



15. HOSTEL POLICY

1. Administration

The overall administration of the Hostels is managed by Principal of the institution who is the Chief Warden. Deputy Chief Warden is assigned the duty of administration of all hostels under TKM college of Engineering Kollam. Wardens are assigned to control the activities of each hostel.

The Hostel shall be under the direct control of the warden.

The warden shall have powers to issue instructions and standing orders to regulate the internal matters of the hostel and the warden's decision shall be final in all matters connected with the hostel.

2. Admission

- a) Admission shall be confined to the regular full-time students who are in the current nominal roll of the college prepared from time to time by the TKM College of Engineering, Kollam.
- b) Application for the admission should be addressed to the Deputy Chief Warden, TKMC Hostels, Kollam. They should be made in the prescribed form, copies of which can be had from the office. Application not in the prescribed form will not be accepted. Application for hostel admission will be issued only at the time of admission.
- c) The warden shall have the right to refuse admission to any applicant without assigning any reason. The parents / guardian of the applicant should be present at the time of admission.

3. Allotment of Rooms

- a) Rooms will be allotted at the discretion of the Warden. Rooms once allotted will not be changed at any circumstances during the academic year / semester.
- b) Each student will be supplied with the required furniture and he/she will be responsible for properly keeping and returning the same in good condition. The students will not be permitted to bring any items of their choice. No item of furniture shall be shifted from one room to another room under any circumstances.

- c) Rooms are provided with electric lights. Students should see that lights are switched off when they go to sleep or leave the room. Electrical installation should not be tampered with. Any infringement will be dealt with seriously.

Deputy Chief Warden