

T K M COLLEGE HOSTELS, KOLLAM-5

HOSTEL RULES & REGULATIONS

1. The overall administration of the Hostel is entrusted with Principal of the institution who is the Chief Warden and is assisted and managed by Deputy Chief Warden.
2. Students seeking admission to the Hostel shall submit application to the hostel central office/Deputy Chief Warden in the prescribed form duly recommended by the Senior Advisor and Head of the Department.
3. Admission shall be confirmed subject to the eligibility criteria at the discretion of the Chief/Deputy Chief Warden.
4. Warden has the right to deny the admission of any student.
5. Room will be allotted at the discretion of the Warden.
6. Admission to the Hostel is valid only for a period of one academic year. Selected students are required to pay the prescribed readmission fee. They are also required to pay the monthly mess bill on or before the 10th day of the following month. Even if they vacate the hostel before the end of academic year they are required to pay rent and salary for the full academic year. A fine will be charged if the bill is not paid in the specified time.
7. Hostel mess is organized and managed by the inmates on the basis of dividing system as per the rules sanctioned by the Warden. Mess reduction is allowed only for a period of absence exceeding 7 days or more.
8. The inmates are responsible for all the belongings of the room. They should not on any account tamper the electrical installation, sanitary fittings and other Hostel properties.
9. If any damage to the furniture or fittings is noticed at any time, repair charges in addition to the fine for the misuse of the same will be recovered from the inmates.
10. The inmates shall not fix or write anything on the door or wall. Shifting of the furniture from one room to another is not permitted.
11. Inmates shall change their rooms only with the prior permission of the Warden.
12. The inmates should behave decently with fellow inmates and the Hostel staff. All the inmates shall dress properly inside the Hostel premises.
13. Inmates should ensure that the lights and fans are switched off when they go out of the rooms.
14. The usage of heavy electrical equipments (like iron box, electric heater, induction cooker, cooler, air conditioner etc) are prohibited inside the room.
15. When the inmates go out from their rooms they should lock their rooms to safeguard their belongings.
16. Friends/relatives/outsider of the inmates are not permitted to enter the Hostel premises without the consent and permission of the Warden.
17. No guests of the inmates shall be permitted to stay in the Hostels without permission of Warden.
18. Inmates are not permitted to convene meetings of any sort anywhere in the Hostel premises without the prior permission of the Warden.
19. No notice shall be displayed or circulated in the Hostel without the permission of the Warden.
20. Inmates are required to follow strictly the mess, entry and exit timings of the hostel.
21. The hostel entry & exit timings is 6:00 am to 8:00 pm in all hostels except first year hostels. In first year hostels timing is 6:00 am to 6:30 pm
22. Celebration of festivals, birthdays etc are not permitted in the hostels

23. Late entry to the hostels should have to be entered in the entry register. Action will be initiated against those who exceed the allowable 5 times.
24. Hostel inmates who want to leave the hostel for any activity or programmes or events during the off time are required to get the sanction from the concerned authority and Warden of the hostel. A copy of such sanction letter is to be produced to the hostel officer or security staff.
25. Inmates are needed to fill the movement register when they are moving out of the hostel other than going to college
26. Inmates of the hostel are required to follow the orders or instructions of the college higher authorities as and when it is issued.
27. For carrying maintenance works all inmates should vacate the hostels during July for one week.
28. For combined study purpose students will be admitted to hostel only under the written permission of the concerned Warden/Deputy warden/RT.
29. Ragging is strictly prohibited. Penalty for ragging is imprisonment up to 2 years and fine up to RS:10000/- also dismissal from the college.
30. Parking of 2/4 Wheelers inside or road side of hostel is strictly prohibited.
31. Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Student shall not enter the hostel premises in intoxicated conditions and should not possess such materials.
32. Violation of any hostel rules mentioned above will automatically lead to the expulsion of the inmate from the hostel.
33. All requests for maintenance should be entered in the register kept for the purpose.

Deputy Chief Warden

Declaration by the Inmate before the Hostel Warden

I do here by declare that I had read and understood the above rules, regulations of the hostel. I will follow the rules and obey the orders of the hostel authorities during my stay. I know that the hostel admission is for one academic year and I am bound to pay the hostel fees for the full academic year and will pay my hostel dues in time. I will not indulge in any ragging activities in the campus/outside. I shall help maintain discipline in the hostel. I shall obey all instructions from the Warden/Deputy wardens in all matters related to my stay in the hostel. I assure that I will obey the hostel timings, orders or instructions of the college higher authorities as and when it is issued.



Signature :.....
 Name of the applicant :.....
 Date :.....
 Branch & Semester :..... Roll No:.....
 Mobile No :.....

Name & Signature of the Warden:

Date of Admission: