



Student Code of conduct

Code of Conduct

Student Code of Conduct Agreement

1. Academic Honesty

- 1.1 All students must be honest and forthright in their academic studies. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, copy in tests or exams or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance.
- 1.2 The students are expected to take up all assignments, tests and examinations of this College/University seriously and would try to perform the best.

2. Campus Behaviour

1. Students are expected to use only courteous and polite language and behave with decorum with the faculty members and the staff of the College.
2. No student is permitted to leave the classroom during class hours. Students should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.
3. Students are expected to read mails/ notices/circulars displayed on the College Notice Board. Ignorance of not reading shall not be accepted as an excuse failing to comply with the directions contained in it.
4. All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
5. While attending College functions, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.
6. Spitting, smoking, chewing gum and throwing bits of paper inside the college campus is prohibited.
7. Students are prohibited from damaging the building or any other property of the College in any way. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
8. Representation of complaints and grievances may be made individually to the HoD concerned
9. No meeting/function of any kind shall be held in the College premises without the written permission of the Principal.
10. No notice of any kind shall be circulated among students or displayed on black boards or on notice board without the written permission of the Principal. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Principal.
11. Misconduct during examination, production of false information or documents for admission purpose and the failure to return loaned materials or settling debts with the College would be seriously dealt with.
12. In this campus various courses are conducted simultaneously and hence, students should observe quietness within the campus.
13. Ragging, usage of drugs and Eve Teasing are considered as crime and strictly prohibited by an act promulgated by the Central Government with the penalty and 7 years' imprisonment. If any student indulges in any form of ragging or Eve-Teasing inside the College premises or outside, he/she will be summarily expelled from the College.

3. Acts of Intolerance

- a. Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption of any alcohol.
- b. Unlawful or unauthorized possession, distribution, delivery, dispensing, manufacture or sale of any drug; unlawful possession of any drug with intent to distribute, deliver, dispense, or sell any drug; or being unlawfully under the influence of any drug.
- c. Smoking in any campus facility
- d. Physically abusing or threatening to physically abuse any person.
- e. Any act occurring on campus which intentionally disturbs the peace and quiet of any person or group of persons
- f. Destroying, damaging, misusing, or defacing any building, facility, or property, or any private property on-campus is prohibited
- g. Providing false or misleading information.
- h. Misbehaviour in the classroom in such a way that the educational experiences of other students and/or the teacher's course objectives are disrupted are subject to disciplinary action, including possible expulsion from the college
- i. Misuse of mobile phones, internet, cyber stalking, and sexual harassment

Academic Progress

- a. All students will abide by the rules and regulations of Bharathiar University. Students are required to be familiar with University regulations and college is not liable for absence of knowledge

Attendance Rules

- a. A student with less than 75% of attendance will not be eligible to write the Semester Examinations of the University.
- b. The students shall be regular and punctual in attending classes and all activities connected with the College. The college timings are from 8.30 to 4.30 pm which includes KCLAS EDGE which is mandatory for all students. If students have enrolled for professional courses, they are required to get permission from HoD with the proof for pursuing the course
- c. Students should attend all classes regularly and punctually. Students coming late to the class by more than five minutes will not be given attendance for that period.
- d. Students are not permitted to absent themselves without prior permission. An application for leave must be submitted in the prescribed form well in advance or at least a day before the leave is required. When absence without prior permission is unavoidable the leave application must be submitted on the day of return to the HoD after the leave period.
- e. If on medical leave, the medical certificate should be produced on the day of joining along with a leave letter signed by the parent.
- f. Even with prior permission, if a student absents oneself, even for a single hour, he/she would be considered as absent for the whole session.
- g. Absence without leave for even a part of the day will be counted as absence for one day.
- h. Students are required to be present for all the programs/ events organized by KCLAS
- i. Fall in attendance will be communicated to parents

Continuous Assessment

- j. Two internal assessments and one model exam will be conducted for each course during the semester. Students are required to be present and take up the exams with good preparation. Several assignments and projects will also be given for assessment.

4. Grooming

- a. Students are required to be well groomed and be presentable in the campus
- b. On all weekdays, students are required to be in formal attire
- c. It is mandatory to wear the ID card at all times while in campus, institution sponsored events or when representing the college for events outside campus and common places - seminar halls, library, and auditorium.

