

CODE OF CONDUCT FOR HOSTEL STUDENTS



RAMCO INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University)

Accredited by NAAC & an ISO 9001:2015 Certified Institution

NBA Accredited UG programs: CSE, EEE, ECE, Mechanical)

College : 04563 – 233400 & 410

E-mail : rit@ritrjpm.ac.in

Website : www.ritrjpm.ac.in

Hostel : 04563 233436 (Boys)
04563 233480, 485 (Girls)

RAMCO INSTITUTE OF TECHNOLOGY
Rajapalayam – 626 117, Tamil Nadu

Hostel Guidelines, Rules and Regulations

Institution's Vision

To evolve as an Institute of international repute in offering high-quality technical education, research and extension programmes in order to create knowledgeable, professionally competent and skilled Engineers and Technologists capable of working in multi-disciplinary environment to cater to the societal needs.

Institution's Mission

To accomplish its unique vision, the Institute has a far-reaching mission that aims:

- To offer higher education in Engineering and Technology with highest level of quality, Professionalism and ethical standards;
- To equip the students with up-to-date knowledge in cutting-edge technologies, wisdom, creativity and passion for innovation, and life-long learning skills;
- To constantly motivate and involve the students and faculty members in the education process for continuously improving their performance to achieve excellence.

Quality Policy

RIT aims to impart Quality Education in Engineering and Technology through an effective teaching-learning process, up-gradation of facilities and human resources, collaborating with Industry for promoting training and placement, research and consultancy activities with a commitment to continual improvement of Quality Management System.

Hostel Officials

Chief Warden	Dr.L.Ganesan, Principal
Associate Warden	Dr.S.Rajakarunakaran, Vice Principal
GM (A)	Mr.K.S.Selvaraj
Hostel Superintendent	Dr.P.Sureshkumar, Associate Professor sureshkumarp@ritrjpm.ac.in , 04563233415, 6374628128
Deputy Wardens	
<u>Boys Hostel</u>	<u>Girls Hostel</u>
Dr.V.Sivakumar Associate Professor vsivakumar@ritrjpm.ac.in Dr.O.Senthilkumar Associate Professor senthilkumar@ritrjpm.ac.in	Dr.B.Deepa Lakshmi Associate Professor deepalakshmi@ritrjpm.ac.in Dr.L.Sathikala Associate Professor sathikala@ritrjpm.ac.in
Assistant Wardens	
<u>Boys Hostel</u>	<u>Girls Hostel</u>
Mr.D.Karthik Prabhu Assistant Professor (SG) karthikprabhu@ritrjpm.ac.in Mr. B.Kannan Assistant Professor (SG) kannabalasubramani@ritrjpm.ac.in Mr.M.Lakshmanan Assistant Professor (SG) lakshmanan@ritrjpm.ac.in	Mrs.C.Subha Assistant Professor (SG) subha@ritrjpm.ac.in Mrs.R.Ramalakshmi Assistant Professor ramalakshmiramasamy@ritrjpm.ac.in

<p>Dr. M. Venkatesh Perumal Assistant Professor venkateshm@ritrjpm.ac.in</p>	<p>Mrs.Swarna sudha Assistant Professor (SG) swarna@ritrjpm.ac.in</p> <p>Mrs.V.Anusuya Assistant Professor (SG) anusuyav@ritrjpm.ac.in</p> <p>Mrs.R.Kalaimani Assistant Professor kalaimani@ritrjpm.ac.in</p>
<p>Residential Assistant Wardens</p>	
<p style="text-align: center;"><u>Boys Hostel</u></p> <p>Mr. E.Thangam Assistant Professor (SG) thangam@ritrjpm.ac.in</p> <p>Mr.R.Venkatesh Assistant Professor venkateshr@ritrjpm.ac.in</p> <p>Mr.S.Vijayakumar Assistant Professor vijayakumars@ritrjpm.ac.in</p> <p>Dr.R.Naganathan Assistant Professor naganathan@ritrjpm.ac.in</p>	<p style="text-align: center;"><u>Girls Hostel</u></p> <p>Ms.S.Sharmila Kumari Assistant Professor sharmilakumari@ritrjpm.ac.in</p>
<p>Care Taker</p>	
<p style="text-align: center;"><u>Boys Hostel</u></p> <p>Mr.P.Selvaraj Mr.M.Selvamari</p>	<p style="text-align: center;"><u>Girls Hostel</u></p> <p>Mrs.R.Raja Rajeswari Ms.K.Gayathri</p>

