

RULES AND REGULATIONS FOR INMATES

OF STUDENTS' HOME

It is brought to the notice of the students and their parents that the following rules and regulations are laid down keeping the students welfare, interest and safety in mind.

1. Application for admission to Students' Home should be given in the prescribed form. Once allotted, they have to pay the admission fee, annual room rent along with caution deposit. No extension of time for paying the hostel fees will be given.
2. Room allocation will be done by the Dean (Student Affairs). Students should occupy the allotted rooms only. Once allotted, no request for change of room will be permitted.
3. Renewal of stay in the hostel for the next academic year is not a guarantee and is based on the students' discipline, behaviour and class attendance. Students staying in hostel are expected to have 100% attendance. However if a student's attendance falls below the academic mandatory requirement of 75%, he /she will become ineligible for hostel accommodation for the remaining period of study.
4. Students should have a high sense of discipline both in the university and in the hostel. They must obey all rules and regulations of the university.
5. Students should be in the hostel premises at 6.30pm everyday (for 1 year). Defaulter will be expelled from the hostel.
6. Everyday between 9.00pm to 10.00pm, the concerned deputy/asst. warden will take attendance. All Students must be present in their allotted room only. They must produce Id Card, as and when demanded by any authorized duty staff. For lady students attendance will be taken between 6.30pm to 7.30 pm.
7. If any hostel student is absent during the roll call (even though such Student is in some other room in the hostel or at some other place in the Campus), he/she will be treated as absent. Such absentees will be expelled from the hostel, i f satisfactory explanation is not given
8. Permission to students to leave the campus will be given as follows:

a. Festival Holidays like Deepavali, Pongal etc., if required.

b. Two weekend permission in a semester.

Procedure for leaving the hostel will be intimated by the concerned deputy /asst. to warden.

9. Normally, permission for lady students will be given only, if either their parent or their local guardian accompanies them. For this purpose, the parent has to nominate a local guardian. Change of local guardian will not be permitted during the semester. There is a prescribed application form for nominating the local guardian.

10. The use of electrical items such as electrical heater etc., is subject to satisfying Safety regulations. Students have to seek permission in writing from the Dean (Student Affairs).

11. Use of camera cell phone is Strictly prohibited inside the campus.

12. Permission will be given to use Computer/ Lap top in the in the room, for academic purpose only. If any misuse is observed, the facility will be withdrawn.

13. Students have to bring their own items for bathing etc., SASTRA will not supply such items. SASTRA will not provide lock and key for rooms.

14. The mess is being run on dividing system, employing outside contractors. Therefore, the mess dues payable for a particular month must be paid before due date. It is the responsibility of the student to inform his/her parent about the mess dues. Intimation about mess dues will be given through Net only. No individual intimation regarding mess dues will be given to his/ her parent by the office. For making payment, on line facility provided by City Union Bank should be used. Procedure will be intimated to the students after joining the hostel. The mess month will be*reckoned as 26th of a month to 25'h of the next month. (Mess bill for July 2010 means period from 26.6.10 to 25.7.10).

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15. Failure to Pay mess Dues in time will result in fine as per existing rules for on-line payment.

16. Vacating Hostel: All students are expected to vacate the hostel at the end of every academic year. They have to use the prescribed vacating form. For this Parents' consent letter is necessary, if a student vacates the hostel in the middle of the Semester.

17. Refund of Caution Deposit: Upon vacating, the student can seek refund of Caution deposit paid at the time of hostel admission. For this student has to apply in the prescribed form. The original caution deposit

receipt is to be produced along with the application, form. Thus, it is important to preserve the original caution deposit receipt and mess bill paid receipts.

18. Dress regulations in hostel: For the sake of maintaining the decorum, boys Can wear T-Shirts, Bermudas and dhotis within the hostel premises only. They are expected to wear proper dress during college hours and after college hours while going to the laboratories, library, telephone booth, university office bank and class

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19. Smoking and consumption of alcohol is strictly prohibited: If any student is found smoking or under the influence of alcohol, he will be summarily expelled from the hostel and the university.

20. On all matters, which are not explicitly mentioned above, the decision of the Dean (Student Affairs) will be final and binding on all concerned .

21. The Dean (Student Affairs) reserves his right to modify and / or amend any of the rule or rules relating to the Students Home.