5. Working Days & Hours

- a. Institution will work on all working days as per the academic schedule.
- b. Institution is closed on Sundays, Public Holidays and on Saturdays. However, if any special programs or classes or conducted on such days, students are required to be present.
- c. The first session commences at 8.30 am and the last session ends at 4.30 pm. When there are programs, events, meetings, the closing hour shall be extended

6. Discipline System

In order to maintain discipline amongst students and to ensure strict compliance of KCLAS rules, Discipline system is being introduced for all the students of KCLAS. DOT system is an indicative system so that the concerned students and their faculty know the level of offence committed by the students. An entry system will be maintained in students' profile for MINOR as well as MAJOR offences. This will help monitor the level of offences and the number of times the same student has been involved in any act of indiscipline. It will also help in deciding on the quantum of punishment for violation of orders and will lead to pin-pointing on perpetual offenders who need to be punished severely.

Violation of Discipline

The discipline system at KCLAS is based on DOT system. In order to maintain discipline amongst students and to ensure strict compliance of KCLAS rules, Discipline system is being introduced for all the students of KCLAS. DOT system is an indicative system so that the concerned students and their faculty know the level of offence committed by the students. An entry system will be maintained in students' profile for MINOR as well as MAJOR offences. This will help monitor the level of offences and the number of times the same student has been involved in any act of indiscipline. It will also help in deciding on the quantum of punishment for violation of orders and will lead to pin-pointing on perpetual offenders who need to be punished severely.

Nature of Offence	Range of DOTs to be awarded (based on the degree of offence)
Minor violations	1-2 Dots will be awarded
Major 1	3-4 Dots will be awarded
Major 2	5-6 Dots will be awarded
Repeated Offence	Repeated minor offence will be considered under Major Offence category and penalties as applicable

1. If a student accumulates 03 Dots - He/ She will not be eligible for any scholarships and shall not be eligible for any elections of Leadership Council / class representative / club representative.
2. If a student accumulates 6 or more Dots - He/she may be expelled from the Institution and No refund of any kind may be made to him / her.

S.No.	Type of misconduct (Academic)	Disciplinary action	Dots
1	Academic Misconduct includes late coming to class, absence for more than two days without written permission from CA/ HoD, non-compliance to deadlines in completing any academic work given by the faculty member, cheating / malpractice on assignments or examinations or any conduct that disturbs the teaching-learning process inside class room / seminar hall/ conference	Mandatory week end Assignments (Answers for internal exam QP/end semester QP). No. of times is scalable based on the gravity of the misconduct.	1-2
Types of Misconduct (General)			
2	Engaging in verbal or physical violence directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the institution	Warning Note with Counselling, suspension with or without Community Service, expulsion from Hostel, Expulsion from college based on the gravity of the situation and recommendation of the Inquiry committee	3-6
3	Forgery/Concealment/Falsification -willfully providing college offices or officials with false, misleading, or incomplete information; forging or altering official college records or documents or conspiring with or inducing others to forge or alter college records or documents.	Warning Note with Counselling, suspension with or without Community Service, expulsion from college based on the college based on the severity of the incident and based on the recommendations of the Inquiry Committee.	3-6
4	Refusal to Identify - Refusal to identify or falsely identifying one's self when requested by an authorized College Official	Warning Note with Counselling in the first case beyond which Community Service for prescribed hours.	1-2
5	Illegal or Unauthorized Possession or Use of Weapons - Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.	Confiscation of weapon(s)and Suspension pending enquiry and on confirmation by Disciplinary Committee further suspension with community service or expulsion from the college.	5-6
6	Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking - KCLAS strongly supports the goals of "Drug Free Campuses". It is policy of KCLAS that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of KCLAS that smoking is prohibited within the KCLAS premises.	Confiscation of the banned good(s), suspension with Community service for 30 hours and/ or based report issue of TC/ and or intimation to Police, expulsion from college	5-6
7	Unauthorized Access and Use -Unauthorized access means accessing without authorization KCLAS property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.	Warning note => Scalable community service=>Denial of college privileges, suspension	3-4
8	Act of Violence, Threatening, Harassing, or Assaultive Conduct - Act of Violence, Threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.	Suspension pending enquiry and on confirmation by Disciplinary Committee further suspension with community service or in extremely serious cases, expulsion from the college and or Intimation to Police	3-6
9	Theft, Property Damage, and Vandalism - Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.	Suspension pending enquiry and on confirmation by Disciplinary Committee, fine against the estimated value of damage with community service, expulsion from college	3-6

