

PONDICHERRY ENGINEERING COLLEGE HOSTELS

RULES AND REGULATIONS



2018



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1.0 OBJECTIVE

Hostels for students' functions with the primary objective of providing them a "Home away from Home" where they can feel comfortable to pursue their academic dream. The hostel provides self-confidence, instils discipline in the minds of students, and provides scope for developing ideals of a harmonious communal living. Self-help and a spirit of accommodation for the common good are some of the virtues expected from the student staying in hostel.

- 1.1 The guiding principle towards the formulation of the rules and regulations for hostel students 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 the development and progress.
- 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 "PEC Hostel 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 hostel students 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 PEC Hostels will be considered *Pondicherry Engineering College Property*.

3.0 THE HOSTEL FACILITY

- 3.1 The PEC Hostel Facility comprises three blocks are meant for male students and one for female students. The hostel facility has been designed and constructed keeping in view of providing conducive ambiance for learning.
- 3.2 The support staffs provided at hostels is to facilitate comfortable stay as possible. Hostel students are to treat them with respect. If any hostel student have any problems with staff, complaints may be made to the Hostel Administration only.
- 3.3 Every hostel student has to act as custodians of the property; therefore, its usage should be done with care. He / She will be liable to pay for any loss or damage caused to it.



- 3.4 In case of loss by a group of students, the residents of the entire floor/building will be penalised. This is done with a view to encourage reporting of undisciplined students by the student themselves.
- 3.5 Hostel management treats all its students equally. Every roommate is entitled to equal rights of occupancy and access to any material of common use. It is expect to have a courteous attitude among roommate and not indulge in any activity that is not in accordance with common code of social conduct.
- 3.6 The hostel provides a cot, a study table, a chair and a cupboard. Every hostel has hot water facility, mineral water, water cooler, telephone, TV halls and common reading room.
- 3.7 Dining halls are conveniently located inside the hostels.
- 3.8 Free Wi-Fi facility is available to every student for academic purpose only.

4.0 SANCTITY OF THE HOSTELS

- 4.1 The hostels being a part of the academic premises deserve a sacred status.
- 4.2 Use of bad and abusive language should be avoided within the hostel / college premises or indulge in any activity which disturbs the peace and tranquillity.
- 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 premises is strictly prohibited.
- 4.6 Neither the students nor their visitors are allowed to bring or consume liquor, drugs, or any other intoxicants on the hostel premises. Severe action will be taken against those in possession of drugs or found under their influence.

5.0 HOSTEL ADMINISTRATION

- 5.1 Chief Warden : Principal of the College is the Chief Warden
- 5.2 Warden: Principal of the College shall appoint one of the faculty members of the Institute as *Warden* of the Hostels, who shall be the highest authority of the Hostels responsible for managing and conducting the affairs of the Hostel.



- 5.3 Deputy Warden(s) : Principal of the College shall appoint one or more members of the faculty, as he deems fit, as *Deputy Warden(s)* of a Hostel, to assist the Warden in managing and conducting the affairs of the Hostel
- 5.4 Hostel Management: The Chief Warden, Warden and Assistant Warden(s) shall collectively be referred to as *Hostel Management*, and together shall be responsible for proper functioning of the affairs of the Hostel.
- 5.5 Hostel Management Committee: Hostel Management Committee shall collectively constitute the *Wardens* which shall be the policy making body among all the hostels of the Institute.

Principal, PEC cum Chief Warden	Chairman
Warden	Convenor
Deputy Wardens	Members
Registrar	Member
Hostel Manager	Member
Students members* (7 Nos)	Members (*4 B.Tech students from Gents Hostel each from every year + 2 B.Tech Students from Ladies Hostel + Resident warden LH)

6.0 ADMISSION

- 6.1 The students are entitled for Admission in the Hostel as long as they are full time registered students.
- 6.2 Application for admission to the hostel should be made in the prescribed form, which can be obtained from the hostel office.
- 6.3 Parent / guardian who will comply with the formalities and procedures for admission must accompany the candidate.
- 6.4 No student will be allowed to stay in the hostel without formal admission.
- 6.5 The hostel administration may refuse admission to any member without assigning reasons.
- 6.6 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.
- 6.7 Annual fee for the academic year is given in annexure –I
- 6.8 All charges/expenses prescribed in the application form or any other documents are subject to change without notice.



