



# SRI VENKATESWARA UNIVERSITY COLLEGE OF ENGINEERING MEN'S HOSTELS: TIRUPATI ADMINISTRATION

## Organization of Hostels & Messes:

Sri Venkateswara University College of Engineering (SVUCE), Tiruapti is a premier institute and provides accommodation to students wishing to reside in the hostels. The SVUCE Men's hostels are administered by a Warden and he is assisted by four Deputy Wardens in all matters relating to the hostels. Warden and Deputy Wardens all are faculty members of SVUCE. Hostel Office is located within the SVUCE premises, and has one Office Superintendent, three Junior Assistants, one record Assistant and two Attendants, who assist the Warden / Dy. Wardens in matters related to various activities of the hostel. Hostel Office maintains all files, registers, records, ledgers, account books, supplier's bills, payment registers, etc., pertaining to the mess, hostel residents and the employees. The Hostel Office is open on all working days.

The SVUCE Men's hostels comprises of four-Boys Hostel Blocks, namely Visveswara, Viswakarma, Viswateja and Viswapragati. B.Tech Second, Third & Final year students are accommodated in Visveswara and Viswakarma Blocks. B.Tech first year students are placed at Viswateja Block, where as the Viswapragati Block is meant exclusively for M.Tech Students.

## Infrastructure Facilities in SVUCE Men's Hostels

Name of the Block	Visveswara	Viswakarma	Viswateja	Viswapragati
Established year	1969	1972	1986	2007
Plinth Area	46,451 sft	46,451 sft	13,438 sft	14,171 sft
No. of Single Rooms	62	62	64 (59 + 5 Guest Rooms)	45
No. of Three Seater Rooms	57	59	10	Nil
Accommodation Capacity	233	239	158	90
Students Residing	II, III, IV B.Tech	II, III, IV B.Tech	I B.Tech	M.Tech
Common Facilities	TV Hall, Reading Room, & Gymnasium	TV Hall, & Reading Room	TV Hall, & Reading Room	TV Hall, & Reading Room
Play Ground	One Cricket ground for common to all			

## SVUCE Men's Hostels Administrative Officers

Name	Designation	Contact No
Prof. J. karthikeyan	Principal-cum- Chief Warden	2289341, 561 (O)
Prof. I.V. Ramana Reddy Professor of Civil Engineering	Warden	94901 09219
Dr. G. Umamaheswara Reddy Associate Professor, Department of ECE	Dy. Warden (Maintenance)	91770 39450
Dr. B.Madhu Sudhan Reddy Assistant Professor, Department of CE	Dy. Warden (Stores)	94926 57516
Dr. B. Sarath Babu Assistant Professor, Department of CHE	Dy. Warden (Visveswara Mess)	98495 68083
Sri D. Vivekananda Reddy Assistant Professor, Department of CSE	Dy. Warden (Viswakarma Mess)	94410 05225

## Staff connected with Hostels Administration and Students Welfare

Name	Designation	Contact No
Hostel Office	Office	2248539, Extn.459
Sri B. Manohar	Steward	87904 99892
Sri D. Ramesh Naik	Steward I/C	97002 59200
Sri K. Gopal Naidu	Assistant Steward	95731 03532
Sri T. Sreenivasulu	Assistant Steward I/C	95501 22565
Sri P. Nagaraju	Head Server	98855 06688
Sri T. Narayana	Watch & Ward I/C	98480 91686
Sri B. Udaya Bhaskar	Maintenance I/C	97004 22063

## Emergency Contact Numbers

SVU Health centre	:	0877-2289360/2289543
Ambulance	:	0877-2220120
SVR Ruia General Hospital	:	0877-2286666
SVIMS Hospital	:	0877-2287777
Fire Station	:	0877-2220101
SVU Campus Police Station	:	100, 0877 - 2289009
SVU Campus Police Station C.I.	:	9491074524
SVU Campus Police Station S.I.	:	9440796751

