

SRM HOSTELS



RULES AND REGULATIONS

For Further Details Contact:

Asst Manager,
SRMIST Hostels,
SRM Nagar, Kattankulathur – 603 203
Chengalpattu District, Tamil Nadu, India
Phone: 044-27456364, 044-27434506
Email: srm.hostels.ktr@srmist.edu.in

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HOSTEL OCCUPANCY RULES & REGULATIONS

WE WELCOME YOU AS A MEMBER OF THE SRM FAMILY AND WISH YOU AN ENJOYABLE, MEMORABLE AND PRODUCTIVE STAY

1.0 OBJECTIVE

Hostels for students are run with the primary objective of providing them a “Home away from home” where they can feel at ease and put in their best. The hostel atmosphere certainly provides self-confidence, instills discipline in the minds of students, and provides scope for developing ideals of a harmonious communal living to enable them to share the joys of camaraderie, fellowship and professional fraternity. Self-help and a spirit of accommodation for the common good are some of the virtues expected from the inmates.

- 1.1** The guiding principle towards the formulation of the rules and regulations for hostelites is to ensure a safe, secure, comfortable and pleasant stay and to create an environment, which is conducive to learning. To this end, all the activities are geared towards your development and progress. We expect our students to develop a sense of belonging towards SRM property.
- 1.2** The hostel rules, regulations and disciplinary measures are designed to achieve the above objectives and must be taken in that spirit.

2.0 DEFINITIONS

- 2.1** These rules will be termed as Hostel Occupancy Rules & Regulations.
- 2.2** Failure to abide by these rules in letter and spirit will be considered an undesirable conduct on the part of the residents and will result in appropriate disciplinary action.
- 2.3** For all practical purposes, as far as these rules and regulations are concerned, hostel premises along with its fixtures, furnishings and any other materials/equipment supplied by SRM Hostels will be considered **SRM Property**.

3.0 THE HOSTEL FACILITY

- 3.1** The SRM Hostel Facility comprises multistoried blocks. The hostel facility has been designed and constructed keeping in view the international standards and conducive ambiance for learning.
- 3.2** The support staff provided at hostels is to facilitate your stay and make it as comfortable as possible. Please treat them with respect. If you have any problems with them, please direct your complaints to the Hostel Administration, rather than handling them yourself.
- 3.3** You will have to act as custodians of the property; therefore, its usage should be done with care. You will be liable to pay for any loss or damage caused to it. In case of loss by a group of students, the residents of the entire floor/building will be fined. This is done with a view to encourage reporting of indisciplined students by the student themselves.
- 3.4** SRM treats all its students equally. Your roommate is entitled to equal rights of occupancy and access to any material of common use. We expect you to have a courteous attitude

towards your roommate and not indulge in any activity that is not in accordance with common code of social conduct.

- 3.5 The hostel provides a cot, a study table, a chair and a cupboard. Every hostel has solar hot water facility, mineral water, water cooler, telephone, TV halls and common reading room. Gym and indoor games are available as common facility for the hostel students. Dining halls are conveniently located close to the hostels. A number of food courts are also available within the campus to cater to different food tastes.
- 3.6 Free Wi-Fi facility (30 MB/month high speed and unlimited normal speed thereafter) is available to every student for purposes of academic pursuits.
- 3.7 Laundry facility has been provided near the hostel which can be used by the inmates of the hostel on payment basis.
- 3.8 General stores, Food stalls, ATM and book shops are also located close to the hostels.
- 3.9 Prayer halls for Hindus, Muslims and Christians are located adjacent to the hostel.

4.0 SANCTITY OF THE HOSTELS

- 4.1 The hostels being a part of the University premises deserve a sacred status.
- 4.2 Use of bad and abusive language should be avoided within the hostel / University premises.
- 4.3 Students are not permitted to keep-in-their possession and in their rooms items such as crackers, dangerous weapons, firearms, contraband items or instruments that can cause serious injury to others.
- 4.4 Students should not indulge in any illegal and/or unethical activity on the hostel premises.
- 4.5 Smoking, consumption of alcoholic drinks and use of narcotic drugs in the hostel/University premises is strictly prohibited. Neither the students nor their visitors are allowed to bring or consume liquor, drugs, or any other intoxicants on the hostel/University premises. Severe action will be taken against those in possession of drugs or found under their influence as per the discipline policy of the University.