Importance of Hostel life

Hostel is a home for the students, who are away from their real home. The stay in the Hostel in student's career is a golden period that makes him/her independent, helps to mix with others, learn planning, coordinating, decision making and house-keeping. In order to promote self-discipline, facilitate practicing uniform procedures and to provide an overall guidance to all students, it is essential to have a set of standard guidelines, rules and regulations. We are sure that every inmate of our Hostel certainly reads all these guidelines, understands, accepts them as realistic views and adapt to the common environment that facilitate his/her stay comfortable and purposeful one.

Hostel Admission and Fee payment

At the time of admission to the College, the student shall apply for accommodation in the Hostel. Every student should pay the prescribed fees at the time of admission to the Hostel. Usually the student shall make full payment of both rent and mess charge for the entire year during admission or before the specified date, unless and otherwise specified or under any exceptions. Accommodation in the Hostel is provided to only bachelors and not to any married students. After admission to the Hostel, the Deputy Warden will allot the room with the approval of hostel superintendent and three students will be housed in each room. If any student leaves the Hostel or expelled from the Hostel in the middle of the semester/year, no fee will be refunded.

Hostel Stay and Maintenance

- The students should stay only in the rooms allotted to them by the Deputy Warden. They should not interchange their rooms at any point of time without the prior permission from the Chief Warden (Principal). Each student will be provided complete furniture set consisting of Cot, Bed, Bedspread, Study Table, Chair, Wardrobe, Book cupboard. The location of the furniture and electrical fittings,

etc., should be preserved at all point of time and should never be changed.

- All students should keep their sitting places and entire room neat and spotlessly clean. They should avoid chewing bubble gum, chocolate, etc., inside the room. They should throw the dirt / paper pieces, etc., only in dustbins provided in each room and on the corridors. The student cannot enhance his/her own facilities in the room without the consent of the Residential Assistant Warden, as this might cause inconvenience to other room-mates.
- The students are advised to properly use the furniture for their study and comfortable stay in their rooms. They are solely responsible for the care and maintenance of furniture and fixtures provided to them in their room. If there is any damage to the furniture or other properties in the room caused by the roommate(s), all the roommates should pay for the cost of replacement or repair/maintenance charges in addition to the penalty levied for misconduct of the erring student. When a student vacates the hostel, he/she should hand over all the hostel items to the Caretaker and obtain the hostel vacating form.
- Students shall get prior permission from their respective Head of the Department to use Computers / Laptops in their allotted rooms only for the purpose of study and learning.
- Students should preserve and take care of their dress, books, calculators, laptops, drawing instruments, data handbook, valuable ornaments, mobile phones, watches, ATM cards, money and any other valuable items under their own & safe custody, and lock their rooms when they move out. They are advised to keep less money in their suitcase. When all the inmates go out of their rooms, they should ensure that their suitcases, windows, doors and all are properly closed and locked to avoid any possible theft or

pilferage. Whenever they move out of their Rooms, they have to switch off the lights, fans, Computers, etc. All are responsible in conserving the energy. When any student leaves the room and if nobody is around, he/she should lock the room and go. It is advised that each member of the room possesses independent key with him/her. It is to inform that hostel authorities are not responsible for the loss of any item. If any misuse of Internet, Laptops and mobile phones in hostel rooms is brought to notice of Hostel authorities, the respective resident(s) will be expelled from the hostel.