The Registrar, S.V. University, Tirupati, Letter No. E.I (3) /2015, dated: 28-01-2015, which was communicated on 04-02-2015 informing to remove from the services of Hostel Paid workers and Food Based workers, those who joined on or before 01-01-2014, **Wardens are informed not to appoint any person here after as Hostel Paid Workers / Food Based Workers.**

Every student who has been admitted to the SVUCE Men's Hostels is required to pay the prescribed Hostel Development Fee, Hostel Application Fee and Hostel Miscellaneous Charges, refundable Hostel Caution Deposit along with a Mess Advance (adjustable) amount (annually). These charges are subject to revision from time to time. Every month mess bill consisting of Mess Charges, Hostel Room Rent, Electricity Charges, University Water Charges, University Establishment Charges, Wages to NMR / Hosted Paid Workers / External Contract Agency Personnel, Maintenance Charges, and Water supply through tankers. Monthly mess bill will be deducted from the mess advance (adjustable) amount and details including balance will be displayed on the notice board.

Allotment of rooms to the residents takes place at the end of each academic year when the final year UG and /or PG students vacate their rooms after completion of their programmes of study. The rooms vacated by the outgoing students are made available by the Warden for other residents in the hostel to change their rooms. The change in rooms is effected in accordance with the policy decided by the hostels Warden and/or Dy. Warden (Maintenance). An External Contract Agency is contracted for providing security / other services at the hostels. The services of External Contract Agency Personnel are monitored by the Warden / Dy. Wardens.

#### **Fee Structure at the time of joining Hostels:**

<b>S. No.</b>	<b>Nature of Fee</b>	<b>Amount</b>	<b>Name of the Account and A/C No.</b>
1.	<b>Hostel Development Fee (Non Refundable – only once)</b>	<b>Rs. 3,750/-</b>	Students Caution Deposit / Development Fund <b>A/C No.: 103210083013909</b>
2.	Hostel Application Fee (Rs. 200/-) + Hostel Miscellaneous Charges (Rs. 400/-) <b>(Non Refundable– only once)</b>	<b>Rs. 600/-</b>	The Warden Miscellaneous Account <b>A/C No.: 103210100037278</b>
3.	<b>Hostel Caution Deposit: ( Refundable– only once)</b>	<b>Rs. 5,000/-</b>	The Warden SVUCE <b>A/C No.: 103210083051212</b>
4.	<b>Mess Advance (adjustable) amount (annually)</b>	<b>Rs. 25,000/-</b>	The Warden SVUCE <b>A/C No.: 103210083051212</b>
	<b>Total amount (At the time of admission)</b>	<b>Rs. 34,350/-</b>	

#### **Mess Bills:**

1. Mess Bills: Monthly Mess bills and balance Mess Advance (adjustable) amount will be displayed on or before 21<sup>st</sup> of every month in the notice board of the respective blocks in the Hostels.
2. The Students have to pay any amount through **Challan** in the respective Warden Account in Andhra Bank, SVU Engineering College, Extn. Counter, at S.V. University College of Engineering, SVU Campus, Tirupati -517502 only.



**SRI VENKATESWARA UNIVERSITY COLLEGE OF  
ENGINEERING MEN'S HOSTELS: TIRUPATI**  
(With effect from 01-08-2014)

**RULES AND REGULATIONS**

**I. GENERAL**

- 1.1. The Chief Warden is vested with power to, administer the hostels, interpret and enforce the rules and to regulate hostel admission / readmission. The Principal is the Ex -officio Chief Warden of the SVUCE Men's Hostels.
- 1.2. The Administration reserves the right to change the rules or introduce new rules, from time to time as and when necessary.