5.0 ADMISSION

- 5.1 Application for admission to the hostel for first year students should be made online. For senior students, Hostel Admit Card has to be submitted after renewal of fees online.
- 5.2 A responsible person, parent / guardian who will comply with the formalities and procedures for admission must accompany the candidate.
- 5.3 No student will be allowed to stay in the hostel without formal admission.
- 5.4 The hostel administration may refuse admission to any member without assigning reasons.
- 5.5 Every student before admission to the hostel must give an undertaking in writing that he / she will abide by the rules of the hostel and that he / she will submit to the discipline imposed on him / her by the authorities. This shall be confirmed in writing by the parent / guardian also in the attached declaration form.
- 5.6 All charges (fees) / expenses prescribed are subject to change without notice.
- 5.7 Hostel accommodation is mandatory unless the student's parents are living nearby. The proof of residency of the parents will be insisted.

FEES STRUCTURE

5.8 The Annual Fees for Academic Year 2020-21 is given below:

Hostel Fees structure 2020-21

Hostel fees & Mess fees (Mandatory)

HOSTEL FEES STRUCTURE FOR ACADEMIC YEAR 2020-21 FOR SENIOR STUDENTS – BOYS – KTR CAMPUS

S.No.	ROOM TYPE & SHARING	HOSTEL NAME	2020-2021		
			Hostel Fees (Rs.)	Mess Fees (Rs.)	Total Fees (Rs.)
1	AC-with attached Washroom 3 Sharing	Nelson Mandela	1,55,000	58,000	2,13,000
2		Sannasi – A	1,35,000	58,000	1,93,000
3		Sannasi – C			
4	AC- with attached Washroom 2 Sharing	Nelson Mandela	2,35,000	58,000	2,93,000
5		Sannasi – C	2,00,000	58,000	2,58,000
6	Non AC-with attached Washroom 3 Sharing	Sannasi – A	56,500	58,000	1,14,500
7		Sannasi – C			
8	Non AC – with common Washroom 3 & 4 Sharing	Pierre Fauchard	44,500	58,000	1,02,500
9		Oori			
10	Non AC – with common Washroom 3 Sharing	Manoranjitham			
11	Non AC – with attached Washroom 2 Sharing	Sannasi – C	85,000	58,000	1,43,000
12	Non AC – with common Washroom 2 Sharing	Mullai	60,000	58,000	1,18,000
13		Thamarai			
14		Malligai			

❖ Laundry Fees of Rs.6000/- for BOYS is Optional

**HOSTEL FEES STRUCTURE FOR ACADEMIC YEAR 2020-21 FOR
SENIOR STUDENTS – GIRLS – KTR CAMPUS**

S.No.	ROOM TYPE & SHARING	HOSTEL NAME	2020-2021		
			Hostel Fees (Rs.)	Mess Fees (Rs.)	Total Fees (Rs.)
1	AC-with attached Washroom 2 Sharing	Sister Nivedita M Block	1,80,000	58,000	2,38,000
2	Non AC-with attached Washroom 2 Sharing	Sister Nivedita M Block	85,000	58,000	1,43,000
3	Non AC – with attached Washroom 2, 3 & 4 Sharing	ESQ A	56,500	58,000	1,14,500
4	Non AC – with attached Washroom 2 & 3 Sharing	ESQ B	56,500	58,000	1,14,500
5	Non AC – with common Washroom 3 Sharing	Senbagam	44,500	58,000	1,02,500

❖ Laundry Fees of Rs.7000/- for GIRLS is Optional.

Note:

1. A hostel fee given above includes Admission Fees, Room Rent, Amenities, Electrical Charges and Games & Entertainments.
2. Mess Fees is for Veg or Non Veg food.
3. After booking, if a student wishes to cancel and rebook, a cancellation fee of Rs.5000/- will be charged.

