

CCC ENGINEERING COLLEGE HOSTELS
ANNA UNIVERSITY, CHENNAI

RULES AND REGULATIONS
(with effect from 2019-2020)

1. GENERAL

- 1.1 The Constituent College Hostels provide residential accommodation for BOYS AND GIRLS students with boarding facilities.
- 1.2 Separate accommodation is available for boys and girls.
- 1.3 Dean of the Campus is the Warden of the Hostels. Warden is assisted by the Executive Warden, Deputy Wardens and Resident Counsellors for the management and supervision of the hostels.
- 1.4 The hostel rules and regulations framed by the Warden and Executive Warden from time to time shall apply to all the hostel residents.
- 1.5 The Resident Counsellors of a Block shall stand in " loco parentis" to all students in residence in that block.
- 1.6 The Warden shall be vested with power to interpret and enforce the rules and regulations with respect to hostel admissions / readmissions.

2. ADMISSION

- 2.1 Online Application for admission to the hostel shall be made available in the prescribed form before the commencement of every Academic year.
- 2.2 Admission to the hostel is not done by way of any right. The accommodation is provided to students to pursue their education in homely atmosphere and to facilitate the student to spend more time towards study.
- 2.3 Every student before he/she is admitted into the hostel must give an undertaking in writing that he/she will abide by the rules of the hostel and he/she will subject to any disciplinary action imposed on him/her by the authorities.
- 2.4 After admission, no student shall leave the hostel
 - (i) Without the written application from his or her parents
and
 - (ii) Without the written permission of the Executive Warden

- 2.5 Residentship ceases at the end of each academic year and all the members must return their Hostel identity card, failing which their request for the hostel readmission in the next year will not be entertained. In addition, the cost of furniture and fitting incase of any damage or loss will also be recovered. The residents who are desirous of returning to the hostel shall make a formal application for readmission before the start of the next academic year.
- 2.6 Residents cannot confer any right to Residentship in the hostel for the next year or for any subsequent period.
- 2.7 Students desirous of having hostel accommodation during the summer / winter vacation shall submit their applications to the hostel office well in advance. They will be allotted rooms in one of the hostel blocks specified for summer vacation. They shall pay Hostel stay Extension charges at the prescribed rates. Vacation mess facility will also be provided if sufficient number of residents opt for it.
- 2.8 The Warden/Executive Warden has the right to refuse admission/readmission to anyone without assigning any reason.

3. LODGING

- 3.1 Allotment of rooms shall be made by the Resident Counsellors by the orders of the Executive Warden
- 3.2 No room shall be occupied by a resident without payment of all the hostel fees and mess advance.
- 3.3 No resident shall be admitted to the hostel mess for boarding without the production of the hostel fee receipt.
- 3.4 Students must occupy the rooms allotted to them and should not change/exchange rooms without prior permission from the Executive Warden. Violation of this rule will result in the expulsion of the concerned students from the hostel.
- 3.5 Residents may be shifted from one room to another without assigning any reason by the Resident Counsellor in consultation with Executive Warden.
- 3.6 Hostel furniture shall not be removed from one room to another under any circumstances. Residents of the respective room are responsible for the furniture and fittings in their rooms. **The cost of furnitures and fittings (as in annexure – I) will be recovered from them in case of damage or loss along with the fine of Rs. 1000/-**

- 3.7 Residents are not allowed to use extra electrical fitting in their rooms, unless permitted by the Executive Warden. Unauthorised tapping of electrical power will be dealt with severely. However, Table Fan, Computer, etc., can be used by a member with the permission from Executive Warden and paying extra charges. No Stereo / TV deck is permitted. If any misuse of computer in the hostel rooms is brought to the notice of the hostel authorities, the respective resident(s) will be expelled from the hostel.
- 3.7.1 All the rooms, walls, doors and windows should be kept tidy and clean. A fine of Rs. 2000/- will be levied for disfiguring of Doors , windows , glass panels, furniture and walls of rooms from the resident(s) of the room in addition to the amount needed for repairing and repainting the above.
- 3.7.2 A collective fine of Rs.3000/- will be collected from residents of the respective wing / floor for disfiguring veranda, bathroom and other common facilities in addition to the amount needed for repairing the above.
- 3.7.3 A collective fine of Rs.5000/- will be collected from the residents of the respective block for disfiguring the common room sand damaging the properties of the hostel blocks, in addition to the replacement cost.
- 3.7.4 Residents are instructed to switch off the lights and fans whenever they go out of the rooms to save electric power. A fine of Rs.250/- will be collected from the resident(s) of the rooms, who violate(s) this instruction.
- 3.7.5. Residents are instructed to switch off the lights in their rooms between 10:00 p.m. and 5:30 a.m., if any of the occupants is uncomfortable with lights switched on during sleeping. In such situations, Residents shall make use of common rooms for studying.
- 3.7.6. The above said activities of the residents will be subjected to severe disciplinary action also. The above said violations will be personally inspected by the Executive Warden and he has the right to levy fine if any such damage is done.

3.8

3.8.1 Boys:

The residents are not permitted to stay away from the hostel beyond 6.30 pm without prior permission from the Executive Warden. Resident Counsellors are permitted to follow varied time limit to allow the residents of their respective blocks in consultation with Executive Warden.

3.8.2 Girls:

The residents are not permitted to stay away from the hostel beyond 6.30 p.m. without prior permission from the Executive Warden. Resident Counsellors are permitted to follow varied time limit to allow the residents of their respective blocks in Consultation with Executive Warden.

3.9 No residents shall absent himself / herself from the hostel without obtaining prior permission. If a member finds it necessary to leave the hostel on personal matter, he/she shall report before his/her departure the reasons for his/her absence in writing to the Resident Counsellor and by entering the details in migration register kept in the respective hostel Block.

3.8 Guests/Visitors are NOT permitted to enter in any room allotted to the residents of the hostel.

3.9.1 Any resident who violates / helps to violate the rule under 3.9 will be levied a fine of Rs.1000/-and will be evicted from the hostel by the hostel authorities.

3.9 The residents are requested to ensure the safety of their belongings in the rooms. They are advised not to keep cash and valuables in their rooms such as costly mobiles and other electronic gadgets.

4 BOARDING

4.1 The details of Boarding and Lodging charges for the students admitted into various hostels of Anna University are available at the Hostel office. The details will also be made available at the time of admission into the various courses.

4.2 MESS CHARGES

4.2.1 Mess charges will be due from the date of joining of Mess.

4.2.2 The Mess charges per month shall be based on the dividing system and it will be displayed on the notice board / communicated through electronic media.

4.3 REDUCTION MESS CHARGES

- 4.3.1 **Whenever the resident stays away from the hostel** for a period exceeding five days, reduction of mess charges will be given only for the number of days in excess of two days, provided an application for reduction is made in the prescribed form 48 hours in advance. Mess reduction during working days will not be given for ordinary leave letter. However, reduction can be claimed for the absence on medical grounds/extraordinary situation.
- 4.3.2 The maximum duration of the period for mess reduction shall not exceed 10 days unless it is on medical grounds or other extraordinary situation. The permission from the Executive Warden must be obtained if the period exceeds 10 days.
- 4.3.3 Only one mess reduction per month will be permitted for each member.**
- 4.3.4 The total reduction period should not exceed 30 days per semester. However, one more reduction period in any of the months not exceeding five days will be allowed by the Executive Warden for special cases per semester on application.
- 4.3.5 For cancellation of reduction in mess charges, written intimation has to be given in prescribed form one day in advance, counter signed by Resident Counsellor. Forms for reduction and cancellation will be available with the mess supervisor / RC in the hostel office.
- 4.3.6 The residents are permitted to stay away from the hostel continuously for project work for a period of not exceeding 60 days in a year, with proper written permission from the project guide and counter signed by the respective HOD and approval from the Executive Warden. During their absence, Rs.10/- per day will be charged for the purpose of food component of the hostel employees. Extension beyond 60 days will not be granted.
- 4.3.7 The residents who are proceeding for project work exceeding 60 days have to vacate the hostel with proper approval of the Executive Warden. Priority for readmission will be considered according to the availability of the rooms, for the above such residents.
- 4.3.8 If any member dine in the mess when he/she has applied for reduction, the reduction gets cancelled for the whole semester and a fine of Rs. 1000/- will be collected from the member in addition to the guest charges of Rs.175/- for the days he/she dined. If the act is repeated, the concerned resident will be expelled from the hostel.**