**2. Hostel Admission and Allotment of Accommodation:**

- 2.1. Only **limited Hostel accommodation** is available in the S.V. University College of Engineering Men's Hostels for Men. Admission does not automatically entitle accommodation in the SVUCE Men's Hostels. Hostel admission is subject to the rules in force from time to time. Students admitted under Sponsored/ Self-finance category will be considered for hostel accommodation subject to availability of seats only after accommodating students admitted under regular category. The hostel authorities reserve the right to deny admission to any applicant without citing any reason.
- 2.2. Accommodation cannot be provided in the SVUCE Men's hostels to any student whose residence is within 10 kms radius of Tirupati Municipal Corporation Limits.
- 2.3. Admission into the hostels will be made every year. Admission in each hostel will be made *strictly according to the actual accommodation available*. There is no-fee for renewal of Hostel admission in every year. The Warden shall make allotment of rooms in consultation with the Dy. Warden (Maintenance).
- 2.4. **Proof of residence:** Aadhar / Ration / Voter identity Card / Passport shall have to be shown in original and an attested photocopy of the same needs to be enclosed with the hostel admission Application Form at the time of hostel admission / renewal of hostel admission.
- 2.5. Every student and his parents, at the time of admission, must give an undertaking in writing that they will abide by the rules & regulations of the hostel and they will obey any disciplinary action imposed on him by the hostel authorities.

2.6. Every student has to pay Mess advance (adjustable) amount Rs. 25,000-00 (*per annum*) at the time of allotment of rooms for every academic year. Monthly Mess bill amount will be deducted from Mess advance (adjustable) amount. The total mess bill amount will be deducted from the mess advance (adjustable) amount and details including balance will be displayed on the notice board, on or before 21<sup>st</sup> of the following month. At the end of the academic year, the remaining (or left over) amount, if any, will be refunded to the student to his Andhra Bank SB Account. If a resident vacates the Hostel in the middle of an academic year, the mess advance will be adjusted in the next subsequent month. No interest will be paid on mess advance amount.

If a student is removed or he withdraws / leaves the Institute in the mid-session without completing the entire course, all fees paid including the caution deposit will be forfeited. Mess advance will be refunded to the student after deduction of dues, if any.

- 2.7. For Hostel Admission / renewal of Hostel admission, the concerned boarder has to be present in person on the day of room allotment otherwise the decision will be taken by the Deputy Warden (Maintenance) after regular admission of the boarders.
- 2.8. If any boarder creates obstruction in hostel admission process, he will not be allotted hostel room.
- 2.9. The student has to occupy the room allotted to him. He should not change the allotment without prior permission of the Warden / Deputy Warden (Maintenance) of the hostels.
- 2.10. The student has to bring his own bucket, mug and door-lock with key. Rooms will be handed over to the students with available furniture, electrical and fan fittings. During vacation the inmates should hand over the same fittings, etc., to the Hostel Maintenance staff with intimation to the Warden / Deputy Warden (Maintenance).
- 2.11. Expenditure incurred on any replacement / repairs /additions /alterations in respect of furniture, electrical fittings or tube light etc., will be added to the mess bills of the residents.
- 2.12. There is no guarantee on hostel admission or continuation, being a resident in the hostel for any period does not confer on any student an automatic right to be member for the next academic year or for any subsequent period.
- 2.13. Resident members may be shifted from one room to another by the Warden / Dy. Warden (Maintenance) without assigning any reason.
- 2.14. No resident (student) is allowed to stay in the hostel without being a member of the mess. If a resident absents in the mess, continuously for a period of **one (01)** month for any reason without any intimation, his membership in the hostels stands cancelled.

- 2.15. Day Scholars are not permitted to stay in the Hostel during nights (from 07.00 PM onwards), except when specifically permitted. Subletting is strictly prohibited.

**Duration of stay:**

- 2.16. Students are eligible to stay in the hostel for the period they are given admission in the college.
- 2.17. In case of research Scholar, the period is counted as follows:  
Till the date of submission of their Ph.D. thesis or completion of 4 years of stay in the hostels whichever is earlier. Till the date of submission of their M.Tech dissertations or completion of 24 months of stay in the hostels whichever is earlier.