6.0 PAYMENT OF FEES (Online Details)

- 6.1 All the applicable hostel fees must be paid at the time of getting hostel admission. Part payment is not encouraged.
- 6.2 Hostel fees should be paid only Online. (<http://hostellogin.srmuniv.ac.in/srmclb/>)

- 6.3** Scholarship holders should also pay the dues until such time that their scholarship amount is received and credited to the hostel account.

7.0 REFUND OF HOSTEL FEES

Fees once paid will not be refunded normally. However, under special circumstances the following procedure will be followed.

For all I Year Students:

- a) Full fee (except the cancellation fee of Rs.5000/-) will be refunded if a student wishes to withdraw from the course even before start of the program.
- b) If a student wishes to withdraw from a course after the start of the program, room rent and mess fees for the period completed by the student (rounded off to the full month) will be charged and the remaining amount will be refunded.

All other Students:

- c) No refund is permitted during the middle of the year, unless the candidate is withdrawing from the course.
- d) No refund is permitted, if a student wishes to withdraw from hostel at any time during the academic year.
- e) No refund is permitted, if the student is expelled from the college/hostel.
- f) Final year students who are going for Project/Internship for final Semester approved by the University will be permitted to get refund of only Mess Fees on approval from the concerned Project Guide and HOD on case to case basis.
- g) One semester mess fees refund will be permitted if the student is selected for semester abroad programme.

8.0 ROOM ALLOTMENT

- 8.1** Allotment of rooms may not necessarily be of one's choice. It is an automated online procedure where the students can opt for different choices given. Once allotted, the rooms will generally not be changed unless it is for maintenance of discipline or other such necessity, on the discretion of the management.
- 8.2** The management intentionally places students of varying academic, cultural, social, national backgrounds together so that cross-cultural, academic, social and national learning is achieved. Students are expected to give full respect and equal rights to their roommates, irrespective of their varying backgrounds.
- 8.3** Allotment is generally done on a shared (double / triple occupancy basis i.e. two or three persons per room). The rental value has been worked out on this basis.
- 8.4** Students must occupy the rooms allotted to them only.

9.0 GUEST ACCOMMODATION

- 9.1** Subject to the availability of rooms in the hostel, if a parent needs accommodation for a short stay (one or two days only), he/she has to intimate the hostel office at least 7 days before the expected date of occupancy.

9.2 If allowed to avail the hostel facility for stay, the following charges shall apply:

- | | |
|------------------------------|---|
| 1- Rental charges (per head) | : Rs 200/- per day (common bath).
Rs 300/- per day (Attached washroom)
Rs 500/- per day (AC with attached washroom) |
| 2- Food cost | : Rs 250/- per day. |

9.3 Day-scholars and other relatives of the students are not permitted to stay in the hostel as guests.

9.4 Hostel rules and regulations will equally apply to guests also.

9.5 Any damages caused to the SRM property by guests shall be recovered from the concerned individuals.

10.0 OTHER CHARGES

- | | |
|---------------------------------|----------|
| 10.1 Duplicate key for cupboard | Rs 250/- |
| Duplicate key for a drawer | Rs 100/- |
| Duplicate Hostel Identity Card | Rs 200/- |

10.2 Hostel fee per year includes bills for normal usage of electricity. Normal usage means any amount of electricity consumed through the fixtures provided by SRM.

10.3 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.

10.4 If you plan to have your own fixtures/appliances like extra fan, desktop computer etc, these will be charged at the rates given below; provided you are allowed by the administration to have these in your hostel room:

- | | |
|---------------------|--------------------|
| 1) Desktop Computer | Rs 200 /-per month |
| 2) Fan | Rs 150/- per month |
| 3) Air Cooler | Rs 500/- per month |

NOTE: Charges for any other electric appliances not included in the above list if permitted will be determined by the hostel administration on case-to-case basis.

11.0 PAYMENT OF FINE

11.1 When a student is fined for any violation of hostel rule, he/she has to clear his/her fine within one month from the date of fining. He/She will have to vacate the hostel immediately if this is not adhered to. Re-admission to the hostel will be subject to approval of the competent authority.

12.0 MESS

12.1 Once a student joins the hostel, he / she is deemed to have become a member of the allotted mess until he / she vacates the hostel officially.