4.3.9 No guest is permitted to dine in the mess. Residents found entertaining guests will be fined for Rs. 1000/- and may be expelled from the hostel.

4.3.10 In the absence of the written application for reduction or discontinue to take food in the mess due to any other reasons, the residents are marked present whether they proceed on official tour / holidays. Similarly in the absence of any written application for extension of reduction in advance, the students will be marked present after authorized reduction period is over.

It is therefore very important to note that application for reduction or extension of reduction or cancellation of reduction are submitted to the Hostel Office as per rules, in order to avoid billing for the days when the facility was not used. If application for reduction or extension of reduction is made through post / registered post with acknowledgement, the residents should retain the proof for intimation. However the resident has to submit the Reduction Form in the prescribed format immediately after arrival.

4.4 MESS TIMINGS

4.4.1 The following will be the mess timings.

Working days		
Timings	From	To
Breakfast	7.30 a.m.	8.45 a.m.
Lunch	12.15 pm	1.15 p.m.
Dinner	7.30 p.m.	8.30 p.m.

The members shall adhere to these timings strictly. Supply of food cannot be assured after the prescribed time, and no deduction can be claimed from the mess bill for the same.

4.4.2 Dining is strictly prohibited outside the Mess Halls. Any food / drinks should not be taken to rooms or to any other place outside the mess halls. If any of the resident takes food / drinks outside the mess hall, a fine of Rs.250/- will be levied.

4.4.3 Rules 4.4.2 will not be applicable to members who fall sick and unable to take the meals in the dining halls. All such cases requiring room service should be authorized by the Executive Warden / Resident Counsellor. Such residents name will be displayed on the mess notice board.

4.4.4 Outside food is not allowed inside the mess halls / hostel rooms.

4.5 CHANGE OF MESS (If applicable)

- 4.5.1 Change from one mess to another can be allowed only at the beginning of semester by submitting a written application to the Executive Warden whose decision shall be final and binding.

5 MANAGEMENT OF THE HOSTEL

- 5.1. Apart from the authorities for management of hostel, student Representatives will be elected to help in the smooth functioning of the Hostel.

5.2. BLOCK SECRETARY

- 5.2.1. The residents of each Block shall elect one Block Representative among themselves
5.2.2. The Block Representative of the Blocks shall help the Resident Counsellor in the organization and administration of the Common Rooms and other facilities of their Block.

5.3. MESS SECRETARY

- 5.3.1. One Student representative from each year will be selected and he/she will act as mess secretary.
5.3.2. The Mess representative shall help the Executive Warden in the administration and smooth running of the Messes.

5.4. THE HOSTEL COMMITTEE

- 5.4.1. The Hostel Committee shall consists of the Warden, Executive Warden, Deputy Wardens, Resident Counsellors and the other elected student secretaries. Dean will be the Chairman of the Hostel Committee. In the absence of the Dean, Executive Warden will conduct the proceedings.