10	Recording of Images without Knowledge - Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.	Warning note, Scalable community service, suspension or expulsion from college	3-6
11	Causing Disrepute to other students - Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students / faculty of the College.	Warning Note with Counselling in the first case beyond which suspension with or without Community Service	1-2
12	Failure to comply with legitimate directives of authorized college officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.	Warning Note with Counselling in the first case beyond which scalable hours of Community Service , suspension	1-2
13	Ragging - Any act which amounts to ragging in any form as defined under the Maharashtra Prohibition of Ragging Act, 1999 and also under the UGC Prohibition of Ragging Regulations, 2009.	Suspension pending enquiry and on confirmation by Anti-Ragging Committee expulsion from the college or as prescribed by laws in force (Intimation to Police), expulsion from college	5-6
14	Abuse of Electronic Communication - Using College or personal telecommunications, data communication networks for illegal or improper purposes or in violation of college regulations and policies, or related laws.	Warning Note with Counselling in the first case beyond which suspension with or without Community Service	1-2
15	Media Contact - Students are expressly prohibited from speaking on behalf of, or for, College with any media organization or publication, or from inviting the same to any College-owned or operated property, facility, or even without the express written permission of the Principal	Warning Note with Counselling in the first case beyond which scalable hours of Community Service, suspension/ expulsion from college	1-2
16	Organization and Event Registration - A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the College.	Warning Note with Counselling in the first case beyond which scalable hours of Community Service	3-4
17	Presenting False Testimony - Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.	Warning Note with Counselling in the first case beyond which suspension with or without Community Service	1-2
18	Violation of College rules - Violation of other published college regulations, policies, or rules, or violations of law. These college regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, submission of assignments, regulate examinations, prohibit the misuse of library, misuse of computing resources, misuse of laboratory, regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.	Warning note, Scalable hours of Community services, Denial of College privileges, Suspension=> fine => expulsion from college, proportionate to the gravity of the misconduct.	6

Remarks in TC

Remarks / entries on a student can be broadly classified into positive/ neutral/ needs improvement. These broad remarks are deployed in the assessment of the character and conduct of a student in the TC/CC/ or any other official document, requiring such an assessment.

No	Grade	Requirements
01	Not Satisfactory	1.1. Loitering in the campus beyond the stipulated hours, causing damage to the institutions' property, indulging in defacing of walls or any part of the campus, unauthorized assembly / meeting within the campus, any violent conduct endangering the life or property of any person(s) within the campus or Any indictment / strictures by the Disciplinary Committee for the involvement in any indiscipline act within the campus, cause of any public nuisance which will affect the image of the college.
		1.2. Ragging, eve-teasing, alcoholism, usage of drugs, Physical assault leading to bleeding injury within the campus/ hostel /college bus and any misuse or abuse of the social network involving student / staff or building (whole or portion) of the institution or any violation of rules of the college that may lead to 'removal from the roll of the institution'.
02	Satisfactory	Not more than <u>one</u> negative report/entry, <u>excluding</u> anything under 1.2 but including any act(s) under 1.1 above (report of non-compliance to dress code/ID card/ Shoes can be condoned).
03	Good	<u>No</u> negative report / entry on compliance of rules and regulations of the institution, including violations listed under 1.1 and 1.2 above (report of non-compliance to dress code/ID card/ Shoes can be condoned).

I agree that I have read the code of conduct and promise to abide by the rules and regulations of the KCLAS and to work towards my progress making creative use of the facilities offered to me.

Name of the student:

Program :

Batch. :

Signature:

I have read the code of conduct of KCLAS and I will support and guide my son / daughter Mr/Ms. _____ to abide by the rules and regulations of the KCLAS and Bharathiar university regulations.

Signature of the parent:

Anti Ragging Affidavit

AFFIDAVIT BY THE STUDENT

I, _____ (full name of student with roll number)
s/o d/o Mr./Mrs./Ms. _____, having been admitted to Kumaraguru College of Technology, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the

“Regulations”) carefully read and fully understood the provisions contained in the said Regulations. 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging. 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging. 4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force. 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this (Day) of (Month Year)

Signature of deponent

Name

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at Coimbatore on this the (Date)

Signature of deponent

Solemnly affirmed and signed in my presence on this (Date)
the contents of this affidavit.

after reading

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of _____ of _____ parent/guardian) father/mother/guardian of _____, (full name of student with admission/registration/enrolment number), having been admitted to Kumaraguru College of Technology, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations. 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging. 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging. 4) I hereby solemnly aver and undertake that

- a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
- b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force. 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this (Date) _____ .

