



MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Accredited by NAAC with A⁺ Grade)

32, Casa Major Road, Egmore, Chennai -08

PADMA VIBHUSHAN MARY CLUBWALA JADHAV HOSTEL

RULES AND REGULATIONS

Hostel accommodation is provided with the understanding that the resident student will strictly abide by the Hostel Rules currently in force or as may be enforced from time to time. Accommodation in the Hostel cannot be claimed as a matter of right. The SSER Administration may refuse accommodation to any student who is known to have violated the Hostel Rules or whose presence is likely to disturb the peace and tranquillity of the hostel. Violation of hostel rules will make the student liable to disciplinary action including permanent expulsion from the hostel. Ignorance of rules will not be considered as an excuse. Allotment of rooms is purely depending on the management's discretion.

Facilities

1. The hostel has only shared accommodation ranging from 2 to 5 students per room according to its size. Common toilets are available at the end of each floor.
2. Individual cupboards and Cots are available for each student.
3. RO water is available for drinking at the entrance of the hostel.
4. Water heater will be available outside the bathroom to collect hot water for bathing, if required.
5. Adequate space for washing and drying clothes is available.
6. The hostel has a mess attached to it in which hygienic vegetarian food is provided for all hostel residents. Non- Vegetarian food may be served on certain days. Students must follow mess timings.
7. Students have to bring their own beddings, pillows with covers and bed sheets apart from other essentials such as plate, bucket and a mug.

Rules and Regulations

Health and Safety:

8. Hostel students are supposed to take care of their health. Student suffering from infectious disease has to leave for medical treatment to proper

clinic/hospital. They have to inform the Warden, if they are under medication for any ailment.

9. In case of need for hospitalization, student should inform his/her parents / guardian. Parents / guardian are required to arrange for hospitalization immediately. Hostel will not take responsibility for hospitalization and treatment. Only emergency medical care will be arranged.
10. Students should lock their room properly when they go out for bath, food etc. Each roommate must keep a duplicate key of the door lock of his/her room in case of double / triple/ five bedded accommodations. One duplicate key must be handed over to the Warden within a week of admission.
11. Students, in their own interest, are advised not to keep excess cash or any valuables in their hostel rooms / Dining hall. They are cautioned about safety of their belongings.
12. The Hostel Management shall not be responsible for the loss of such items due to theft or otherwise. However, in the case of theft, the matter should be immediately reported to the Warden.

General

13. Students of Hostel are expected to satisfy certain expectations, for their holistic formation, such as the following:
 - ⇒ Maintaining a good academic record.
 - ⇒ Keeping a minimum of 80% of attendance in classes.
 - ⇒ Participating in common hostel functions and activities.
14. Study Hours/ Silence Hours are followed during 9 pm to next day 6 am. The following actions are prohibited during the Study Hours/ Silence Hours.
 - ⇒ Frequent movements
 - ⇒ Visiting friends' rooms
 - ⇒ Staying in other students' rooms
 - ⇒ Gathering friends and chatting
 - ⇒ Sitting in Groups
15. Every student should stay in the room allotted to him/her. Mutual exchange of rooms after final allotment is not allowed. However, only the Warden may allow this as a special case on valid and reasonable ground. Violation of this rule will be considered an act of misconduct and entail appropriate disciplinary action including expulsion from Hostel.
16. Hosting Birthday celebration at midnight is strictly not allowed.

17. Sticking posters, banners and pictures on the walls of rooms or any other place in the hostel is not entertained.
18. The Warden or any authorized member of the college staff can inspect the room of any student in the hostel at any time.
19. No student should keep any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel.
20. Students must report all disputes to the hostel Warden. All kinds of shouting, fighting, violent knocking, banging on doors or similar boisterous behaviour and any form of violence will be strictly dealt with.
21. The students shall have to vacate accommodation as and when asked for. All the students shall vacate the hostel rooms before they leave for the summer vacation so that annual maintenance is carried out. All the hostel articles issued to the students are to be returned to the warden before the students leave their rooms. They will be responsible for any loss.
22. No student is allowed to engage a private servant or keep pet animals.
23. Hostel students shall not remain absent or leave the campus for any academic or non-academic purpose without the prior permission from the Warden. Such permission must be sought in prescribed form in advance stating the reason for leaving and the address of destination.
24. When students go out, the safety must be ensured by the concerned students themselves.
25. The hostel administration will not be liable for any incidents happened outside the hostel premises.
26. Students will be sent home, if they attempt self-harm (suicide attempt) and will not be admitted back. Kindly approach Warden/ College Counsellor/ any faculty of their department, if they are under stress. They can also call the Sneha Helpline- 044 24640050 or iCall- 9152987821.
27. Permissions will not be given for any relatives' / friends' functions. If it is found that permissions are obtained by giving fake or fraudulent reasons, strict disciplinary actions will be taken on the students.
28. Hostel students who leave hostel without the permission from the Warden shall be deemed to be missing and Parent/Guardian/Police authorities may be intimated in consultation with the Principal.

