



AKSHAYA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-An ISO 9001:2015 Certified Institution)
Kinathukadavu, Coimbatore - 642 109.

06.02.2023

Dr.K. Sivasankari, M.E., Ph.D.,
Principal

RULES AND REGULATIONS COMMON TO BOYS AND GIRLS HOSTEL

Hostel accommodation is provided with the understanding that the resident student will strictly abide by the Hostel Rules currently in force or as may be enforced from time to time. Accommodation in the Hostel cannot be claimed as a matter of right. The Institute Administration may refuse accommodation to any student who is known to have grossly violated the Hostel Rules or whose presence is likely to disturb the peace and tranquility of hostel. Violation of hostel rules will make the student liable to disciplinary action including permanent expulsion from the hostels. Students must remember that hostel is the home of the student, and therefore, he/she should behave in the hostel as well as outside in such a manner as to bring credit to him/her and to the Institution. Every student must be acquainted with all the rules and regulations of the Hostel. He/she must observe them strictly. Ignorance of rules will not be considered as an excuse.

1. Boarders during their stay in the hostel will be governed by the hostel rules.
2. No boarder will enter rooms of other boarder without permission.
3. Ragging is strictly prohibited in any form.
4. Consumption of alcoholic, narcotic drugs or any intoxicating substance in the hostel premises is strictly prohibited.
5. Keeping any unlawful thing, unauthorized property and unauthorized guests in room is not allowed.
6. No person/guest shall be permitted to stay overnight in the hostel.
7. No male (even father) is allowed to enter at the girl's hostel.
8. Boarders are responsible for the safekeeping of their valuables, and they should take proper care of all their belongings.
9. Boarders should handle hostel equipment, furniture, mess property carefully, and not abuse or tamper with it. If so, then applicable fine will be charged by the hostel management.
10. Use water and electricity judiciously. If fan, bulb, tube lights, etc., are left on unnecessarily, boarders will be fined.
11. Every case of illness and accident must be reported immediately to the warden/hostel authorities. The staff/supervisor will accompany the boarder to the hospital.
12. No function or celebration shall be organized inside hostel premises without written permission of Hostel In charge/ Warden.
13. Any boarder suffering from contagious disease will not be allowed to stay at hostel.
14. Submission of fitness certificate is must for all the boarders.
15. Boarders need to carry their mask, sanitizer, and medicines with them as essential belongings during the period of pandemic.
16. All matters relating to differences among boarders and complaints arising thereof (including theft) shall be brought to the notice of the hostel management. No police complaint will be lodged by the boarders before taking prior permission from the hostel management.



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17. If any dispute or grievances arises among the hostel dwellers, roommates or flat mates with use of abusive and threatening language, physical fights, and such boarder will be punished by immediate expulsion from the hostel.
18. Hostel management may allow the boarder to change his/her room under occupancy at the end of academic year or as found necessary.
19. Playing music/record player etc. loudly to cause disturbance to others is not allowed.
20. Hostel Charges should be paid by the boarder in yearly basis.
21. The outside visit time on Tuesday and Thursday is between 4:30 PM to 6:00 PM only.
22. The outside visit time on Sundays is 09:00 AM to 5:00 PM or a maximum time of 8:00 hours in the particular day. For early departure permission of parents is a must. In and out timing will be decided by the management for every semester.
23. In case of emergency, boarders are allowed to go out with the permission of parents and by submission of an application to the Hostel Warden. Without making proper entry boarders can't go outside the hostel at any point of time.
24. Day scholars are not allowed to enter the hostel.
25. If any boarder is staying back in the hostel during class hours due to some health issues, he/she has to give an application to the respective coordinators mentioning his/her parents contact number in the application for one day. He/she should go to their respective home for treatment, if health issues persist for more than two days.
26. Garbage should only be put in the garbage box available in the hostel.
27. Keeping the room clean is the responsibility of all the in-mates.
28. For any issues related to hostel and hostel dweller, Hostel In charge/Warden will talk to parents of the boarder. Any interference from brother, sister, relatives and friends will not be allowed in the matters concerning the hostel.
29. The boarder must enter the complaint if any into the complaint register.
30. Timing to meet Hostel Warden is 09:00 PM - 10:30 PM in evening daily. Time is not a constraint for any emergency.
31. On working days, all students should leave the hostel before 08:30 am. Hostel main gates will be closed during working hours from 08:35 AM to 04:10 PM; students who arrive in late to the classes will be marked absent for whole day and no student is allowed to enter or from where at any situations.
32. Surprise Visit in hostel room can be happened at any time on any day. Any ignorance of rule will not be entertained by the Management.
33. Marking attendance of boarders in attendance register is must on daily basis.
34. Discipline is a state of mind. The attitude that violates rules and regulations will not be tolerated. Students are solely responsible for their personal conduct. Strict action will be taken against any indiscipline in the Hostel.
35. Request for hostel leaving in mid-session cannot be allowed. Full hostel fees will be charged for the whole academic year as applicable. One-month prior notice in written is



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must for permanent exit from hostel in any case which is subject to approval. Full fee will be charged even if the student is expelled or relieved from the hostel on account of disciplinary actions.