12.2 The hostel provides highly subsidized vegetarian / non-vegetarian and South Indian / North Indian food.

- 12.3** The mess is run by the nominated caterers.
- 12.4** Strict discipline should be maintained in the dining hall.
- 12.5** Menu will be displayed on the notice board. Changes can be made based on decision of mess committee formed by the students' representatives and wardens.
- 12.6** Day scholars cannot be entertained as guests in the mess.
- 12.8.** Inmates can entertain their parents as guests on prior information to the hostel authorities. The guest rate is Rs.50/- for breakfast, Rs.100 for lunch and dinner. These rates are subject to change.
- 12.9** Food will not be served in rooms and the inmates are not supposed to take food to their rooms. If an inmate is ill, the SRO/deputy warden/Warden will make suitable arrangements.
- 12.10** The inmates should not enter the kitchen.
- 12.11** Wasting food is a crime. If any student is found wasting food he / she will be fined Rs.500/- for the first time. If the same student is found repeating the same mistake he / she will be expelled from the hostel.
- 12.11** Food will be served at the following timings: -

Breakfast	07.30 am	to	09.00 am
Lunch	11.30 am	to	01.30 pm
Tea	04.30 pm	to	05.30 pm
Dinner	07.30 pm	to	09.00 pm

13.0 MAINTENANCE AND UPKEEP OF HOSTELS

- 13.1** It is expected that residents will treat the hostel property with care and consideration.
- 13.2** Furnishings for individual rooms as well as common areas will be provided once at the beginning of the academic year. The subsequent maintenance will be the responsibility of the hostelites. Any damage to the individual room furnishings will be taken care of by the individuals concerned and that to the items of collective use by the hostelites as a group.
- 13.3** 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.
- 13.4** On joining the hostel, students in some blocks will be provided with one key for the cabinet. Keys must be returned to the supervisor, deputy warden or office assistant - on vacating the hostel. Duplicate keys (if needed) will only be arranged by the Administration on payment of the prescribed charges.

14.0 MAINTENANCE COMPLAINTS

- 14.1** A hostel Committee has been formed at SRM to look into various matters/problems, related to hostels. The composition of the committee will be intimated from time to time.
- 14.2** For the convenience of the hostelites, a complaint handling system is in vogue. In case of any complaint regarding upkeep and maintenance, a complaint register is placed at the entrance of each hostel block for this purpose.
- 14.3** All avenues are available to you for lodging complaints for unattended works. It would, however, be appropriate if immediate channels are tapped first. These are:
- (1) Hostel Helpdesk Email: hostel.helpdesk.ktr@srmist.edu.in
 - (2) Building supervisor
 - (3) Deputy Warden

15.0 RAGGING

15.1 Ragging is a cognizable offence.

15.2 **Ragging in any form is strictly prohibited. Students are advised not to indulge in any form of Ragging. Severe action will be taken against those who indulge in such activities as per Govt. orders and University rules.**

15.3 Ragging entails heavy fines and/or suspension/ expulsion from the hostel and/or University.

15.4 Any student, with the intention of causing ragging or with the knowledge that he/she is likely by such act to cause ragging, commits or abets ragging, and thereby teases or embarrasses or humiliates or assaults or uses criminal force or criminally intimidates or wrongfully restrains or wrongfully confines or causes grievous hurt or kidnaps or abducts or rapes or commits unnatural offence or causes death or abets suicide shall be punished as per the Tamil Nadu Prohibition of Ragging Act, 1997.

15.5 If the individuals committing or abetting ragging are not identified, collective punishment could be resorted to act as a deterrent and to ensure collective pressure on the potential raggers.

16.0 GENERAL (Discipline)

16.1 Identity card will be issued to all the inmates of the hostel. They should produce their identity cards on demand. In case of loss, duplicate card will be issued on payment of Rs.200/-.

16.2 Members are strictly forbidden from using personal gadgets like hot plate, electric iron, cookers etc. However, to use other electrical appliances such as personal computers, table fan etc permission will be given on specific request and will be charged extra. Members should not tap electricity from other than the points provided for the purpose.

