



ANNA UNIVERSITY
CHENNAI:600025

INTERNATIONAL HOSTELS
ANNA UNIVERSITY
CHENNAI 600025, INDIA

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Rules and regulations

- 1.) Regarding week end outings. Students should take permission from RC or from manager by submitting a letter giving the details of their outings. The outings can be entered in a register with the security and the student should sign in the register after they return. Parents will be informed in case of frequent outings.
- 2.) **Attendance:**
 - a. The attendance timing is 10.30 to 11.00 pm.
 - b. All hostellers have to be present in their respective rooms and keep open the rooms between 10:30 pm & 11:00 pm every day to enable the RC / Block Supervisors to take the attendance.
 - c. The attendance defaulters would be fined as follows:
 - i. Warning for the first time
 - ii. Rs 50 for the second time
 - iii. Rs 100 for the third time
 - iv. Rs 500 for the fourth time and
 - v. The fifth time the management will decide on the punishment
- 3.) Strict silence should be observed between 10.00 pm to 6:00 am.
- 4.) The hostellers will not be permitted to change their rooms .
- 5.) The hostel rooms are subject to inspection by the University / Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons, cigarettes etc., are kept in the room. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.
- 6.) Perfect silence is to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc., Every student of the hostel should have the civic responsibility that he or she should not be a cause inconvenience, annoyance or disturbance to others.
- 7.) The hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged

with the RC. Use of abusive, vulgar and unparliamentarily language against the hostel/mess staff is strictly forbidden. Any complaint received from staff/faculty towards students will be taken action seriously.

- 8.) If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hostellers he / she will be asked to vacate the hostel forthwith. In this regard, the decision of the Executive Warden is final and binding on the individual's concerned.
- 9.) Smoking is prohibited in the hostel buildings. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics smoking and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from the University
- 10.) .Day scholars and other hostel students are not allowed in the hostel. Hostellers should not encourage entry of day scholars.
- 11.) Celebrating birthday parties inside the hostel rooms is strictly prohibited.
- 12.) Collection of donation for any purpose (Religious/ otherwise) is also strictly prohibited.
- 13.) Students are not allowed to play skating rollers and other outdoor games inside the hostel premises to prevent breakages and accidents. Sliding along the hand rails/rest of stairs and fast running/ climbing down should be totally avoided to prevent accidents.
- 14.) When leaving the rooms for attending classes or for vacation, etc., fans, electrical gadgets, lights etc., should be switched off. Glass windows are to be closed securely.
- 15.) Students absenting themselves from regular classes will have to take the permission of the RC and communicate the information to the Executive Warden.
- 16.) Hostellers coming to the Hostel after the gate closing hours without prior permission or without valid reason would be fined. Regular late comers will not be allowed to stay in the hostel.
- 17.) Clock alarms should be switched off, when not in use. There have been instances when students have set the alarm and gone on long leave, and some of them ringing for hours and spoiling the peace of fellow hostellers.
- 18.) Water should be carefully used and not wasted.

- 19.) Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable. In case of any quarrel between or among room mates it should be reported to the Warden for appropriate action.
- 20.) Absentees / Latecomers (without prior permission from the Warden) will be suitably punished.
- 21.) Students coming late / or absent regularly will be expelled from the Hostel. Such students shall not be readmitted under any circumstances.
- 22.) At the time of starting of the semester, no student should lock any room other than the officially allotted room. If the allotted room is a shared accommodation the student should inform the other student in the room or Warden whenever they are going out of the hostel. Students leaving the hostel after the semester or discontinuing their stay should never lock their rooms and cupboards.
- 23.) Students are not allowed to keep any power driven two wheeler vehicles or car in the hostel if so the vehicle will be ceased by the university.
- 24.) The hostellers are not allowed to keep any electrical equipment without written permission. Unauthorised possession will lead to confiscation of the goods.
- 25.) **Use of Computers:**
- a. Installation of computer systems in the hostel rooms should be done only after getting written permission .
 - b. The usage of computer is for academic purpose only.
 - c. The University / Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rule, disciplinary action will be taken against him/her.
- 26.) **Use of cell phones:**
- a. cell phone could be used by the student but not inside the class rooms, examination halls, Laboratory, Library, offices and during silence hour in the hostel.
 - b. Students should visit the manager office only during visiting hours. Students should read the circulars put up at notice boards and be updated with the functioning of the hostel.
 - c. Students are instructed to attend the General meetings of the hostel. It is mandatory for Members of the Students council who are hostellers and Mess committee members.

- d. Violation of any of these rules would result in punitive action and serious violations would be referred to the "Students Disciplinary Committee". The decision of the committee would however be final.
- 27.) Rough handling of dining hall furniture, room furniture or any furniture / property or fittings of the hostel is strictly forbidden.
- 28.) The cost of damages will be recovered in the following manner:
- a. If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.
 - b. If damage is done in anyone of the rooms and the person(s) is / are not identified then double the cost will be recovered from the room-mates collectively.
 - c. If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc., and the person(s) is/ are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be. Repetition of damage to the hostel property will result in expulsion from the hostel.
- 29.) Guests are not permitted to stay in any of the hostels.
Parents/ Guardian visiting the student should remain in the visiting room of the hostel. Entry into the hostel blocks is not permitted.
- 30.) All movements from and to the hostels should be recorded in the movement register kept with the security guard at the entrance of the hostel and should be properly signed.
- 31.) No hosteller is permitted to stay out of the hostel beyond 9:00 pm in the case of Men's Hostel Sunday through Friday and 8 pm in the case of Ladies hostel on weekdays and 6pm during weekends and holidays. On Saturdays the students of Men's hostel are permitted to stay out up to 11:30 pm. The security guard has instructions to lock the gate after the stipulated timings as mentioned above.
- 32.) Parents should not encourage students to go to picnics/tours outside chennai.

I hereby abide all the rules furnished if I violate any of the rule above I will vacate the hostel immediately

Students signature