36. Any modification or revision of hostel fee & hostel rule can be done as and when required by the Management.
37. Hostellers will not be allowed to reside in the hostel during vacation & festive holidays like Pongal, Diwali, etc.
38. Students are informed to strictly adhere to the following timings:

Mess Timings	Study Hours	Visiting Hours
Breakfast - 07:30 am to 08:35 am	09:00 pm to 10:30 pm	Working Days 04:30 pm to 06:00 pm
Lunch - 12:20 pm to 01:05 pm		Holidays 10:00 am to 06:00 pm
Tea & Snacks - 04:10 pm to 04:40 pm		
Dinner - 07:45 pm to 08:45 pm		

* Mess timings will be followed strictly as per the schedule mentioned in the mess time table.

*During CIA and UNIVERSITY EXAMS, study hours will be extended from 08:30 pm to 10.30 pm.

ACCOMMODATION POLICY

a. Purpose

The purpose of this policy is to provide information, and also to offer the desired academic environment; protect and secure room occupants. These rules also been established in order to reduce excessive wear and damage to facilities and to effectively administer the use of the facilities.

b. Hostel Fees Deposit

The hostel fee shall be paid by the student wishing to be resident prior to the beginning of that session or according to the notice issued by the accounts department of the Institute. This amount deposited by the student is for the purpose of reserving a room for the student. The hostel fees are non-transferable.

Contact Account section of ACET, Coimbatore for complete detail. The hostel charges are subject to changes/revised after a period as decided by the ACET administration.

c. Refund

The policy on refunds provides "Refunds" regarding hostel fees and there shall be no refund in this regard. A resident who is suspended or expelled by the ACET authority



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or removed from a hostel for reasons of improper conduct or violation of policy for the hostel or ACET regulations is not entitled to any refund. The decision of management will be final and binding.

d. Cleanliness Responsibility

i. Students are responsible for the cleanliness of their rooms and are expected to maintain cleanliness.

ii. Students are expected to leave the rooms clean when moving out of the hostel. A fee will be charged when cleaning is necessary for the next tenant to move in, if needed. For health and facility care reasons, ACET reserves the right to authorize inspection of student rooms. There will be periodic random inspections of the rooms and bathrooms to ensure that the standard of cleanliness is being kept.

iii. Neither cooking nor possession of cooking apparatus is permitted in rooms, and food should be stored in such a way as not to attract insects.

e. Damage Responsibility

i. Damages to a room or its contents should be reported immediately the Hostel Warden in written so the necessary repairs can be made. Failure to do so may result in damage charges.

ii. Excessive damage to furnishings and equipment will be charged to those found responsible.

iii. If the identity of the person(s) at fault cannot be determined, the cost of repairing or replacing the damaged or stolen property in a common area will be divided among residents of the living area.

f. Vacation Residence

Those individuals residing in hostel during the vacation are subject to all institute policies, procedures, rules and regulations.

g. Canteen

i. No one is allowed to go inside the canteen without the permission of the Canteen authority.

ii. No food preparation is permitted in rooms.

iii. No food will be served after the specified hours.

h. External Guest and Visitation Privileges

i. All guests must abide by the Student Standards of Conduct.

ii. Visitors are only permitted during Visitors time in the Visitors room at hostel.

iii. No guests are permitted to stay overnight in hostel.

iv. Visitation and guest policies remain in force during holiday, exam, and camping periods. Failure to comply with these policies may result in termination of the housing privileges and/or further judicial action, including suspension or dismissal.



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i. Locking Hours

The main entrances of the hostel will be locked at 9:00 PM every night. Entrances in all residence area are unlocked at 6:00 AM each morning.

j. Quiet Hours

i. Quiet and consideration hours have been established as a necessary part of community life in order to provide residents with the opportunity for adequate study and rest. The policy has been created to encourage a sense of community responsibility and to demonstrate consideration for all residents.

ii. Quiet hours are in effect from 9:00 PM to 6:00 AM every day.

iii. All residents are expected to refrain from causing any noise or disruption that would infringe on the rights of fellow students to study, sleep or to have his/her quiet time.

iv. Stereos and other forms of noise are not to be heard outside of the room for which they are intended so that neighbors both inside and outside of the building are not disturbed. Speakers must not face or be placed in windows. Failure to keep the noise level of sound equipment reasonable may result in removal of the equipment from the student's room.

v. Activities such as shouting, serenading and playing loud games in the lawn areas outside the residence area are not permitted during quiet hours.

vi. Repeated complaints about noise from a particular room or person will be investigated and could result in eventual fining or expulsion.

k. Hostel Meetings

i. Meetings of Hostel representatives with Hostel management committee should hold at least once in every month.

ii. Extra meetings may be called to address issues during the course of the semester.

l. Thefts

All students should take precautions against thefts. Most thefts that occur in the residential units occur as crimes of opportunity when students leave their room with the door unlocked or leave their belongings unattended. Most thefts can be prevented by eliminating these situations. If a theft does occur, students should report it immediately.

m. Drug, Alcohol and Tobacco Policy

The following guidelines will be followed:

i. ACET is a smoke-free, alcohol-free and drug-free college.

ii. No one under the influence of alcohol, illegal drugs or narcotics is allowed in the hostel or on campus.

iii. No one shall own, possess, use, transport, distribute, manufacture or sell any illegal or controlled substance as defined by the Narcotics Department of India.

iv. Medication prescribed and used according to directions by a registered physician is permitted.



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- v. The possession of or the use of illegal drugs, alcoholic substance, narcotics or tobacco is forbidden on or off the college campus.
- vi. Anyone who comes to the campus or hostel premises under the influence of alcohol or any illegal substance will face disciplinary action and possible expulsion.

KSJ
5/2/23

**Dr. K. SIVASANKARI M.E., Ph.D.,
PRINCIPAL**

**Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109.**