16.3 You are expected to use the electrical appliances and fixtures in an efficient manner. For example, if you are not in your room, lights and fans should be switched off. Similarly, the common room appliances / electrical fixtures should only be in operation when you are there.

16.4 Students using computers are not permitted to use **multimedia speakers**. Violation of this will be viewed seriously. Only headphones can be used in the rooms to respect the privacy of other roommates.

16.5 Students are advised always to keep their belongings under lock & key and to lock their rooms whenever they go out. Hostel authorities will not be responsible for any loss of personal belongings and such complaints shall not be entertained. Students are expected to behave in a mature and responsible manner and look after their belongings.

16.6 Students are advised not to keep expensive jewellery, heavy cash or any other valuables in their rooms. The hostel management does not own any responsibility for the loss of property left in the rooms due to the inmate's negligence.

16.7 Hostel administration will not entertain any complaint regarding theft of Cell phones, Laptops, etc.

16.8 Students should not entertain vendors of petty items in the hostel blocks. However, licensed washer man shall alone be permitted to enter the hostel.

16.9 No member is permitted to entertain any ex-student of this institution or other institutions. The penalty for disobedience of this rule will be very severe.

16.10 Members shall not give any tips to service personals or cooks of the hostel & shall not

- demand any special service from any hostel employee. Students are not permitted to engage private guards.
- 16.11** Students are strictly prohibited from taking out any procession or indulging in unauthorized group activities.
- 16.12** Students should not arrange any function, meeting, or religious gathering within the hostel campus without special permission of the authorities. In case, the students need to organize a function at the hostel, they are required to get prior permission from the Director (CL) through the Associate Director (CLGH or CLLH) after giving a written request in this regard. If the administration allows residents to organize any function, the hostel representative may be asked to provide a written undertaking of good conduct and observing accepted norms of behavior.
- 16.13** Students should NOT be involved in business, collection of funds, compelling others to join in some organization as a member etc.
- 16.14** Complaints will be entertained if given individually NOT as a group.
- 16.15** No one shall indulge in politics, violence, rioting or instigate communal feelings or have dealings with outside elements. Such activities may lead to expulsion of the student from the hostel and college.
- 16.16** No member shall absent himself from the hostel overnight without prior permission from the Warden/Deputy Warden.
- 16.17** 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 Warden/deputy warden/SRO the reasons for staying in the hostel during working hours.
- 16.18** Students securing less than 95% attendance in a semester will not be permitted to stay in the hostel for the subsequent semesters.
- 16.19** Surprise check of hostel rooms may be carried out from time to time by the Wardens and other hostel staff to ensure there is no unlawful activity like ragging, smoking, harassing roommates, Possession of weapons, etc. Management Representatives are empowered to check the hostel rooms at any time and the equipment/materials. In case of ladies hostels, inspection will be carried out in the presence of the Warden/deputy warden/SRO/supervisors.
- 16.20** Activities involving recreation or exercises will be carried out in such a way that they do not cause any damage to SRM property or hostel premises. Any damage caused by way of such activities shall be rectified at the cost of the concerned hostelites.
- 16.21** Through the support staff at hostels, we provide you the following services:
- (a) Day-to-day maintenance work
 - (b) Cleaning of premises
 - (c) Newspapers/Sports and recreation facilities.
- 16.22** If you are facing any difficulty adjusting with your roommate and unable to resolve the issue, the matter must be reported to the administration immediately. Students are expected to act with maturity and not involve your parents or guardians, in trivial cases.
- 16.23** None of the furnishings / appliances provided in individual rooms or common areas can be removed and/or relocated. Even in case where a student has been allotted a single room, the furnishings will not be disturbed. The defaulters can be fined up to Rs10,000/.
- 16.24** Students should adhere to the biometric timings of each hostel. For student safety and to maintain the decorum of the University, the students of Girls Hostel should register their biometric attendance between 7.30 and 8.00pm. In Boys Hostels it is between 7.30 to 9.30pm.