**3. Closure of Hostels during Vacation and Handing Over**

- 3.1. All the hostels and messes will be closed on the day after the closure of the college for any vacation. No special mess will be run during any vacation. At the end of the academic year, the rooms have to be vacated for general maintenance.
- 3.2. All the hostel and messes will be closed on the day after the last University Examination, with dinner. The rooms should be vacated by the inmates immediately.
- 3.1. Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. In addition to the furniture, the electrical installations including the fan should be handed over intact. After a student vacates the room, he is not permitted to dine in the mess.

**4. MESS**

**4.1 SCHEDULE**

4.1.1 The normal meal timings are as below. Students shall adhere to these timings strictly:

<b>Breakfast</b>	Working Days:	06.45 AM to 09:00 AM
	Holidays:	07:00 AM to 09:00 AM
<b>Lunch</b>	Working Days:	I B.Tech: 11.45 AM to 12:30 PM Others: 12.30 PM to 02.00 PM
	Holidays:	I B.Tech: 12.00 PM to 12:40 PM Others: 12.40 PM to 02.00 PM
<b>Dinner</b>	Working days/ Holidays:	I B.Tech: 06.45 PM to 07:30 PM Others: 07.30 PM to 09.00 PM

The dining halls will be closed after the meal hours as specified above. Changes, as required may be made periodically and the timings in force will be displayed in the Notice Boards.

- 4.1.2. Members desirous of changing from vegetarian to non-vegetarian or vice-versa shall intimate in writing to the Steward two days before the first day of a month. Change will not be allowed in the middle of the month.
- 4.1.3. No **Meal** or **Tiffin** shall be allowed to be carried outside the dining hall. No outside food is permitted to be brought inside the Hostel premises.

#### **4.2 MESS CHARGES**

- 4.2.1. Once a student joins a mess, he shall be deemed to have become a permanent member of the mess throughout the academic year.
- 4.2.2. The Mess bills will be notified on or before 21<sup>st</sup> of the following month. All the resident boarders shall pay the Mess bills on or before the last day of that month. If the Mess bill amount is not paid by any Hostel-Resident Student on or before the last day of month after Mess charges are notified, he should pay the Mess bill amount along with the following fines.
- (i). Rs. 05-00 per day for the first 15 days.
  - (ii). Rs. 10-00 per day for the next 16-30 days.
  - (iii). Rs.20-00 per day thereafter.
  - (iv). If the Mess dues are not paid in the next subsequent month with fine, their mess facility will be stopped.

These fines will be in force with effect from 01-07-2015 (1<sup>st</sup> July, 2015).

- 4.2.3. Inmates have to pay their mess bills and other charges from time to time as notified by the authorities. IN case of any problem, they should contact the respective authorities for clarification.
- 4.2.4. Mess bill for every month will be calculated based on no. of student days. Extra Charges such as Extra / Guest charges, etc., will be separately calculated and added. The total mess bill amount will be displayed on the notice board, on or before 21<sup>st</sup> of the following month.
- 4.2.5. **No Dues Certificate:**
- (i). No students shall be issued hall tickets for taking the University examination without the production of No Dues certificate or Permission letter from Warden. Research Scholars are not allowed to submit their Ph.D. /M.Tech/B.Tech thesis without obtaining No dues Certificate from the hostel office. On the knowledge of any violation of this rule, the hostel authorities have the right to take necessary steps to stall the process of adjudication of the thesis.
  - (ii). Application of the candidates who have dues to the hostels will not be considered either for admission or re-admission.

- (iii). No dues certificate will be issued to students on complete payment of bills and production of vacation report from the Warden or Dy. Warden (Maintenance).
- (iv). No due certificate shall be issued in the hostel office 10 days before the commencement of the University Examination. Issue of no dues will be stopped three days before the commencement of the University Examination.
- (v). No dues certificate is only provisional. Authorities reserve the right to collect the dues, if any from the ex-members in case the same is noticed at a later date.
- (vi). If a member becomes default for non- payment of mess dues for three months or more, action will be taken for the collection of dues through the court of law. Expenditure incurred in this connection will recovered from the concerned in full.