- Students are advised to use the Bathrooms / Toilet facilities properly. Washing clothes inside the bathrooms is to be avoided. Washing Machine facilities are provided in the hostel and the students are asked to the facility in a proper manner.
- Inmates are advised to make best use of the facilities in Common Rooms, Recreation Hall / Sports Hall, Gym, Hostel library etc. The misuse or damage of any items in those areas will invite penalty to the defaulters. For any damage to the property on the corridor / verandah or at bathrooms, the inmates are responsible for the incident or the residents in that wing of the hostel will have to pay for the cost to compensate the loss.
- The practice of sticking pictures, posters on the walls / furniture and scribbling on walls, pillars, windows, doors, etc., is strictly prohibited and any deviation will be viewed seriously.
- No student shall stay in the room during class hours. However, in case of any health problem, they shall take rest in the Sick Room with prior permission from their respective HoD and Deputy Warden.

Boarding

- A sound mind needs a strong body. To promote good health, creativity, critical thinking, hygiene and neatness, it is our policy to provide rich and tasty vegetarian food only to all inmates. Every student is advised to take the items of his/her choice and eat well. Students should not waste food, electricity, and water. Wastage of these resources is an unsocial deed. Use of non-vegetarian items in any form is not encouraged.
- A Mess Committee will be formed with the Staff and Student representatives. The Mess Committee consisting of Student representatives and Staff members under the chairmanship of Chief Warden is responsible for approving the menu and the celebration of feasts on special occasions. Any changes needed in the menu can be represented to the mess committee.

Mess Timings

- **The Mess will function as per the following timings.**

Working Days

Breakfast	: 7:30-8:20 am
Lunch	: 12:40-1:20 pm
Snacks & Tea	: 4:00-5:30 pm
Dinner	: 7:00-8:15 pm

Sundays and Holidays

Breakfast	: 8:00 to 9:30 am
Lunch	: 12:30 to 2:00 pm
Snacks & Tea	: 5:00 to 6:45 pm
Dinner	: 7:30 to 9:00 pm

- Food will be served at the Counters in the Mess Hall. After taking the required amount of food, students should occupy their seats and dine properly. The students should take their food only in the Mess.

Food will not be served in the rooms. However, only in extraordinary situations of illness / health problems, it will be provided in the room with prior permission of the Deputy Warden. Hostellers going outside for taking Breakfast/Lunch/Dinner is not allowed and also bringing food from outside is prohibited.

- During mess time or any other time, students are not permitted to enter the kitchen. If there are any complaints about food quality or shortage, students shall write about it in the Complaint Register maintained in the Office or inform to the Hostel superintendent . Students giving gifts or tips to the Hostel servants / staff to derive undue advantage are strictly prohibited.

Study Hours

To promote study with real involvement and to encourage good practice, the following Study hours will be maintained in the Hostels on all working days:

Study Hour I: 6.30 to 7.30 pm (optional)

Study Hour II: 8.30 to 10.30 pm

- All students should be at their place of study, inside their rooms during study hours and involve in reading, writing, practice, learning, etc. Use of mobile phone is restricted during study hours.
- All students should maintain discipline and silence inside the Hostel and involve in learning. Visiting others' rooms, grouping, chatting and wasting time should be strictly avoided. The Hostel Superintendent/ Deputy Warden/Resident Warden/Assistant Warden/ Caretaker shall enter and check the status of rooms at any time and watch the observance of study-hours. After 11.00 pm all are advised to switch-off common light and sleep maintaining silence in the Hostel premises.

- All students are advised to get up early in the morning at 5.00 am, take bath, get ready and involve in their studies.

Recreation and Outing

- Students shall watch TV other than study hours to update with news, etc. On Sundays and Holidays they shall watch Movies of their choice or any Games such as Cricket, etc other than study hours. Those who wish to play indoor games shall make use of the facilities in the Hostel and those who wish to play outdoor games shall visit the playgrounds.
- Students are encouraged to read English Newspapers during free time to update with current affairs and to improve their communication skills.
- Students shall visit the nearby town (Rajapalayam) on Sundays for purchase, visiting Temples, etc., with the prior permission from the Residential Assistant Warden with the concern of parents. They should return to the Hostel within the stipulated time from the time of leaving the Hostel.

