

# **ALFAA IHMCT**

**These rules are applicable to both Men / Ladies Hostels.**

## **I. Admissions**

1. The allotment of rooms will be made by the Chief Warden based on the application submitted by the candidate.
2. Admission and continued stay in the hostel depend upon the academic performance, good behaviour and conduct of the student.
3. The student should stay in the allotted room for one complete semester. Change in rooms in mid-semester is not possible.
4. The hostellers with chronic medical problems will be asked to vacate the room immediately as personal medical care by parent / guardian will be necessary.
5. If a student is expelled from the University for any reason he/she should immediately vacate the hostel on the day of expulsion from the University. His / her continuance in the hostel will be treated as unauthorised occupation.
6. The hostellers themselves are personally responsible to safeguard their belongings. They are not to keep large amounts of cash or valuables like gold, costly wristwatch etc., in their rooms. In case of theft or loss of any items it should be reported to authorities. The hostellers are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks.

## **Hostel Rules & Regulations**

1. All movements from and to the hostels should be recorded in the movement register kept with the security guard at the entrance of the hostel and should be properly signed.
2. The hostellers will be permitted to change their rooms only after Chief Warden's approval.
3. The hostel rooms are subject to inspection by the University / Hostel authorities to make sure that they are kept neat and tidy and unauthorized items, is strictly prohibited.
4. Perfect silence is to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc.
5. The hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden. Use of abusive, vulgar and unparliamentarily

- language against the hostel/mess staff is strictly forbidden. Any complaint received from staff/faculty towards students will be taken action seriously.
6. Smoking is prohibited in the hostel buildings. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from the University.
  7. Day scholars are not allowed in the hostel. Hostellers should not encourage entry of day scholars.
  8. Celebrating birthday parties inside the hostel rooms is strictly prohibited.
  9. Students are not allowed to play outdoor games inside the hostel to prevent breakages and accidents. Sliding along the hand rails/rest of stairs and fast running/ climbing down should be totally avoided to prevent accidents.
  10. When leaving the rooms for attending classes or for vacation, etc., fans, electrical gadgets, lights etc., should be switched off. Glass windows are to be closed securely.
  11. Students absenting themselves from regular classes will have to take the permission of the Warden and communicate the information to the Chief Warden.
  12. Hostellers coming to the Hostel after the gate closing hours without prior permission or without valid reason would be fined. Regular late comers will not be allowed to stay in the hostel.
  13. Water should be carefully used and not wasted.
  14. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable. In case of any quarrel between or among room mates it should be reported to the Warden for appropriate action.
  15. Absentees / Latecomers (without prior permission from the Warden) will be suitably punished.
  16. Students leaving the hostel after the semester or discontinuing their stay should never lock their rooms and cupboards.
  17. Students are not allowed to keep any power driven two wheeler vehicles in the hostel.
  18. Use of cell phones: Ordinary cell phone could be used by the student but not inside the class rooms, examination halls, Laboratory, Library, offices and during silence hour in the hostel.
  19. Students should visit the hostel office only during visiting hours. Students should read the circulars put up at notice board and be updated with the functioning of the hostel.
  20. Violation of any of these rules would result in punitive action and serious violations would be referred to the "Students Disciplinary Committee". The decision of the committee would however be final.

### **III. Rules for leave & Outing**

#### ***Guest***

Guests are not permitted to stay in the hostel.

Parents/ Guardian visiting the student should remain in the visiting room of the hostel. Entry into the hostel blocks is not permitted.

#### ***Mess timing & rules***

The meal timings are displayed at the entrance of the dining hall. These timings are to be strictly adhered to.

#### ***Damages & Recovery***

1. Rough handling of dining hall furniture, room furniture or any furniture / property or fittings of the hostel is strictly forbidden.
2. The cost of damages will be recovered in the following manner:
  - If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.
  - If damage is done in anyone of the rooms and the person(s) is / are not identified then double the cost will be recovered from the room-mates collectively.
  - If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc., and the person(s) is/ are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be. Repetition of damage to the hostel property will result in expulsion from the hostel.
3. **Caution Deposit**  
A sum fixed by the management will have to be paid towards Caution Deposit, which will be refunded, when the student vacates the hostel after deducting the dues, if any.
4. **Mess Bills**
  - a. The hostel charges for each semester will be displayed in the hostel notice board
  - b. Hostel charges can be paid by Bank Drafts, drawn in favour of "ALFAA IHMCT " payable at Madurai on or before mentioned date

## **XI. Ragging**

Ragging in any form (making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student, which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly do) is strictly forbidden. If anyone is found guilty of ragging he/ she will be expelled and also liable for prosecution under the Tamil Nadu Prohibition of Ragging Act, 1997 which will result in a minimum punishment with imprisonment for a term which may extend to two years and shall also be liable to a fine of Rs.10,000/-

### **Declaration**

**I here by abide by the rules and regulations of the hostel**

**Student signature**

**Parent/ Guardian signature**

**LEAVE PERMISSION LETTER**  
(to be filled in by Parents)

1	Student's Name	
2	Student's Reg. No.	
3	Hostel Name	
4	Hostel Room No.	
5	Date & Time of Departure	
6	Date & Time of Arrival (only in case of Term End Vacation leave)	
7	Destination City	
8	Parents Name	
9	Mobile Number or Landline Number	
10	Purpose of leave	

Date :

Signature of the Parent

**NOTE :**

- 1) Please fax this form to 0452 4394546, 2470477
- 2) This form should be sent at least 72 hours (3 days) before the departure time mentioned above. Otherwise, outing permission will not be granted.
- 3) For student's safety, students are discouraged to travel in odd hours. So they will not be allowed to leave the hostel or arrive at the hostel between 8.30pm and 7.00am.