- 6.9 Whenever student is admitted in the hostel during the academic year (Odd or Even Semester), he / she has to pay fully the annual fees (establishment fees, room rent and electricity & water charges) and annual mess advance.
- 6.10 Mess fee and electricity charges will be calculated on monthly basis, if the actual amount exceeds the amount paid as advance, the balance amount has to be paid by the student at the end of the academic year.
- 6.11 Hostel accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the Rolls of the college, will automatically cease to be an inmate of the Hostel. Such students shall immediately leave the Hostel.

7.0 ROOM ALLOTMENT

- 7.1 Allotment of rooms may not necessarily be of one's choice. It is an automated online procedure where the students can opt for choices give.
- 7.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 Students must occupy the rooms allotted to them and should not exchange rooms without the knowledge of the concerned deputy warden.
- 7.6 The wardens may shift inmates from one room to another without assigning any reason.

8.0 VACATING HOSTEL

- 8.1 Before vacating the rooms, the students have to fill up the prescribed 'Room Vacating Slip' and submit these to the Warden.
- 8.2 The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Hostel Management at the time of vacating the room.
- 8.3 If any damage in any item is found to have occurred, compensation as assessed by the Hostel Management shall be recovered from the boarder concerned.



9.0 REFUND OF HOSTEL FEES

- 9.1 Fees once paid will not be refunded normally. However, under special circumstances the following procedure will be followed.
- 9.2 Full fee (except the admission fee) will be refunded if a student wishes to withdraw from the course even before start of the program.
- 9.3 If a student wishes to withdraw from a course or hostel within 1 month from start of the program for whatever the reason (odd semester only), room rent and electricity & water charges will not be refunded. Only 50% of the establishment charges will be refunded. Advance mess fees for the period completed by the student (rounded off to the full month) will be charged and the remaining amount only will be refunded.
- 9.4 If a student is expelled from the hostel on disciplinary grounds, no refund is permitted.
- 9.5 Caution deposit will be refunded to the students on vacating the hostel permanently deducting nominal utility charges per year for the stay in the hostel.
- 9.6 Any claim of refund of caution deposit shall be made personally within 6 months of vacating the hostel.
- 9.7 Claim of refund of any fees / caution deposit after 6 months of vacating the hostel will not be considered under any circumstances.

10.0 GUEST ACCOMMODATION

- 10.1 Subject to the availability of rooms in the hostel, if a parent needs accommodation for a short stay (Maximum two days only), he/she has to intimate the hostel office. If allowed to avail the hostel facility for stay, the following charges shall apply.
 - 10.1.1 Rental charges: Rs 200/-* per day.
 - 10.1.2 Food cost: Rs 200/-* per day. Rs 400/-* per day per person
- 10.2 Day-scholars and other relatives of the students are not permitted to stay in the hostel as guests.
- 10.3 Rooms will be allotted depending on the availability.
- 10.4 Hostel rules and regulations will equally apply to guests also.
- 10.5 Part time / Full time research scholars are permitted stay as guest on the recommendation of research supervisor for a maximum period of 4 week.



- 10.6 If the research scholar wishes to stay in the hostel more than 4 week, he/ she have to join as regular student in the hostel paying full fees.
- 10.7 Any damages caused to the Hostel property by guests shall be recovered from the concerned

11.0 Other Charges

- 11.1 Individuals 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 penalties for violating the rule.
- 11.2 If you plan to have your own fixtures/appliances like extra fan, desktop computer etc, these will be charged; provided you are allowed by the administration to have these in your hostel room:
- 11.3 Hostel administration shall not own any responsibility of safety of the appliance.