Leave

The Hostel students are permitted to go on leave to visit their home as per academic schedule, during festival/special holidays and semester holidays. However, during Internal Tests / University Examination, they should stay in the Hostel and study well. During holidays, the girl students can leave the Hostel only with their parents or authorized person. The inmates of the Hostel who wish to take leave should apply through online at least four hours before and upon sanction of the leave students should show the approval to the security in the main gate and proceed for leave. Their movements should be recorded in the 'students incoming and outgoing register' available with the security office. Wrong/improper entries, signing on behalf of other, etc. are prohibited. After completing the leave period, they should return to the Hostel on

the previous-day of the Working day before 6.30 pm or before 8.00 am on the Working day to attend classes / tests / examination without fail.

Discipline, Code of conduct and Dress code

- All students must maintain good discipline and ethical conduct at all places on the Hostel and College premises. Students should be polite, dignified, neat and obedient. They should not argue with Hostel staff members.
- Smoking cigarettes, consumption of drugs, alcohol, non-vegetarian items, tobacco products, etc., on the Hostel and College premises is strictly banned. The defaulters will be dealt with severely including expulsion from the Hostel.
- Celebrating birthdays, organising religious gatherings, prayer meetings, bhajans, etc., is not permitted in and around the Hostel / College premises.
- All Students must maintain cordial relationship. Any quarrel, infighting, groupism is strictly prohibited.
- Collection of funds of any sort should never be done for any purpose without the permission of the Chief Warden.
- Display of information of any sort in the Hostel notice boards or at any other place in the Hostel without the permission of Hostel superintendent is prohibited.
- Students should wear proper dress while in their Rooms, Mess Hall and on Hostel premises. Boys shall wear Shirts, T-shirts, Pants. Use of Shorts is not advisable. Girls can wear Chudidhars and Dhupata, Sarees and Blouses, Nighties.
- Ragging is strictly banned everywhere both on the campus and outside. Anybody indulged in ragging and indiscipline activities will be dealt with severely as per Anti-ragging rule and court of law including expulsion from the Hostel and dismissal from the College. (vide Clause 4 of AICTE regulations F.No.37-3/Legal/AICTE/2009/Clause 3 of UGC 2009 regulations)
- Talking or sending sms or writing letters from Boys to Girls or from Girls to Boys should be avoided strictly. If found the same or

receiving any complaint about the Boy or Girl it will be viewed seriously and suitable disciplinary action will be taken against the defaulter. This will be applicable on the College Campus, Hostel campus and also outside.

- Hostel students are not allowed to use any electrical appliances/ power driven vehicles such as bike, car etc. in the hostel and college premises.

Visitors timing

Only Parents are allowed to visit the Hostels and permitted to see the inmates in the Visitors' Hall / Common Rooms from 9.00 am to 6.00 pm on Sundays and Holidays. Other Guests are not permitted. Only in extraordinary situations, any relatives with authorisation letter from Parents are permitted to meet the Students. Parents and authorized persons who visit the Hostels are requested to have ID cards with them which should be shown to the Security / Hostel Superintendent /Deputy Warden / Resident Warden / Assistant Warden / Care taker on demand. Day-Scholars are not permitted to enter the Hostel. However, for any specific reasons, they may be permitted to meet their friends in the Visitors Hall, with the prior permission of the Hostel Superintendent /Deputy Warden / Resident Warden

Board of Students Welfare and Hostel Administration

The Board of Students Welfare and Administration is constituted under the guidance and control of the Principal, who is the Chief Warden. It consists of the Associate Warden, GM (A), Hostel Superintendent, Deputy Wardens, Assistant wardens, Residential Assistant wardens, Caretaker and Student members to look into the Students' discipline, welfare, and redressal of any grievances, complaints, etc. Students are free to contact the Hostel Superintendent / Deputy Warden / Residential Assistant warden/Assistant Warden or Caretaker for any help, guidance, grievances, etc.

All Hostellers are advised to make best use of the facilities for their comfortable stay, well-being and good learning to improve their

knowledge, enhance communication skills, soft skills in order to excel in their academics and start a good career.

Note: The Management of the College has got the right to ask the Student(s) to vacate the Hostel in case of violating the above guidelines. The Management has also got the right to close the Hostel temporarily for any reason and to modify the above guidelines and rules from time to time.

Principal & Chief Warden