5.5. ELECTORATE AND ELECTIONS

- 5.5.1. All students of the college who have paid one year room rent and who are residents of the Hostel shall be eligible to vote in the election of Representative. One who is not a student on the rolls of the institute or who has not paid the room rent for that academic year fully shall not be eligible to vote.

- 5.5.2. The voting shall be by secret ballot.
- 5.5.3. The elections will be held within one month of re-opening of the Hostel for the academic year.
- 5.5.4. The Executive Warden will arrange for the elections with the assistance of the Hostel Officials and his decision shall be final in all matters regarding the elections.
- 5.5.5. The Executive Warden shall nominate block/mess secretaries from the residents if nominations are not received/vacancy arises during the period of the semester.

6. **DISCIPLINE**

- 6.1 Members shall not issue orders to hostel employees or interfere in their work. Misconduct of hostel employees shall be reported to the Executive Warden with full particulars.
- 6.2. Members are requested not to tip any employees of the hostel.
- 6.3. Members are not allowed to put up notices or convene meeting or take out procession of any sort within the hostel area.
- 6.4. Residents are instructed to maintain silence and not to create any sort of disturbance such as playing music, creating noise etc. between 9.00 p.m. to 6.00 a.m.
- 6.5 **Consumption and / or possession of toxic drinks or drugs within the hostel and Institute campus are strictly prohibited. Any Resident entering the hostel after consuming of toxic drinks or drugs outside the campus is also prohibited. Any resident violating this rule will be expelled from the hostel.**
- 6.6 **Any violent activity within the hostel and Institute campus will result in expulsion of the concerned resident from the hostel and from the college.**
- 6.7. The residents are advised to carry with them the Identity Cards issued by the University and Hostel, whenever they go out of Hostel Rooms or University campus.
- 6.8 Utmost decorum and decency must be maintained in the University Campus when boys and girls students move with each other.
- 6.9 Unauthorized screening of any film or video or CD anywhere within the Hostel premises is totally forbidden.
- 6.10 Use of Powered Vehicle is strictly prohibited except in case of physically challenged students.
- 6.11 Hostel facility is extended to the outstation students to pursue the study in a more comfortable atmosphere. Therefore any resident staying in room during the working hours of the college without valid reasons will be expelled from the hostel.
- 6.12 **The above rules and regulations are not exhaustive. The hostel authorities / University authorities are empowered to bring in any new rules and regulations without any notice as and when the situation warrants.**

6.13 All the residents of the hostels are expected to know and aware all the rules and regulations pertaining to the hostel. Pleading ignorance of rules and regulations at any stage will not be accepted.

6.14. Misconduct or breach of any of the rules of the hostel renders the offender liable to the denial of the hostel.

7.0. SPECIAL ATTENTION : MODE OF PAYMENT / REFUND

7.1. If anyone discontinues from the hostel, he/she shall get the signature of the Resident Counsellor in the application and submit it at the hostel office and enter in the register failing he / she will be accounted for mess charges in the hostel until he/she registers.

7.2. Any Hostel Resident who is vacating the Hostel without completing the Hostel vacating procedure as specified by the Hostel Office, have to pay fine of Rs. 500/- (Rupees Five Hundred only) and Rs. 50/- per day as levy charges from the date of eligible vacation date to the date of completing vacating procedure.

8. REPRESENTATION / COMPLAINTS

8.1. Any letter of representation/complaint regarding the hostel shall be addressed to the Executive Warden and given only to the Hostel Manager in the hostel office.

8.2. If it is related to the block, it shall be routed through Resident Counsellor to the Executive Warden.

8.3. For any clarification / counseling, the residents are welcome to meet the hostel officials at any time.

8.4. Any grievances may also be sent to the hostel mail id.

ANNEXURE – I

S.NO.	Name of the furniture / fitting	Amount Rs.
1.	Light Fitting	500
2.	Steel / Plastic Chair	1000
3.	Book Shelf / Rack	2000
4.	Fan	1500
5.	Cot	3500
6.	Table	2500