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 quality vegetarian / non-vegetarian and South Indian food at actual cost. The mess is run by the students on dividing basis
- 12.3 Hostel is meant for both boarding and lodging. No one is permitted to use the hostel for lodging only.
- 12.4 Mess administration is run by a mess committee which comprises minimum of 5 students, who will be responsible for day to day functioning of mess, purchases, maintaining stock and preparation of mess bill.
- 12.5 Students should keep themselves clean and hygienic, and be properly dressed in the mess.
- 12.6 Strict discipline should be maintained in the dining hall.
- 12.7 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.
- 12.8 Day scholars cannot be entertained as guests in the mess.
- 12.9 Inmates can entertain their parents as guests on prior information to the hostel authorities.
- 12.10 The guest rate is Rs.50/-* for breakfast, Rs.75/-* for lunch and dinner respectively. The rates are subject to change.
- 12.11 Food will not be served in rooms and the inmates are prohibited to take food or utensils or any other material from mess to their rooms or elsewhere. If an inmate is ill, the deputy warden will



make suitable arrangements. If any student is found taking food or any material from mess or any of mess material is found in their room, penalty in double the cost of the material will be recovered from the students.

12.12 Students shall not enter the kitchen.

12.13 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.

12.14 Hostel students will be considered for mess reduction if only they are absent from the hostel and mess more than 15 consecutive days with the written permission of the warden. Every such claim will be verified with academic record also.

12.15 Food will be served at the following timings: -

Breakfast	8.00 am to 9.00 am
Lunch	12.00 noon to 2.00 pm
Tea	4.30 pm to 5.30 pm
Dinner	7.00 pm to 8.30 pm

12.16 Bringing food into hostel mess from elsewhere is strictly prohibited. Also students are advised not to buy or order food online or through food courier or personally from elsewhere. Hostel administration shall not own responsibility for any consequences thereof related to this.

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 RAGGING

- 14.1 Ragging is a cognizable offence.
- 14.2 Ragging in any form is strictly prohibited and they are advised not to indulge in any form of the same; severe action will be taken against those who indulge in such activities as per Govt. orders and University rules.
- 14.3 Ragging entails heavy fines and/or suspension/ expulsion from the hostel and/or University.
- 14.4 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.
- 14.5 If the individuals committing or abetting ragging are not identified, collective punishment could be resorted to act as a deterrent punishment and to ensure collective pressure on the potential raggings.

15.0 GENERAL (Discipline)

- 15.1 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.100/-.
- 15.2 Hostel students are strictly forbidden from using personal gadgets like transistors, tape recorder, VCR/VCD/DVD, 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.
- 15.3 You are expected to use the electrical appliances and fixtures in an efficient manner. For example, if students 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 they are there.
- 15.4 Students using computers are not permitted to use multimedia speakers. Violation of this will be viewed seriously. Only ear hags can be used in the rooms to respect the privacy of other roommates.
- 15.5 Hostel administration will not entertain any complaint regarding theft of Cell phones, Laptops, etc.



- 15.6 Students should not entertain vendors of petty items in the hostel blocks. However, licensed washer man shall alone be permitted to enter the hostel. 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.
- 15.7 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.
- 15.8 Students are strictly prohibited from taking out any procession or indulging in unauthorized group activities.
- 15.9 Students should not arrange any function, meeting, or religious gathering within the hostel campus without the 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 Chief Warden through the Deputy Warden 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.
- 15.10 Students involving in business, collection of funds, compelling others to join in some organization as a member etc must not be made under any circumstances.
- 15.11 Inmates of the hostel are not allowed to make any complaint as a group. Individual petitions alone, addressed to the warden will be looked into.
- 15.12 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.
- 15.13 No member shall absent himself from the hostel overnight without prior permission from the Deputy Warden.
- 15.14 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 deputy warden the reasons for staying in the hostel during working hours.
- 15.15 Students securing less than 75% attendance in the current subjects in the semester will not be permitted to stay in the hostel for the subsequent semesters.
- 15.16 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 deputy warden / supervisors.