- 16.25** The timings may be changed on particular days of events and students should be in their hostels thereafter. Students are expected to maintain absolute silence for study hours from 9.30 pm upto 11.00 pm and thereafter. By opting for stay in the Hostels, it is assumed that the students and their parents acknowledge this requirement and there will be no representation on this ground. Also strict action will be taken against those not abiding to the same.
- 16.26** If any student plans to stay away from the hostel after 09.30 pm, they have to plan in advance and inform the **Warden/Deputy Warden** in writing. Verbal messages to the Warden/SRO will not suffice. Information sheets must contain the place where they have planned to go as well as the contact telephone number. Permission from their parents in writing or by way of email/video call is mandatory for staying outside the hostel beyond specified timings.
- 16.27** Smoking inside hostels and common areas is prohibited. Violation will be considered a breach of discipline and students have to forgo hostel seat.
- 16.28** No student is allowed to use any sort of narcotics. Any student found involved in use or possession of narcotics will be expelled from the hostels in addition to other disciplinary action.
- 16.29** Outgoing mail will have to be sent by the individual. However, incoming mail will be received by the Hostel Office and will be sent to the respective block if full information is available. Registered letters will be delivered to the recipient directly by the mail carrier only.
- 16.30** Sleeping in common rooms is strictly prohibited. Anybody found sleeping in common room will be subject to a fine of **Rs.1,000/-**.
- 16.31** Hostilities are required to keep their bicycles at the stand properly locked. If any student's vehicle is found in any other place, the concerned student will be subjected to a fine of **Rs.1,000/-** per violation.
- 16.32** Two wheelers/Cars are not permitted in the hostel premises. Violation will attract fine of **Rs.1,000/-**
- 16.33** 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.
- 16.34** Misconduct or infringements of rules & 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 & College. Room-mates will report anyone missing from their rooms after 10 pm and will be equally liable for disciplinary action in case of not reporting this or any other abnormal event in the room.

17.0 HOSTEL RULES FOR WOMEN

(Additional to the general rules & regulations for hostel given above)

- 17.1** Modesty in dress is expected from students.
- 17.2** Students should be present in the hostel between 7.00 pm & 6.00 am. If any student wants to go out to the city / town they should submit a letter well in advance from their parents to the Warden/deputy warden indicating the date on which they want to go with time of leaving the hostel and expected time of return. They should also write their names in the register intended for the purpose, giving time of leaving & expected time of return. Violation of this rule will result in expulsion from the hostel.
- 17.3** Biometric attendance has to be registered between 07.30 to 8.00pm.

- 17.4 No student is permitted to stay outside the hostel.
- 17.5 Students will be allowed to go home only if there is a written request for the same from self and parent /guardian.
- 17.6 A student can avail maximum of 5 permission / leave in a month. No other request will be entertained.
- 17.7 Visitors are permitted to meet their wards at the reception in the hostel during weekends with the permission of the deputy warden/SRO.
- 17.8 Guest is not permitted to stay overnight in the hostel.

18.0 HOSTEL REPRESENTATIVES

- 18.1 There will be two **Floor Representatives** for each floor mutually nominated by the residents of the respective floors to represent students' problems. The floor representatives will represent student problems regarding maintenance, mess and other facilities and work to safeguard the Universities interests. Any untoward incident at the hostel or any non-compliance of rules should be reported by the floor representative to the Administration immediately.

19.0 FURNISHINGS

19.1 Standard Room Facilities:

- (a) Single Cot (cot size will vary from hostel to hostel)
- (b) Cupboard with self lock
- (c) Individual study table and chair and electrical power point

- 19.2 Electrical fittings will be provided by the hostel at the beginning of the occupancy, subsequently if there is any failure, it should be brought to the notice of the authorities immediately for replacement.

- 19.3 Students are not supposed to take away common area fittings/furnishings to their individual rooms. Violators will be fined **Rs 1,000/-** per violation. Lift facility must be used as per permitted capacity. Any damage to lift will attract heavy fine.

- 19.4 **Additional Requirements from Students:** Demand of items of common use other than those mentioned above will be discussed in the Hostel Committee Meetings on a case-to-case basis. If the Committee feels that the item(s) demanded are of common use, those items will be provided. Individual needs other than the ones mentioned above will be the responsibility of the individuals concerned, as long as they are not a cause of concern for other roommates and hostel residents.

