



SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING KADAYIRUPPU, KOLENCHERY

RULES TO BE OBSERVED IN THE HOSTELS

The Hostels of Sree Narayana Gurukulam College of Engineering, Kadayiruppu are owned by Sree Narayana Gurukulam Charitable Trust, Perumbavoor. The Hostels are aimed to have a cordial and congenial atmosphere to the students away from home and are for providing them an atmosphere for concentrated study. For proper running of the hostels, the inmates are directed to strictly adhere to the following rules:

1. Admission to the College Hostels is the sole authority of the Principal.
2. The Principal reserves the right to ask any inmate to quit the hostel at any time, without assigning any reason whatsoever.
3. The inmates shall maintain strict discipline throughout their stay in the hostel.
4. The rooms will be allotted to the inmates by the Warden of the Hostels and the Warden may make changes in the allotment at any time, if found necessary, the decision of the Warden will be final in this case.
5. The inmates shall obey the instructions of the Warden without any question; however they may register their complaints after obeying.
6. The Warden in consultation with the Principal will regulate the time for study, recreation, meals etc.
7. The study timings are 7 pm to 8 pm and 9 pm to 11 pm
8. Strict silence shall be observed by each inmate during study time and the night.
9. During this period, the inmates are not permitted to enter other rooms. However, at times of need they may do so with the permission of the Warden.
10. The rooms and premises are to be kept neat and clean by the inmates
11. The inmates shall behave properly in the hostel including mess hall. Care shall be taken not to be waste any food stuff.
12. The inmates shall behave properly to the employees of the hostel and mess.
13. The hostel and mess activities will be regulated by the advice of Committee consisting of the Warden, Manager/Matron and student representative among the inmates. The mess will be operated as dividing mode. The Committee may propose the menu for the mess and as far as possible it will be followed taking into consideration of the expense also. The Committee can also make suggestions for improvement of activities in the hostels.
14. The mess fee is to be paid to bank account on or before the 10th of every month. The defaulters will have to pay a fine of Rs. 5/- per day, which can be altered by the Principal.

15. Reduction in the mess bill will be allowed, only if an inmate is absent from the hostels for more than two consecutive days with prior permission of the Warden, specifying the time of departure and the time of return. This reduction will be at the rate decided by the Warden from time to time.
16. During working hours of the College, the inmates of the hostel are not allowed to abating from classes and stay in the hostel without the prior permission of the Warden. They shall go to the college and back to the hostel directly in time, without wandering over other places.
17. The students may go for shopping or to other places necessary, with prior permission of the Warden. The details such as the place to visit, need of the visit, time of leaving the hostel, time to return to the hostel etc. are to be entered in the movement register available in the hostel. The maximum time allowed to enter in the hostel is upto 6.30 pm.
18. Normally the inmates are not permitted to go home during the College working days. However, the Warden may permit them, on specific request from their guardians.
19. Inmates going home shall submit the leave application before they go and get permission from Warden. The date and time of leaving the hostel and the expected date and time of return to the hostel are to be recorded in the movement register, before leaving the hostel.
20. The inmates are not permitted to accommodate any other person from outside in their rooms. However, they may entertain their guests in the visiting room, during day time with prior permission of the Warden.
21. The inmates are not permitted to use electric irons, water heaters, music systems , TV etc in their rooms .They may use only common facilities available in the hostel, at times as may be prescribed by the Warden
22. Damage to any item in the hostel has to be compensated by common fine as decided by the authorities.
23. Admission to hostel is granted for period of one year. Continuation in the hostel after every year will be decided by the warden/authorities based on the performance of the students in academics and his/her behaviour during the previous year.
24. Any complaints/suggestion regarding mess should be presented before the warden through "Mess Representative."
25. Inmates are not allowed to bring food items to their rooms.
26. Students are not allowed to use mobile phones from 9 P.M. to 6 A.M.
27. Students are not allowed to use laptops for other than study purpose. (From 9 P.M. to 6 A.M.)
28. Smoking or use of alcohol /drugs is strictly prohibited. Any student found using/used or in possession of such material will immediately be expelled from the hostel followed by further disciplinary action, as appropriate.

Mess Timings of the Hostel

Breakfast	-	7.30 am to 8.30 am
Lunch	-	11.50 am to 12.35 pm (for 1 st year B.Tech. students) 12.45 pm to 1.30 pm (for other students)
Tea & Snacks-		4.30 pm to 5 pm
Dinner	-	7.30 pm to 8.30 pm

PRINCIPAL