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein verified at Coimbatore on this the _____ (date) _____ .

Signature of deponent

Solemnly affirmed and signed in my presence on this (Date) _____ after reading the contents of this affidavit.

after

OATH COMMISSIONER

Hostel Admission Form

To
The Head – Hostel Administration

Sir,

I wish to apply for admission to the hostel for the **academic year 20__**. My details are as below

1	Name of the applicant (in Block Letter)			
2	Course/Branch			
3	Father's/Mother's Name			
4	Date of Birth		5	Blood Group
6	Allergic to any Medicine if Yes, Please mention			
7.	Email ID		8.	Mobile No.
9.	Address of Correspondence with Phone No.(in Block Letters)		10.	Permanent Address with Phone No. (in Block Letters)
11.	Name and Address of Local Guardian			
12.	Occupation/Designation of			
	Father		Mother	
	Local Guardian			

13.	Name of the relatives/visitor (Other than Parents/Local Guardian) with address and Phone No.			
	1.			
	2.			
	3.			
14.	Whether he/she will travel alone or with the Parents/Local Guardian at the time of Holiday of the Institute.			

15.	In case of emergency, we can contact.	Mr. / Ms.	
	Residence Phone		Office No.
	Relationship with you		

Declaration by the applicant

1. I have carefully read and understood all the rules and regulations. I will follow the rules and regulations and subsequent changes/addition if any as laid down by the Management.
2. I understand that suitable action can be taken against me if I do not abide by the rules & regulations of the Institution. If I leave the Hostel on my own or I am expelled from the Hostel in the midst of the session, I will not be entitled to claim any refund.
3. I certify that the information above is true to the best of my knowledge and belief. I further declare that if anything happens to me or any kind of mishaps occurs outside/inside of the hostel due to my negligence/fault, the management will not be responsible for that.

Signature of the Student

Signature of the Father/Mother

Signature of the Local Guardian

For Official Use Only

Date of Admission in Hostel: _____ Room Allotted: _____

Signature of the Caretaker

Signature Head of Hostel

Standard Operating Procedure (SOP) for Hostel

1. 1. Hostel Rules and Regulations

- i. Student should read the rules before signing the application form (A copy of rules is attached with the application form).
- ii. Rules to be displayed in the hostel also.
- iii. Duplicate keys will be made on application received from students by the SWO/Chief Warden/Head Hostel.
- iv. Designated person should make the keys.
- v. Complaint form/Register to be provided to students.
- vi. Any cleanliness matter to be brought to the notice of the SWO/Chief warden/Head Hostel.
- vii. Mess to be informed about non-availability of students.
- viii. Food to be served in the room on depositing Identity card in case of illness.
- ix. Inspection to be done by Hostel Committee.
- x. Standard Night out forms to be provided with undertaking.
- xi. Suggestion Form to be provided.
- xii. Suggestion Box provided in the hostel to be opened every 15 days in the presence of Chief Warden/Head Hostel and Student representative.

2. Admission Process

- i. Provisional admission will be given in the hostel based on academic performance in the previous semester.
- ii. Students should apply one month before the last working day of previous semester for hostel accommodation.
- iii. Application form with attached one stamp size and one passport size photograph will be submitted to the Chief Warden/Head Hostel for hostel accommodation.
- iv. Admission form for hostel accommodation has to be endorsed by the Principal and Head Hostel.
- v. Room inventory Form to be filled during check-in and check-out by the students in the hostel.

3. Issues Related to Parents/ Relatives/Visitors

- i. Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details.
- ii. Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.

4. Use of Electronic/Electric items

- i. Fixtures: Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall be cared for property. Students shall be required to pay double the original cost of any item found missing from their room. Students shall also be required to pay twice the charges of repair to items that are found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear.
- ii. Interchange of Furniture/Fixture: Students shall not interchange any furniture/ fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel.
- iii. Assets in Common Areas/Corridors: Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/ wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the occupants of the hostel.

5. Induction Programme: There will be a common induction programme for the hostel students where students would get an opportunity to interact with the hostel authorities and senior hostel students.

6. Celebration of Birthdays

- i. It shall be with prior written permission of the Chief Warden/Head Hostel.
- ii. It shall be held in a common place for one to two hours between 8.00 pm to 10.00 pm.
- iii. There shall not be any kind of physical discomfort.
- iv. No outside guest will be allowed.
- v. Violation of the rule shall be penalized.

7. Attendance of Students in Hostel

- i. Undertaking form will be taken from students for attendance.
- ii. Attendance of the students in the hostel will be taken strictly between 09.30 pm to 10.30 pm.
- iii. Any late comer will have to sign in a separate register.
- iv. The late comers will be fined as per rules.

Hostel Rules and Regulations

Disciplinary action as per KCLAS Code of Conduct shall be taken against students violating Hostel Rules and Regulations.

1. It should be clearly understood by all residents that no tenancy shall be created by their occupation or use of hostel premises and property and that each of them is merely permitted by Management, under the rules and regulations framed by the Management which can be changed, altered, modified, varied wholly or partly and can be replaced by Management at their discretion and without assigning any reason for same. Upon such revocation the resident shall not be entitled to stay and/or enter the Hostel/Institute or any part or portion thereof. If she/he does not leave, she/he shall be liable to be forcibly removed.

2. Admission given is provisional and will be confirmed by the Principal/Head hostel only after a free medical examination and clearance given by the Arul Jyothi Medical Centre (AJMC). Any previous medical history should be disclosed by the student.
3. Any misleading or false statement or information in the application form shall render the admission for termination and on such termination students shall not be entitled to stay and/or enter the hostel or part thereof. If she/he does not leave the premises of the Hostel she/he shall be liable to be forcibly removed from the hostel.
4. The management reserves the right to terminate the occupancy of the student for any wilful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fees will NOT be refunded except the mess charges on pro-rata basis.
5. The hostel shall be treated as an extension of the Institution and observance of rules and regulations of the Hostel shall be compulsory for all residents.
6. Change/Inter-Change of Room: A students shall not change/interchange her/his room with another student or shift into a vacant room without the previous written permission of the Chief Warden/Head Hostel. Chief Warden/Head Hostel has the right to shift a student from her/his room to another room in the hostel at any time without assigning any reason.
7. The hostel SWO shall provide students, keys of the allotted room. Students shall NOT use other lock and key for locking their rooms. Students are responsible for their possessions of all valuables and they should be kept in the cupboard under lock and key. Students shall not leave mobile, ornaments and other valuables unguarded. Students cannot change lock and key without the permission of the Chief Warden/Head Hostel and are advised to get duplicate keys made against loss of keys with the permission of Chief Warden/Head Hostel.
8. The SWO/Chief Warden/Head Hostel has the discretion to inspect any room at any time.
9. Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.
10. Students shall take prior written permission of the Principal/Head Hostel before giving any information or interview regarding Hostel to any member of the Press, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
11. During the vacation, belongings should be kept in the cupboard under lock, however, students may avail common storage facility. When the student has completed an academic year and is to vacate the hostel, student must take along all of her/his belongings.
12. A minimum of two months' notice is necessary in case a student wishes to vacate the hostel. Student shall receive the deposit cheque at the time of vacating room. If the student leaves the hostel room without notice, she/he will get her/his deposit back only after a period of two months. A student will have to vacate the hostel within five days of completion of her/his examination or any such academic requirement whichever is later. Any extra day will be charged as per norms and for such extra days, prior permission from the Principal/Head Hostel is required. In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Chief Warden/Head Hostel with no responsibility of the Management for the same.
13. The student shall pay hostel fee along with deposit for one year in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective programme of the respective Institute in which the student is studying.
14. Students residing in the hostel will be staying at their own risk, liability and consequences.
15. It is mandatory for all students staying in the Hostel to undergo medical check-up provided by Arul Jyothi Medical Centre (AJMC). It is mandatory for all students to take medical insurance. Any student, who is not well, shall immediately report to AJMC and avail of treatment given by AJMC. In case of medical emergency, the student will be shifted/referred to the Hospital. In case of hospitalization, minimum 24 hours stay in the hospital will be required for claiming reimbursement of expenses from medical insurance agency, provided other conditions.