- 19.5 Furnishings and design of hostel buildings may vary as per design and structure of each individual building.

20.0 SECURITY

- 20.1 Whereas safety and security of furnishings for individual rooms will be the responsibility of the occupants of the particular room, for common areas or any other items(s) provided for entertainment or comfort will be the responsibility of the hostelites as a whole. The Hostel representatives will, in case of damage to the common area furnishings, provide names of the hostelites responsible for causing the damage.

- 20.2 To ensure security, it is requested that

- a) Guests are restricted to the lounge area only; and
- b) Each of the hostelites keeps his/her valuables under lock and key.

20.3 Valuables or cash other than the ones needed for immediate requirements will not be kept at the hostels. Small cash or items of necessity must be kept under lock and key.

21.0 ENTRY/EXIT TO/FROM HOSTELS

21.1 For security reasons and to ensure that no unauthorized person enters the hostel premises, entry to hostels will strictly be restricted to the hostelites except for guests during specified hours and administration representatives. The students must keep their identity cards with them at all times.

21.2 The students should strictly adhere to the hostel timings as specified.

22.0 VISITORS TO THE HOSTELS

22.1 Male visitors to female hostels and female visitors to male hostels (other than parents) are **NOT** allowed.

22.2 Parents may visit the hostels from 4.30 p.m. to 6.00 p.m. during working days and 8.30 a.m. to 6.00 p.m. during holidays.

22.3 Use of hostels as a place of rest by the day-scholars is not permitted. Entry of inmates from one hostel to another is not permitted without valid permission.

22.4 Overnight stay by visitors is not permitted. Overnight stay by parents will only be allowed under genuine circumstances. Advance approval of the Hostel Administration is necessary. Approved overnight stay will be charged accordingly.

22.5 All the visitors are required to sign the Visitor's book before entering the hostel.

22.6 If it is established that an overnight stay by a visitor has taken place without the approval of the hostel administration, the host will be charged Rs 1,500/- per night per person as a penalty. In addition, such cases will be referred to the Disciplinary Committee for necessary action.

22.7 Visitors will only be restricted to the lounge(s).

23.0 CHECK-IN

Room Allotment Order and Hostel Admit Card have to be submitted to the warden/deputy warden/SRO while checking in to the hostel.

24.0 NOISE POLLUTION

Playing instruments/music at a loud volume, singing aloud, shouting and making noise of any kind causing disturbance to others is discouraged. It is expected that hostel residents will respect each other's privacy, rest hours and peace of mind by not making undue noise. Habitual offenders are subject to punishment by the disciplinary committee.

25.0 MISCELLANEOUS

25.1 Any hostel resident, whose roommate has checked out due to any reason, will accept a roommate or will shift with another hostel student who is staying single, as per the instructions of the hostel management. In such a case, the hostel management will provide support staff for moving the luggage of the student.

25.2 If any student living in the hostel on double/triple occupancy basis has the other space

vacant in his/her room, will not proceed on term break/ summer break / vacations etc., without giving the duplicate key of his/her room door to the warden. This is necessitated by the condition if another student has to be allotted the vacant space. In case of default, the omission will attract a fine of Rs.1000 and the warden will remove the lock of the room.

26.0 SUMMER 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 winter vacation for maintenance or any other requirement. In case a student is advised by the university to stay in the hostel during vacation due to academic reasons 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 based on the situation will be decided by the hostel administration and is binding on the residents.

27.0 MEDICAL ASSISTANCE

Cases of serious illness and diseases should be reported immediately to the concerned Warden/deputy warden/SRO for necessary action. During hospital working hours, students can go to the hospital for treatment. After working hours, they can approach the Casualty department of the SRM Hospital. However, during night time, students are expected to contact the hostel deputy warden/SRO if any medical help is required. Ambulance is available on campus 24 hours to transport students to hospital and back if any emergency arises.

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.

CENTRALIZED HOSTEL TELEPHONE NUMBERS

For any queries related to Hostels Contact as under:

Email ID: hostel.helpdesk.ktr@srmist.edu.in

Contact Nos.

