

HOSTEL RULES AND REGULATIONS

1. Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Resident Tutor AND Resident Warden/Matron.
2. The Warden/ Chief Warden reserves the right to break open rooms in case of any violation of hostel rules, suspected unlawful activities or on the basis of security risk perceived.
3. Compulsory study time is from 08:30 PM to 10:30 PM. During this time students shall be strictly in their own rooms and keep their room unlocked. Combined study groups can use the mess hall for the said purpose.
4. The extended study time is up to 11:30 PM, after which lights in the room should be turned off. Those who want to study even after 11:30 pm can use the mess hall for the said purpose.
5. Inmates should strictly adhere to the mess timings displayed in the mess hall.

6. Timings for Mess

	From	To
Breakfast	8:00 AM	8:45 AM
Lunch	12:15 PM	1:15 PM
Tea & Snacks	4:00 PM	4:45 PM
Dinner	7:15 PM	8:15 PM

7. Mess reduction forms should be submitted to the Resident Warden/Matron, one day prior for availing the same.
8. Any student, who wishes to leave the campus temporarily or otherwise, should obtain the permission of Resident warden/Matron in writing (Out Pass). Those applying for permission must state the date and time of his/her intended departure and return as well as the destination and enter all these details in the movement register maintained in the hostel and the register kept with the security at main gate.
9. Students shall not stay back in the hostel during the working days without prior written permission from RT/ Resident warden/Matron.
10. If a student has to leave for home on working days due to genuine and unavoidable reasons, he/she shall obtain written permission from HOD, and submit the same to RT/ Resident warden/Matron.
11. Visitors are allowed till 6:30 PM and each visit should be recorded in the visitor register kept in the hostel.



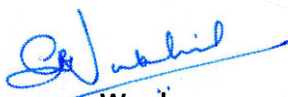
THEJUS GROUP OF INSTITUTIONS

Vellarakkad Post, Thrissur, Kerala – 680584



12. The IN-TIME for students in boys hostel is 07:30 PM And for girls hostel is 06:30 PM, failing which will attract strict disciplinary actions.
13. The students have to obtain prior written permission from RT and Resident warden/Matron for any types of celebrations within the hostel.
14. The students should be decently dressed when they are out of rooms. The decision, as to what constitutes a decent dress remains vested with the Hostel authority.
15. Students are directed to avoid singing aloud, shouting or making all types of noises which are likely to distract the attention of those who may be studying in their rooms or nearby rooms.
16. The students are advised not to keep large amount of cash or valuables in the room. The student is responsible for the safety of his/ her belongings inside the room.
17. Any damage to hostel property will be made good by the residents who are responsible for such damage. This includes defacing of walls, damage to fixtures and furniture etc. Fine will also be levied in addition to disciplinary action.
18. Cooking in hostel rooms is not permitted.
19. All instructions/ notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board everyday to acquaint themselves with latest information/orders.
20. Hostel inmates 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 behavior shall invite strict disciplinary action leading to rustication from the Institute.
21. Playing of loud music and disturbing the quite atmosphere by any other means is not permitted as it disturbs the fellow hostel mates. You may use earphones while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.
22. Anything which interferes with students' studies must be avoided at all times. Silence Hours will be observed from 08.30 PM to 06 AM 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. Residents must not go to others' rooms and disturb the inmates.

23. The Resident warden/Matron /Resident Tutors/Warden or his representative may enter any room for verification at any time of the day or night.
24. No televisions are permitted to be kept in the hostel rooms by the students. Students have to watch TV in the common TV room provided in the hostels.
25. If a resident falls sick, he/ she or room- mate/friend must immediately inform the Resident warden/Matron / Resident Tutors on duty who will make arrangements to shift/ evacuate the student to the hospital and look after him/ her.
26. No electric appliances shall be permitted in the room, failing which the Resident warden/Matron / Resident Tutors will have the right to confiscate the gadget.
27. 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.
28. Night out for academic purpose (B. Arch) should be conveyed to the Resident warden/Matron in writing at least one day before the Night out. Night out students can come back to the hostel till 10.30 pm. Otherwise the student will stay out and will report back in the hostel after 6.00 AM in the morning.
29. Students shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw any garbage, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose.
30. Students shall treat the mess 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. No tips in cash or kind will be given to the staff of the Hostel.
31. Students are requested not to waste food. Outside food are not permitted in the hostel
32. Outsiders are not allowed in the mess. Guests are allowed in mess with prior permission of the Resident warden/Matron and charges applicable.



Warden



Chief Warden

Date: 01.08.2019



THEJUS GROUP OF INSTITUTIONS

Vellarakkad Post, Thrissur, Kerala – 680584



UNDERTAKING BY THE STUDENT

I.....D/O-S/O, Mr./Mrs..... staying in Room No. in Hostel has read the above Rules and Regulations failing which shall be liable for censure/fine/disciplinary action.

Name of the Student:

Branch & Semester:

Room No:

Signature of the Student Date

UNDERTAKING BY THE PARENT

I.....F/O-M/O, Mr./Mrs.....who is studying in Thejus Engineering/Architecture College and residing in Boys/Girls Hostel in Room No....., has read and understood the above Rules and Regulations and I undertaken that I will cooperate with the Hostel Authorities and I will also provide all the medical information, if any, of my ward to the Hostel Authorities and will be available on call and promise to visit and take care of my ward, as and when required. My Contact Details are:

I hereby undertake that my ward and me are responsible for incidents, whatsoever, and ensure that my ward shall follow the norms of Thejus Engineering/Architecture College code of conduct while he/she is inside or outside the hostel.

Name of the Parent: _____

Signature _____

Date: _____



THEJUS GROUP OF INSTITUTIONS

Vellarakkad Post, Thrissur, Kerala – 680584



NIGHT-OUT PASS

(Submit the pass to the Resident Warden/Matron after obtaining sanction from Warden)

UNDERTAKING BY THE STUDENT- NIGHT OUT

Name of the Student: _____

Branch & Semester:

Name of the Institute: _____

Room No: _____ Night out Date: _____

Purpose: _____

Contact Number: _____

I hereby undertake to return on expiry of the permitted duration. I will be back in the hostel at

_____ (time) _____ (date).

I hereby notify that I have informed my parents that I am leaving the hostel for the night (s) of _____ to _____. I hereby undertake that I am solely responsible for the incidents, whatsoever, and that I shall return on the expiry of the said duration. I shall follow the norms of Thejus Engineering/Architecture College code of conduct while being outside the hostel.

UNDERTAKING BY THE FACULTY MEMBER

I hereby undertake that the student with above details is under my supervision and I will be physically present in the college during the mentioned Night out period. I will also ensure that he/she will follow the norms of Thejus Engineering/Architecture College code of conduct during the Night out period.

Name of the Faculty Member with Designation: _____

Signature of the Faculty member _____ Date: _____

Contact Number: _____

Recommendation of Warden: **Sanctioned / Not Sanctioned**

Signature of warden: Date: