

RULES AND REGULATIONS

1. GENERAL RULES

Each student should have certain goals in his / her life. In order to achieve their goals, they should develop good manners, and accept to adopt certain principles. The following steps are suggested,

1.1.General Routines

- College Working hours: 8:40am to 4:40pm, Break: 10:40am to 11:00am & 2.40pm to 2.50pm, Lunch break: 12.00pm to 12.50pm / 12.50pm to 1.40pm.
- Students should always wear their Identity card inside the college campus which is issued by the College for identification and security reasons.
- Students should converse only in English inside the college premises.
- Students should greet and give proper respect to all the elders and faculties.
- Possession and use of cell phones, camera, iPods, MP3 players or any other electronic gadgets in the college premises is strictly prohibited.
- Students should maintain discipline in the campus. A disciplinary committee appointed by the Principal will enquire any in disciplinary incidents pertaining to students discipline and recommend suitable action to be taken.
- Students should be regular, punctual and attentive to the classes. They are expected to be seated in the lecture hall 5 minutes before the commencement of class.
- Late coming students are not permitted to enter the class after the teacher entered the class without getting written permission from the HoD / competent authority.
- Students should maintain perfect order and strict silence inside the lecture halls, laboratories, function halls, Exam Halls and workshops.
- Students should not leave the college premises during working hours without prior permission of HoD / competent authority.
- Chewing bubble gum, chocolates and Student's roaming outside the classroom during the lecture hour is strictly prohibited.
- Observation and Record Note books should be brought to the laboratory classes. Record of experiments done in a particular lab class should be completed before the next laboratory/workshop class.

- Students shall bring all materials necessary for the classes and examinations as being instructed.
- Assignments given to the students should be submitted before the due date for consideration of internal assessment marks.
- Each student will be attached to a class counselor and the counselor will counsel the students on academic and other activities.
- Students are allowed to organize or attend any meeting inside or outside the institution only with the prior permission of the HoD/Dean/Principal.
- Students should use the facilities in the campus without causing any damage. If any damage is caused, necessary action will be taken to rectify and recover the cost, in addition to any disciplinary proceedings, if applicable.
- Students are encouraged to take part in co curricular and extra-curricular activities.
- Students should not throw waste papers, covers etc inside the class rooms, veranda, laboratories etc. Writing on walls, pillars, bathrooms, furniture or black boards is strictly prohibited. They should keep the college campus neat and clean.
- Students are encouraged to regularly check the notice board/CMS automation system for current information.
- Documents or promotional materials circulation without the permission of the higher authority is not encouraged.
- Students should park their vehicles only in the space meant for parking. Helmet and Driving License are mandatory.
- Visitors will not be allowed to contact the student during the class hours. However, under unavoidable circumstances, they will be permitted to meet the student with prior permission from the HoD/Dean/ Principal.

1.2.Attendance and Examination

- The students should have minimum 80% of attendance for theory classes and 100% of attendance for the laboratory classes. Students who do not have the minimum attendance will not be allowed to appear for the semester examinations.
- Students must avail leave only after getting prior permission from Class Advisor and HOD. Leave message over Telephone / E-mail is not entertained. However, sudden sickness or unforeseen circumstances may be considered with medical certificate. Such leave may be permitted only three times per semester. Parent / guardian should accompany the students if the above condition is violated.
- Bridging any holiday with the adjoining working day is strictly prohibited.
- The following tests / Examinations are being conducted in each semester and the results of the same can be viewed by the parents through online and portal also.

First , Second, Third & Final Year	Portion
Mid semester Examination -I	Unit No.: 1,2
Mid semester Examination -II	Unit No.: 3,4
Preparatory Examination	Entire Syllabus

- Students should attend all tests and show good academic progress.
- Students those who have failed in more than two subjects in the semester Examination should bring their parents in to meet HOD in the scheduled date.
- Any student involved in malpractice in the tests/exams would be debarred for the rest of the tests/examinations of the particular semester as per protocol.
- Periodical reports will be sent to parents / guardians calling their attention regarding the student's attendance, progress and conduct. Students should bring their parents / guardians to HoD/ Principal for any discussion regarding the same, as and when required.

1.3. Dress Regulations

All the students in the campus should be neatly dressed on all days including all examinations

✓ **On all Wednesdays:**

Complete formal dress code with formal/polished black or brown Shoes, Socks & clean shaved face is must.

✓ **On all other days except Wednesday.**

Permitted

For Boys	For Girls
Trousers/Jeans and collared shirt; Cargo/Chinos pants; formal/casual Shoes and Socks; Sandal/Canvas; Collared T-Shirt (only on Saturdays) without wordings & indecorous pictures.	Formal wear dress like Salwar Kameez or Churidhar; Jeans or Pencil fit Jeans or Leggings with Long Kurthi/Long top (Shawl pinned properly); Formal foot wear; Sandals /Canvas; Hair (beyond shoulder length) to be tied.

Prohibited

For Boys	For Girls
Faded/Ripped/low-waist jeans, Balloon/Track Pants, Pencil fit, Shorts, clothes with cuts or holes or sleeveless, Frayed / dirty / wrinkled / Transparent / tight outfit clothes, Midriff shirts, tube-top dresses, dresses above knee length, flip-flops / slippers, Bracelets / Earrings, Pony Tails, Long/Colored hair and visible body piercing	Tight-fitting jeans, torn trousers touching the floor, Skirts, shorts, Tops – Revealing deep / Spaghetti / Sleeveless / Side cut/ Short, Shirts, T-shirts, Transparent/ Tight outfits, Netted Shawl / Hands.

- The Students should attend the laboratory/workshop classes with the specified uniform. Lab uniform with Shoes is compulsory for laboratory classes (except Computer lab) in order to ensure the safety.
- Formal wear with tie is mandatory during project viva voce, student presentations, guest lectures, campus drives and any formal college occasions.
- Hairstyles and mustaches, Beard and side burn must be clean with neatly groomed and must not distract the learning environment. Any hairstyle that distracts the college environment will be dealt by the designee of the college.

Violation of Dress Code:-

Any form of improper clothing is strictly restricted in the college premises. If it is determined that a student is in violation of the Dress Code, the student's parents or guardians will be notified of the violation ,for immediate correction.

Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the Institution.

2.RULES AND REGULATIONS FOR HOSTEL RESIDENTS (Boys & Girls)

2.1.HostelManagement

1. The following officers constitute the Hostel Management:
 - a. Chief Warden – The Principal
 - b. Warden - Senior faculty member of the college
 - c. Resident Warden
 - d. Resident Tutor
 - e. Wing In charge - Department senior faculty members
 - f. Hostel Supervisor / Mess Supervisor
2. The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

2.2.Accommodation

1. Hostel accommodation is available for B.E/ B.Tech /M.E/M.B.A / M.C.A for a maximum length of stay for Four years/Four years/Two years/Two years/Two years respectively. Every year end they have to vacate the hostel.
2. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. The telephone number of the parent with STD code must be provided. Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel management in writing, at once.
3. Residents are expected to update their personal information in the hostel whenever there is any change in the address, parent's contact number(s), etc.
4. The Hostel Management will generally provide minimum furniture and fittings for each room, consisting of one for each. Residents will be personally responsible for the safety of their belongings.
5. Students should occupy the rooms allotted to them. If any resident is in need in change of room in hostel, he/she is required to get prior permission from the Hostel Management.
6. Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. The electrical installations including the fan should be handed over intact, in addition to the furniture.

2.3.CODE OF CONDUCT

1. All residents are expected to produce the ID Cards when demanded by Wardens/ Staff Members / Security persons.
2. Day scholars are not allowed to enter into the hostel
3. Residents shall maintain a high standard of decorum and behavior.
4. At the time of joining in the hostel, students are expected to make sure that furniture, walls and electrical equipments are in good condition. If any damage is noticed, the same may be reported to the Warden in writing.
5. The residents shall not remove any fittings/furniture from any other room and get them fitted/kept in his/her room.
6. Residents shall not fix posters, notices, pictures, or anything that might deface or damage the walls and/or other infrastructure.
7. The rooms, common areas and surroundings should be kept clean and hygienic.
8. Residents are expected to dress decently while visiting the mess hall.
9. Warden / Resident Warden have the authority to conduct surprise checks in hostel rooms. Any act of threats or violence, willful damage to property or drunken and riotous behavior constitutes an offence and attract severe punishment.
10. Finger registration must be proper for daily attendance. If not registered within the time, they have to pay penalty. (Girls Hostel)
11. Student must be proper for daily attendance taken by the wing incharges. If not given in proper time, they have to pay penalty.(Boys Hostel)
12. Silent/study hours shall be maintained from 8.00 p.m to 10.00 pm. Only inmates are allowed to sit inside the room. Keep room door in open condition.
13. No movement of inmates from one room to another room is allowed during study hour at any case. If any found, their names will be reported to the Warden.
14. Except Saturday, all days study hour is compulsory.
15. No writing work is allowed in study hour (including assignment, homework, observation and record).
16. Residents should not use Charger, Mobile phones and Laptops during Night study hours. (Keep inside the bag. Under bed and pillow is not allowed).
17. Once mobile or Laptop found by Wing in-charge during night study, Students should hand over the electronic gadgets to warden.

18. Residents should get permission letter from their Department to use Laptop in study hour (In case of presentation day & PPT in other colleges). Get prior permission from wing incharge for illness cases.
19. Lights in the room shall be switched off at 12:00 midnight. Residents are allowed to use laptops in their rooms only till 12:00 midnight.
20. Those who wish to continue studies after 12:00 midnight can do so in the common study area only.
21. Dispose the waste and napkins properly in the respected dustbins. If improper disposing is found in any floor, the entire floor students will be fined. (Girls Hostel)
22. Don't leave slippers outside of the room. (Girls Hostel)
23. 15th and 30th of every month, Students room cleanliness will be checked and taken action. Best & Worst performer of the month/wing will be displayed in the notice board.
24. Residents are expected to sign in the movement register while going out of the hostel other than to the campus on working days and holidays.
25. Any Resident observing that his/her room-mate(s) is/are facing any difficulty and needs/need external help, the same may be informed to the Warden / Resident Warden immediately.
26. Residents are permitted to use mobile phones in the hostel only between 07:00 p.m. and 08:00 p.m. A fine will be levied if residents are found using the phone outside the stipulated hours. The phones will be confiscated if the offense is repeated.
27. Inmates are not allowed to bring bikes and motor vehicles to the hostel premises.
28. Students are not permitted to convene meetings of any kind in the hostel without the written permission from the hostel management.
29. Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute.
30. Birthday celebrations, bursting crackers (during Diwali, Pongal, etc.), throwing colours are not allowed in hostels and on the campus.
31. 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. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

32. 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.
33. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
34. Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely.
35. For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, "display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:- Teasing, abusing, or playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do".
36. Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and suspended from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel / room / common room / dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
37. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus. **The visit of a person of the opposite gender in the hostel is restricted to common room and lounge.**
38. Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
- a) He / she will be expelled from the hostel.
 - b) A record of his/her misconduct will be made in the personal file.
 - c) The cost of damage will be fully recovered from him / her together with penalty.
 - d) He / she will also be fined commensurate with the offence committed.
 - e) The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.
 - f) No recommendations will be given to him / her for studies abroad.
39. Residents shall settle all the dues on time.
40. Hostel or college authorities are not responsible for any loss of private property of the students residing in the hostels.

41. Residents shall deposit valuables, if any, in the locker. They shall use their own lock for their lockers.
42. Visitors / parents / relatives to the Hostel are to meet the inmate in the reception area on the ground floor with the Warden's / Resident Warden's knowledge only.
43. Warden / Resident Warden will inspect rooms at 09:30 a.m. on working days to ensure that no student is staying in the hostel without permission.
44. Residents shall return to their respective hostels before 06:30p.m(Girls)/08.00 p.m (Boys).In case if any student wants to go out for a genuine reason, prior written permission shall be taken from the Chief Warden.
45. When vacating the hostel, the inmates shall get the signature from the Warden/Resident Warden certifying that all the furniture and the room are returned in good condition.
46. Misbehavior with wardens or any employee of the institution will attract strict action.
47. Residents are expected to make conscious efforts to take into account the larger interests of the institution and promote a healthy feeling of friendship during their hostel life. Students shall not keep unauthorized property and unauthorized guests in their room.

2.4.USE OF APPLIANCES

1. The use of electrical appliances such as electric stove is forbidden in any of the rooms allotted for residence. Private cooking in the hostels / Student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.
2. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.
3. When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

2.5.LEAVE PROCEDURE

1. Residents can avail Monthly 2 Leave and for the further leave parents has to come in person. It can be availed only for continuous 2 days holidays.
2. Late entry and not proper extension of leave cases; LOGIN ID will be automatically blocked by the software. For their next visit to home, in person parents approval is required.

2.6. APPROVAL PROCEDURE

1. Leave Approval procedure

APPROVAL PROCEDURE: One day before

During working days – Department Approval

Saturday & Sunday – Resident Tutor Approval

Common holidays – Enabled automatically by Resident Tutor

OUTING PROCEDURE: One day before

Sunday Only – 4 hours Resident Tutor Approval

On that day apply for leave approval is not allowed.

Students can check their approval status before 3 hours of their leaving.

STUDENT IN – OUT TIMING

Details	Ladies Hostel		Gents Hostel	
	EXIT from Hostel (MORNING) after	ENTRY to Hostel (EVENING) Before	EXIT from Hostel (MORNING) after	ENTRY to Hostel (EVENING) Before
Regular Days	5.30 AM	6.30 PM	5.30 AM	8.00 PM
Approved cases with HoD's permissions	5.00 AM	8.00 PM	5.00 AM	9.00 PM

For Gents hostel evening entry to hostel is before 8.00 P.M APPLY One day before

- o Working days -Department Approval
- o Holidays -Resident Tutor Approval
- o Outing on Sunday (4 Hours Only) -Resident Tutor Approval

2.7 STUDENT IN-OUT TIMING

1. Students can check their approval status before 3 hours of their leaving time.
2. If anybody enters the hostel after the approved, her Login ID will be blocked. Next approval to home will be with the parents in person visit
3. Daily Attendance entry time – 06.30 PM to 7.45 PM. If not, fine of Rs.50/- per day.(Girls Hostel)

Details	Allowed EXIT from Hostel (MORNING) after	Allowed ENTRY to Hostel (EVENING) Before
Working days	06.00 AM	06.30 PM

2.8. VISITORS

1. All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.

2. The visit of men students to the women's hostel and vice-versa is not permitted.

Parents/guardians will be allowed to visit the inmates only during visiting hours as mention below:

Day	Timings
Working Days	05.00 p.m. to 06.30 p.m.
Holidays	09.00 a.m. to 06.00 p.m.

2.9. MESS RULES

1. No student is allowed to stay in the hostel without being a member of hostel.
2. Residents should not take the food and drinks (milk, tea, coffee & Snacks) to their room.
3. The mess timings are as follows and the students should strictly adhere to these timings:

Details	Start Time	End Time
Breakfast	06.40 AM	08.20 AM
Lunch	12.00 Noon	01.50 PM
Snacks	04.00 PM	06.00 PM
Dinner	06.30PM	07.45 PM

4. The mess rates will be calculated on the basis of the dividing system.
5. The quantity of food will be unlimited except in the case of special items.
6. Non-vegetarian will be served as extra items on specified days of the week.
7. Mess reduction is admissible to the residents of Hostels on the following grounds:
 - o Approved Study Holidays and Semester Vacation declared by the Principal.
 - o Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
 - o Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
8. Application for mess reduction should be made in the form prescribed and it should be submitted **three days** in advance. The application should be forwarded by the Warden. An acknowledgement may be obtained from the Hostel Manager for having applied for mess reduction.
9. Any absence of a student from the mess exceeding 24 hours, should be intimated to the Hostel Manager / Deputy Warden though the student is not eligible for mess reduction.

10. In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess reduction should be submitted within the next 3 days.
11. No student can claim mess reduction unless he/ she had intimated his / her absence in advance by applying for mess reduction in the form prescribed and signed the Mess Leaving Register at the time of his/ her leaving the mess.
12. Residents can avail Mess reduction, if they avail more than are equal to 6 days leave.
13. Residents will be entitled for mess reduction only for N-1 days where N is the total number of days absent from the mess.
14. At the time of joining the mess after availing mess reduction, the students should sign the Joining Register kept in the mess.
15. Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
16. No food will be served in the rooms of the hostel for any student in their rooms.
17. Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed.
18. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
19. Students should not bring any pet animals into the mess halls or encourage such practice.

2.10. PENALTY FOR ACTS OF INDISCIPLINE

The Faculty Warden, together with the Chief Warden reserves the right to charge fine for the following acts of indiscipline, without any further enquiry or proceedings:

1. Use of tobacco / chewing pan / any intoxicating substance in the hostel premises
2. Shouting / whistling / using abusive words
3. Frequent late coming to the hostel even after warnings
4. Disobedience towards Warden / Faculty Warden / Staff Members etc.
5. Damaging hostel property
6. Use of electrical appliances, which are not allowed as per the rule
7. Bursting crackers or creating such avoidable noisy scenes without the Warden's Permission
8. Use of mobile phones / laptops etc. when they are disallowed.

HOSTEL LETTER OF UNDERTAKING (2017 – 2018)

Date: D D / M M / Y Y Y Y

I _____ SON / DAUGHTER

of _____ Studying in

_____ has read all the rules

and regulations of M.Kumarasamy College of Engineering Gents / Ladies Hostel and

shall follow strictly to them. I am ready to face any disciplinary action, taken by

management authorities , if I am knowingly or unknowingly found to be failing in my

responsibility as a hostel inmate. I am also aware that the disciplinary action may involve

WARNING, SUSPENSION FROM THE HOSTEL AS WELL AS FROM THE

COLLEGE, PENALTY FOR THE DAMAGES CAUSED TO THE HOSTEL

PROPERTY or any of the combination of the above.

I herewith sign this Letter of Undertaking with full knowledge and aware of all the
 Hostel rules and regulations.

Signature of the Hostel Inmate

NAME OF THE STUDENT :

ROOM NO :

NAME OF THE PARENT :

PERMANENT ADDRESS :

PHONE NUMBER WITH(STD) :

MOBILE :



STUDENT BIO – DATA FORM (Hostel Copy)

2017 – 2018 (To Be Filled In Block Letters)

- 1. Name : Date :
- 2. Roll No : App no :
- 3. Date of Birth : DD / MM / YYYY Branch :
- 4. Degree : Att ID :
- 5. Section : 10th Mark% :
- 6. Father’s Name : 12th Mark% :
- 8. Mother’s Name :
- 9. Occupation :
- 10. School /Poly :
/College :
- 11. Exam passed : **HSC OR EQUIVALENT**
- 12. Blood Group :
- 13. Religion :
- 14. Nationality :
- 15. Mother Tongue :

Parent’s Residence Address :

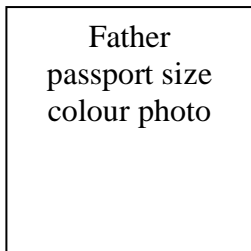
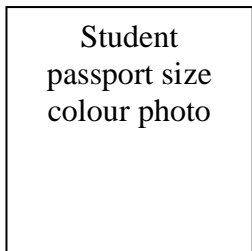
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Phone No (STD Code) :

Parent’s Mobile No :

Parent’s Office no With STD/ISD Code):

Parent’s e-mail ID: :



Student’s Signature

Father’s Signature

Mother’s Signature