16. Dress Code: The students should be decently dressed when they are out of rooms. For girls, tight body hugging clothes, short tops etc. are forbidden outside the room. The decision, as to what constitutes a decent dress remains vested with the Hostel authority.
17. Silence: Strict silence shall be observed in hostel from 11.00 am to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises. Recreational facilities to be turned off at 10.30 pm.
18. No gambling of any kind shall be allowed on the premises of the hostel.
19. No student shall bring or store any explosive and inflammable goods on the premises of the hostel.
20. Alcohol / Drugs / Smoking: Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behaviour shall invite strict disciplinary action leading to rustication from the Institute.
21. If any common property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
22. Fixture: Student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to students must be cared for property. Students will be required to pay double the original cost of any item found missing from their room. Students will also be required to pay twice the charges of the repair to items that found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear.
- a) Interchange of Furniture/Fixture: Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities will be expelled from the hostel.
- b) Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.
23. Hostel authorities will not be responsible for any loss of money, jewellery or personal belongings of any student. Students are advised not to keep any cash/jewellery or any costly items in the room.
24. Ragging: Ragging in any form is BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the Institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offence. Please report any incident immediately to any member of the Anti-Ragging Committee/Chief Warden/Head Hostel/SWO /Security Personnel/Head OSA/Principal directly at any time of the day/night.
25. Electricity Restrictions: No electric appliances shall be permitted in the room, failing which the RT's/SWO/Chief Warden/Head Hostel will have the right to confiscate the gadget. The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not used. While leaving the room students should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion. Table lamps can be used for study purpose after 12.30 am.
26. Attendance Register: Attendance will be taken by the Care taker/Residential Tutor before 10.30 pm every night. Hostelite has to sign the attendance register every day between 09.30 pm to 10.30 pm. After that the student is not allowed to go out of the hostel. Going out of hostel will lead to fine.
27. The student shall be back in the hostel for attendance before 10.30 pm every day.
28. Night out Permission: Night out shall not be allowed without the substantial reason. Night out in the permissive sense is hereby abolished. The Head OSA may still permit the students in exceptional circumstances for academic purpose and it should be conveyed to the RT's/SWO/Chief Warden/Head Hostel in writing at least one day before the Night out. Hostelite/ Resident may be permitted to go home during holidays with written permission from parent along

with the copy of the ticket, to be submitted to and approved by the SWO/Chief Warden/Head Hostel. All residents shall invariably be in the hostel by 10.30 pm sharp. If the student comes after 10.30 pm then she/he needs to sign the late night register. When taken night out the student will stay out and will report back in the hostel after 6.00 am in the morning.

29. Students will apply for night out subject to submission of letter/from parents in case of personal reasons or from the Head OSA in case of academic reason to the hostel authority between 10.30 am and 5.30 pm. Disciplinary action shall be taken against the student who does not submit the night out form. Such repetitive acts will lead to rustication of the student. Only in case of medical emergency student can contact the Head Hostel directly for such permission.

30. Celebration of Festivals and Birthdays: Student shall take prior permission of the Chief Warden/Head Hostel for celebrating any festivals and birthdays. Birthdays should be held in a common place for one to two hours between 8.00 pm to 10.00 pm. There should not be any kind of physical discomfort. No outside guest or interference of any kind will be allowed.

31. Cleanliness: Students shall keep their room, veranda and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors. The RT's/SWO/Chief Warden/Head Hostel has the right to confiscate any such clothes hung for drying in the corridors. No students shall store any cooked food in the room.

32. Pets: Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dog by offering food, petting them etc.

33. Hostel Staff: Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.

34. Visitors/Parents: Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 6.00 am to 08.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room. Personal servants/Domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.

35. Mess: Student shall pay full mess fee for one year in advance at the time of admission to the hostel. It is mandatory to eat in the mess is compulsory. Student must inform their non-availability or night out to the Mess Manager well in advance.

If a student is sick, written application by the student endorsed by the RT's/SWO/Chief Warden/Head Hostel and medical certificate by AJMC should be given to Supervisor for serving food in the room.

Students are requested not to waste food. Outsiders are not allowed in the mess. Guests are allowed in mess with prior permission of the Head Hostel and charges applicable. Outside food/dabbas are strictly not permitted in the hostel.

Timings for Mess

Breakfast		7.00 am to 9.30 am
Lunch		12.30 pm to 2.30 pm
Dinner		7.00 pm to 9.30 pm

These timings shall be strictly followed by the hostellers.