29. Certain registers must be maintained by students such as,
- a. Movement register (at the security gate) - Whenever students enter or leave the hostel.
 - b. Outpass Register (at the entrance of each hostel) – Whenever students leave for their hometowns or for any academic purpose which demands overnight stay outside.
 - c. Late register/ form (with the Warden) – Whenever students come late after 8.50 pm. Disciplinary action will be taken on students who do not obtain Warden's signature on the Late Form, while coming late.
30. Mess charges must be paid in advance along with rent and other charges. There will be no reduction in mess charges if a student decides to skip a meal. However in case the student will not be taking food in mess for more than one day and prior information is given to mess manager, 50% of the mess charges for the days not taken food will be refunded.
31. Formation of association of students on the basis of religions, caste or creed is not permitted, during their stay in the hostels.
32. Any cultural activities/ celebration of festivals can be conducted only with the permission of the Warden. Noisy celebration which could disturb hostel inmates and neighbours are not permitted. Fire crackers are strictly prohibited.
33. Room furniture and electric fittings are required to be maintained by the students in good condition. At the time of allotment of room and leaving the hostel for the summer vacation, every student must take-over and hand-over the hostel property carefully.
34. In case of damage to any part of the hostel buildings, furniture, apparatus or other property caused by inmates of the hostel, the loss shall be recovered from the Caution Deposit/ maintenance charges.
35. Individual cooking is not permitted. Students are not allowed to cook anything in their rooms. They are also not permitted to keep any equipment such as kettle, heater, blender etc in the room.
36. Every student of the hostel shall pay the mess bill and other charges as per the notified schedule failing which fine will be imposed as decided by the hostel authority.
37. Ragging in any form is a cognizable offence and severely punishable under law.

38. Guests are not permitted to stay overnight in the room of the students. Parents may use guest room facility (if vacant) for maximum of 2 days after paying the applicable charges.
39. No visitor is allowed to enter the hostel premises without the prior permission of the warden. Visitors can meet the students only in the college premises during the visiting hours: 5.30 to 7.00 p.m.
40. Students are prohibited from giving shelter to any other student/ outsider in the rooms. In such case of any unauthorized shelter, the student will be liable to be sent out of hostel.
41. Fan & Light must be switched off when not in use. The use of electric heater, electric rod and other similar appliances are prohibited.
42. Male students are strictly forbidden from entering the Girls' Hostel and female students from entering Boys' Hostel.
43. Students are prohibited from consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the hostel or to enter the hostel after consuming the same. Any student found consuming such substances or in a drunken state in the hostel will be sent out of the hostel with no delay.
44. Students are prohibited from screening/ keeping obscene literature/ video films or pornography in the possession. Any violation in this regard will result in serious disciplinary action.
45. Hostel Gate Timing: Opening time: 5.30 am & Closing time: 9 pm
46. Attendance Timing: every day at 8.50 pm. All students must report to the respective place where attendance is taken. After giving attendance, students can leave for their rooms. No student is exempted to give attendance, unless there is a medical emergency.
47. Mess Timings:
 - ✓ Breakfast: 7.30 to 9.00 am
 - ✓ Lunch : 12.30 to 02.30 pm (Shift II – 12.30 to 1.30 pm, Shift I – 1.30 to 2.30pm)
 - ✓ Dinner : 7.30 to 8.50 pm
 - ✓ Extension of timing is not allowed.

MESS REDUCTION FORM

Name:

Room No.:

From Date:

To Date:

Reason:

Student's Signature

Warden's Signature

LATE FORM

Name:

Room No.:

Date:

Reason:

Arriving Time:

Student's Signature

Warden's Signature

Note: This form is valid only with the signature of Warden and must be produced at the gate while entering.