- 15.17 Activities involving recreation or exercises will be carried out in such a way that they do not cause any damage to PEC property or hostel premises. Any damage caused by way of such activities shall be rectified at the cost of the concerned hostelites.
- 15.18 Outdoor games are permitted in the hostel veranda or premises.
- 15.19 In case of any damage caused to any of the hostel property, it is the responsibility of the student who damaged to replace the same and he shall pay a fine also.
- 15.20 Hostel student shall not try to repair or replace any electrical fixtures in the room.
- 15.21 Through the support staff at hostels, we provide you the following services:
(a) Day-to-day maintenance work (b) Cleaning of premises
- 15.22 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.
- 15.23 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/.
- 15.24 Students should adhere to the timings. For student safety and to maintain the decorum of the University, the Girls Hostel attendance will be taken at 7.30 pm and Boys Hostels at 9.30 pm. 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 thereafter from 10 pm upto 11.00 pm. By opting for stay in the Hostels, it is assumed that he students and their parents acknowledge this requirement and there will no representation on this ground. Also strict action will be taken against those not abiding to the same.
- 15.25 If any student plans to stay away from the hostel after 9.30 pm, they have to plan in advance and inform the Deputy Warden in writing. Verbal messages to the Warden 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.
- 15.26 Smoking inside hostels and common areas is not permitted. Violation will be considered a breach of discipline and will attract a fine of Rs 1,000/- per violation.



- 15.27 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.
- 15.28 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.
- 15.29 Sleeping in common rooms is strictly prohibited. Anybody found sleeping in common room will be subject to a fine of Rs.1,000/-.
- 15.30 Hostelites 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.
- 15.31 Students are not permitted to possess any type of powered vehicle during their stay in the hostel. Any hostel student driving any vehicle is at his own risk and in case of any road accident involving vehicle, hostel or college admiration will not be responsible.
- 15.32 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.
- 15.33 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.
- 15.34 Roommates 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.
- 15.35 Hostel students are advised not to order or buy any food from any vendors telephonically. Supply of any food material or food carriers will not be permitted to hostel.

16.0 HOSTEL RULES FOR WOMEN (Additional to the general rules & regulations for hostel given above)

- 16.1 Modesty in dress is expected from students.
- 16.2 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 from their parents to the 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.



- 16.3 Roll call will be taken at 07.30 pm daily. No student is permitted to stay outside the hostel for the night without the written permission of the deputy warden, based upon consent of the parents.
- 16.4 Ladies hostel students (as individual or groups) are not permitted to go out of the college campus after 7pm for any reason. Ladies hostel students will not be permitted to enter the college premises after 7.15pm.
- 16.5 Students will be allowed to go home only if there is a written request for the same from self and parent /guardian. Going home frequently is not permitted.
- 16.6 Strict silence should be observed after 7.30 pm.
- 16.7 Visitors are permitted to meet their wards at the reception in the hostel during weekends with the permission of the deputy warden/SRO.
- 16.8 Guest is not permitted to stay overnight in the hostel.

17.0 SECURITY

- 17.1 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.
- 17.2 To ensure security, a) it is requested that Guests are restricted to the lounge area only; and b) Each of the hostelites keeps his/her valuables under lock and key.
- 17.3 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.
- 17.4 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.
- 17.5 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.