36. Suggestion Box/Register: Suggestions and complaints should be either deposited in the "Suggestion Box" or should be entered in the "Suggestion Register" kept in the hostel premises. Suggestion form is also available in the Hostel.

37. The Management has the right to discontinue Hostel accommodation given to a student on account of misconduct and/or violation of rules and regulations.

Acts of Violation and Handling Authorities

Disciplinary action as per KCLAS Code of Conduct shall be taken against students violating Hostel Rules

Sr.	Act of Violation	Handling Authority
1.	Indulging in any political, communal, immoral or untoward activity , any propaganda or publicity of any nature which violates harmony, discipline and the image of the Institute	Head Hostel, HoD and Principal
2.	Drugs/ Alcohol consumption or possession or sale or being under influence of: a) Alcohol, Tobacco and Cigarettes b) Narcotic drugs and Psychotropic substances	Head of Hostel, HoD and Principal
3.	Ragging : Anyone found indulging in ragging in any form in the Hostel	Anti- ragging Committee, Head of Hostel, Principal
4.	Gambling : No Gambling of any kind shall be allowed in the premises of the Hostel	RT's/SWO/Chief Warden/Head Hostel
5.	Willful disobedience or proxy, signatures, forging of any kind or all of the types of defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities	RT's/SWO/Chief Warden/Head Hostel
6.	Indulging in Physical Fights / Quarrels/ Bouts	RT's/SWO/Chief Warden/Head Hostel
7.	Damages: If any common property is damaged or lost	RT's/SWO/Chief Warden/Head Hostel
8.	Return Hour: Students shall return to the Hostel before 10.30 pm , (11.00 pm on Saturday / Sunday /Holidays only in case the mess closed) after which gates will be closed.	RT's/SWO/Chief Warden/Head Hostel
9.	signing in Attendance: Students shall sign the attendance register/ biometrics when they return to the hostel at night. The hostel warden will take attendance from 10.00 pm to 10.30 pm every night.	RT's/SWO/Chief Warden/Head Hostel
10.	Using of Electric Iron or any appliances other than Laptop	RT's/SWO/Chief Warden/Head Hostel
11.	Partying and playing loud music inside Hostel Room	RT's/SWO/Chief Warden/Head Hostel
12.	Having meals inside the hostel room unless medically advised and endorsed by the Head Hostel	RT's/SWO/Chief Warden/Head Hostel
13.	Taking visitors to room	RT's/SWO/Chief Warden/Head Hostel
14.	Sticking notices or writing on walls	RT's/SWO/Chief Warden/Head Hostel

Undertaking by Student

I.....D/O-S/O of Mr./Mrs.....
 Studying in KCLAS (tick appropriate) and pursuing (program)
 _____, staying in Room No. in Hostel has read the above
 Rules and Regulations and I undertake that I will sign on the attendance register before 10.30 pm (unless exempted) failing
 which shall be liable for censure/fine/disciplinary action.

Signature of the Student Date

Undertaking by Parent

I _____ F/O _____ - _____ /M/O _____ Ms. _____ /Mr. _____
 _____ who is studying in _____ and residing in _____
 _____ Hostel in Room No. _____, has read and understood the above Rules and
 Regulations and I undertake that I will cooperate with the Hostel. Authorities and I will also provide all the medical
 information, if any, of my ward to the Hostel Authorities and will be available on call and promise to visit and take care of my
 ward, as and when required.

My Phone No: _____
 My Address: _____

I hereby undertake that my ward and me are responsible for incidents, whatsoever, and ensure that my ward shall follow
 the norms of Kumaraguru College of Liberal Arts and Science code of conduct while he/she is inside or outside the hostel.
 Name of the Parent: _____

Signature: _____ Date: _____

UNDERTAKING BY THE STUDENT- NIGHT OUT

Name of the Student: _____
 KCT/ KCLAS: _____
 Room No: _____
 Purpose: _____
 Night Out: _____
 Contact Number: _____

I hereby undertake to return on expiry of the permitted duration. I will be back at _____ (time)
 _____ (date). I hereby notify that I am leaving the hostel for the night (s) of _____
 to _____ as my fax/ email from my parents is awaited.

I hereby undertake that I am solely responsible for the incidents, whatsoever, and that I shall return on the expiry of the said
 duration. I shall follow the norms of Kumaraguru College of Liberal Arts and Science code of conduct while being outside
 the hostel.

Signature of the Student _____ Date: _____