044-27434503 - Accounts Office &
044-27434506, 044-27456364, 044-27453159, 044-27456363 – Hostel Office, from 09.00 am to 06.00 pm.

For Pierre Fauchard (PF) Hostel Contact: 044-27414728, Mob No.6381310672, 8056016621

For Sister Nivedita M Block Contact:

Email ID: warden.sisternivedita.ktr@srmist.edu.in

Phone Nos. 044-27414728, Mob No.6381310672 & 8056016627 -- from 09.00 am to 06.00 pm

For Boys Hostels

S.No.	Hostel Name	Warden Mail ID	Hostel CUG No.
1	Sannasi A	warden.sannasia.ktr@srmist.edu.in	8056016605
2	Sannasi C	warden.sannasic.ktr@srmist.edu.in	8056016631
3	Began	warden.began.ktr@srmist.edu.in	8056016609
4	Paari ("G" Block)	warden.paari.ktr@srmist.edu.in	8056016611
5	Kaari ("H" Block)	warden.kaari.ktr@srmist.edu.in	8056016612
6	Oori ("I" Block)	warden.oori.ktr@srmist.edu.in	8056016613
7	Adhiyaman "J" Block	warden.adhiyaman.ktr@srmist.edu.in	8056016614
8	Nelson Mandela	warden.nelsonmandela.ktr@srmist.edu.in	8056016615
9	Agasithiyar	warden.agasithiyar.ktr@srmist.edu.in	8056016616
10	Pierre Fauchard	warden.pierrefauchard.ktr@srmist.edu.in	8056016621
11	Mullai ("D" Block)	warden.mullai.ktr@srmist.edu.in	8056016632
12	Thamarai ("E" Block)	warden.thamarai.ktr@srmist.edu.in	8056016633
13	Malligai ("F" Block)	warden.malligai.ktr@srmist.edu.in	8056016634
14	Manoranjitham ("K" Block)	warden.manoranjitham.ktr@srmist.edu.in	8056016635
15	Avvaiyar	warden.avvaiyar.ktr@srmist.edu.in	9384051219
16	Green Pearl B Block	warden.gpc.ktr@srmist.edu.in	9384051220

For Girls Hostels

16	ESQ-A	warden.esqa.ktr@srmist.edu.in	8056016636
17	ESQ-B	warden.esqb.ktr@srmist.edu.in	8056016637
18	Senbagam	warden.senbagam.ktr@srmist.edu.in	8056016638
19	Meenakshi	warden.meenakshi.ktr@srmist.edu.in	8056016617
20	Kalpanan Chawla	warden.kalpananchawla.ktr@srmist.edu.in	8056016618
21	Sister Nivedita M Block	warden.sisternivedita.ktr@srmist.edu.in	8056016627

HOSTELS MAINTENANCE DEPARTMENT

1	Chief Maintenance Engineer	Cme.rmhd2.ktr@srmist.edu.in	9841315662
2	Civil Department	civil.rmhd2.ktr@srmist.edu.in	9677760257
3	Plumbing Department	plumbing.rmhd2.ktr@srmist.edu.in	8056016603
4	Electrical Department	electrical.rmhd2.ktr@srmist.edu.in	8056016643
5	Housekeeping Department	Housekeeping.rmhd2.ktr@srmist.edu.in	8056016601

CONTACT US

Hostel Authorities:

The Director (Campus Life),

Dr. M. Leenus Jesu Martin

SRM hostels,

SRM Institute of Science and Technology

Tele - 044 - 27453159, 27456363, 27456364

E.Mail – director.cl@srmist.edu.in

Associate Director (Gents Hostels)

Dr. K. Anbazhagan

E.Mail - assocdirector.clgh@srmist.edu.in

Associate Director (Girls Hostels)

Dr.E.Poovammal

E.Mail - assocdirector.cllh@srmist.edu.in

University Authorities:

The Registrar

SRM Institute of Science and Technology (*formerly known as SRM University*),
SRM Nagar, Kattankulathur - 603 203.

Phone: +91-44-2741 7100

Fax: +91-44-2745 2343

E.Mail - registrar@srmist.edu.in