18.0 ENTRY/EXIT TO/FROM HOSTELS

- 18.1 For security reasons and to ensure that no unauthorized person enters the hostel premises, entry to hostels will strictly be restricted to the hostel students except for guests during specified hours and administration representatives. The students must keep their identity cards with them at all times.
- 18.2 Gent's hostel students (as individual or groups / by walk or by vehicle) are not permitted to go out of the college campus after 8.30pm for any reason. Gent's hostel students will not be permitted to enter the college premises after 9.45pm
- 18.3 Hostelites will not be allowed to go out of the hostel after 9 pm or enter after 9.30 pm unless they have prior approval of the deputy warden. You must therefore plan in advance.
- 18.4 In case of medical emergency, students are permitted on request and writing on the register in the main gate security office.
- 18.5 Cases of the hostelites who fail to abide by security personnel instructions in this regard will be referred to the Disciplinary Committee. The Disciplinary Committee has full powers to take any action or punishment in the form of fine, suspension or expulsion from the hostel against the guilty.

19.0 VISITORS TO THE HOSTELS

- 19.1 Male visitors to female hostels and female visitors to male hostels (other than parents) are NOT allowed.
- 19.2 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.
- 19.3 Use of hostels as a place of rest by the day-scholars is not permitted. Inmates from one hostel is not permitted to stay in other hostel without valid permission.
- 19.4 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 at Rs 200/-* per night.
- 19.5 All the visitors are required to sign the Visitor's book before entering the hostel
- 19.6 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 2,000/- per night per person as a penalty. In addition, such cases will be referred to the Disciplinary Committee for necessary action.
- 19.7 Visitors will only be restricted to the lounge(s).



20.0 NOISE POLLUTION

- 20.1 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.
- 20.2 Habitual offenders are subject to punishment by the disciplinary committee.

21.0 MISCELLANEOUS

- 21.1 Single occupancy of hostel room will only be allowed when sufficient numbers of rooms are available and the applicant agrees to pay twice the monthly rent for the full year. He/she need to give an undertaking on the prescribed "hostel single occupancy form" that he/she will forego single occupancy status when the management so desires.
- 21.2 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.
- 21.3 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.

22.0 SUMMER BREAK

- 22.1 All hostel students 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.
- 22.2 In case a student is advised by the college to stay in the hostel during vacation due to academic reasons he/she may be allowed to stay as decided by the hostel administration.
- 22.3 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.

23.0 MEDICAL ASSISTANCE

- 23.1 Cases of serious illness and diseases should be reported immediately to the concerned deputy warden for necessary action. During hospital working hours, students can go to the hospital for treatment.



- 23.2 After working hours, students are expected to contact the hostel deputy warden if any medical help is required.
- 23.3 Ambulance and driver are available on campus 24 hours to transport students to hospital and back if any emergency arises.

24.0 GRIEVANCE REDRESSAL

- 24.1 A complaint register is placed at the entrance of each hostel block for redress of complaints. In case of any complaint regarding upkeep and maintenance, the students are requested to use the complaint register kept in the entrance of the hostel.
- 24.2 If any hostel student feels aggrieved on any matter concerning running of the hostel or its Mess, he/she may approach the Deputy Wardens or Warden in writing for help, guidance and/or redressal of the grievance.
- 24.3 Students may mail their grievance to the warden at warden@pec.edu
- 24.4 Depending on the nature of the grievance, the hostel Management may resolve else refer the case to the Institute Grievance Cell for further action.

25.0 RIGHTS OF HALL MANAGEMENT

- 25.1 The Hostel Management reserves the right to initiate amendment of the rules and regulations stated hereinbefore from time to time as felt necessary.
- 25.2 The students shall be informed of any amendment becoming effective through circulars displayed on the Hostel notice boards.

26.0 APPELLATE AUTHORITY

- 26.1 In case of any dispute or any grievance not being satisfactorily taken care of, a hostel student may make an appeal to the Principal of the College through the Warden for redressal.
- 26.2 The decision of the Principal on the matter shall be considered as final and binding.

-----End of the Statement-----

Approved (09/01/2019) and for immediate implementation

By the order of Principal

