of the Hostel shall be compulsory for all residents.
- Students shall take prior written permission of the Principal/Head Hostel before giving any information or interview regarding Hostel to any member of the Press, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
- Students residing in the hostel will be staying at their own risk, liability and consequences.
- Students should produce their identity cards on demand.
- Student profile updation in Smart Hostel App can be done with the help of Student Welfare Officer.
- Students using computers are not permitted to use multimedia speakers. Violation of this will be viewed seriously. Only ear hags can be used in the rooms to respect the privacy of other roommates
- Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall not be utilized for private or personal work.

- Members shall not give any tips to service personals or cooks of the hostel and shall not demand any special service from any hostel employee.
- Students involving in business, collection of funds, compelling others to join in some organization as a member etc must not be made under any circumstances.
- No gambling of any kind shall be allowed on the premises of the hostel.
- The students of the hostel are not allowed to stay in the hostel during the college working hours. In case if they have to stay, they should apply for leave as per college rules informing the Care Taker/SWO the reasons for staying in the hostel during working hours.
- The Hostel administration can cancel hostel admission without stating any reason at any time on disciplinary grounds, in which case, the student may even be required to vacate the room at short notice.
- Students may also be required to shift to alternate accommodation at short notice due to administrative reasons.
- Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
- Any damage/breakage to hostel property will be charged to the occupants of the room/block with a fine. Disciplinary action will also be initiated.
- Cooking in hostel rooms is not permitted. Possession of cooking material, induction tops, stoves, heaters etc will invite heavy penalty and repeated offence may amount to expulsion from the hostels.
- All instructions/ notices communicated by e-mails and displayed on notice boards in the hostels will be deemed to have been read by all residents and excuses for non-compliance of rules and instructions put up from time to time will not be accepted.
- Playing of loud music or disturbing fellow hostel inmates will not be permitted.
- Playing outdoor games inside the hostels/corridors is not permitted.
- Silence Hours will be observed from 10 p.m. to 06 a.m. on all days. No noise of any sort will be permitted during the Silence Hours. Serious action will be taken on the breach of this rule.
- Any manner of festivities/ celebrations/ Partying in the rooms/corridors or anywhere in the hostel will not be permitted whatever be the occasion. Residents must not go to another's room and disturb the inmates. Complaints from other residents will be investigated and action taken accordingly.
- Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behaviour shall invite strict disciplinary action leading to rustication from the Institute.
- All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/neighbour (s) coming to their notice to the SWO/ Chief Warden through block caretaker or directly. In case their room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the SWO or the Chief Warden.
- Giving the room keys to any person other than the Caretakers/ SWO, in good faith is at their own risk. The residents must lock the rooms with their own locks.
- Students are not permitted to bring vehicles inside the hostel campus.
- Students who wish to attend classes outside KCT daily or regularly should get a permission letter approved by Head-Hostels through Chief Warden and the same to be submitted to the SWO.

- For valid reasons and with mutual consent of hostel inmates, the allotted room can be changed. A request letter has to be submitted to Head-Hostel through Chief Warden and SWO.
- Use of bad and abusive language should be avoided within the hostel premises.
- Students should not indulge in any illegal and/or unethical activity on the hostel premises.
- If you are facing any difficulty adjusting with your roommate and unable to resolve the issue, it must be reported to the administration immediately. Students are expected to act with maturity and not involve their parents or guardians, in trivial cases.
- The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any valid reason.
- Suggestions and complaints should be either deposited in the "Suggestion Box" or should be entered in the "Suggestion Register" kept in the hostel premises. Suggestion form is also available in the Hostel.
- All E-mail Communication regarding hostel will be sent to the official e-mail IDs of students.
- Parcels /Letters addressed to hostel can be collected in SWO's office.
- Misconduct or infringements of rules and regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will make a student liable for severe disciplinary action and even expulsion from the hostel.

The revised rules and regulation supersedes all previous regulations. In case of any dispute the decisions of the Hostel Administration will be final and it reserves the right to modify the rules and regulations as deemed fit.

Acts of Violation and Handling Authorities

Disciplinary action as per KCT Code of Conduct shall be taken against students violating Hostel Rules and Regulations.

Sr. No	Act of Violation	Handling Authority
1.	Indulging in any political, communal, immoral or untoward activity , any propaganda or publicity of any nature which violates harmony, discipline and the image of the Institute	Principal /Head Hostels
2.	Drugs/ Alcohol consumption or possession or sale or being under influence of: a) Alcohol, Tobacco and Cigarettes b) Narcotic drugs and Psychotropic substances	Principal /Head Hostels
3.	Ragging : Anyone found indulging in ragging in any form in the Hostel	Head of the Institute along with Anti- ragging Committee / Head Hostels
4.	Gambling : No Gambling of any kind shall be allowed in the premises of the Hostel	Chief Warden/Head Hostels
5.	Willful disobedience or proxy signatures, forging of any kind or all of the types of defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities	Chief Warden/Head Hostels
6.	Indulging in Physical Fights / Quarrels/ Bouts	Chief Warden/Head Hostels
7.	Damages: If any common property is damaged or lost	Chief Warden/Head Hostels

8.	Return Hour: Students shall return to the Hostel before 7.00pm (girls) and 10.30 pm(boys) , (For boys, 11.00 pm on Saturday / Sunday / Holidays only in case the mess closed) after which gates will be closed.	Chief Warden/Head Hostels
9.	Not giving Attendance on specified time	Chief Warden/Head Hostels
10.	Using of Electric Iron or any appliances other than Laptop	Chief Warden/Head Hostels
11.	Celebration /Partying and playing loud music inside hostel room	Chief Warden/Head Hostel
12.	Having meals inside the hostel room unless medically advised and endorsed by the Head Hostel	Chief Warden/Head Hostels
13.	Visitors: if taken to room	Chief Warden/Head Hostels
14.	Sticking notices or writing on walls	Chief Warden/Head Hostels