### **4.3 REDUCTION IN MESS CHARGES**

- 4.3.1. Students who absent themselves on the date of reopening of the college after any semester vacation will be deemed to have joined the mess on the reopening day itself and will be charged accordingly.
- 4.3.2. Absence from the mess will be permitted only by the Warden on specific written request for valid reasons, for a maximum period of **ten days** from the date of reopening of the College and mess rebate will be permitted, afterwards they will be charged.
- 4.3.3. No remission will be granted for absence without prior written intimation/ leave application. Application for leave/ extension/ cancellation should be given to concerned steward latest by 08.00 AM on two days preceding the first day of leave or a day before the beginning of the extended leave.
- 4.3.4. Remission will not be allowed for an absence of less than **Four** days. Remission is applicable for the day of leave occurring only during the calendar month.
- 4.3.5. Mess bill remission is also admissible on the following grounds:
  - (i). Approved long holidays including Semester vacation periods, if any, declared by the College.
  - (ii). Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminar, education tours, etc.
  - (iii). Periods availed by students for In-plant Training.
  - (iv). Periods of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
  - (v). Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should



immediately intimate the same to the Warden or Hostel office by Speed post / mail, the probable date of rejoining the mess. A medical certificate from a Medical Officer not below in rank than that of a Civil Assistant Surgeon will need to be submitted while reporting back in such cases. No mess reduction will be given, if advance intimation is not provided.

- 4.3.6. All application for mess bill remission should be made in the form prescribed and it should be submitted to the Steward at least three days in advance. The number of days allowed reduction will be on N-4 basis. An acknowledgement may be obtained from the Hostel office for having obtained approval for mess bill remission.
- 4.3.7. Students will be entitled for mess bill remission only for (N-4) days where N is the total number of days approved absence from the mess excluding days of proceeding out and reporting back.
- 4.3.8. Any absence of a student from the mess exceeding 24 hours should be intimated to Dy. Warden (Mess) by writing in the **leave register** so as to regulate the supply of provision even though the student is not eligible for mess bill remission.

## 5. CARE OF HOSTEL AND PERSONAL PROPERTY

- 5.1. Students are advised not to keep costly personal items. The Hostel Management does not accept any liability for the property left in the rooms. The rooms and surrounding area should be kept clean and in a hygienic state.
- 5.2. Do not keep excess cash in your room, keep it in the Bank. Lock the door of your room securely. Do not leave your valuables on the table near the window.
- 5.3. The rooms should be locked whenever the students are away and the room keys should not be given to anyone else. If any student goes out of station on long medical / other leave, he must vacate the room.
- 5.4. Hostel furniture shall not be moved from one room to another room under any circumstances. Students are responsible for the care of furniture and fittings in their respective rooms.
- 5.5. In case of damage or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostels, as decided by the Warden. Although fair tear and wear is expected, student residents are liable to pay for any damage to furniture, fittings and fabric of the hostels. Below is a list of indemnity charges for residents' reference.

### List of Indemnity Charges

	Description	Charge in Rs.
1	Damaged furniture, fittings & equipment	Twice the cost of making goods or Twice the replacement cost if the damaged item is found to be

		beyond repair. (shared to roommates, if necessary)
2	Other items	At replacement cost

- 5.6. Only ordinary mobiles are permissible in the hostel and campus. These should be used for personal use only.
- 5.7. Personal Computers/ laptops/ any other personal electronic equipment can be used in rooms for academic/ personal use as the case may be, that too only with prior permission and approved conditions from the Warden. Charges may be levied as decided by the Warden, if necessary. Any misuse will be severely dealt with.
- 5.8. Only with the written permission of the Warden students can keep and use low power Radios/ Music systems in their rooms. Such equipment shall only be used during non-study hours and that too without any disturbance to other inmates and without causing any damage to the electrical wiring systems. Any violation will be taken seriously and will be punishable with fine or expulsion from the hostel.

## **6. GENERAL RULES AND CONFORMING REGULATIONS**

- 6.1. Students are not permitted to enter the kitchen or storeroom of the mess.
- 6.2. Students are not permitted to cook any food on their own accord in the mess.
- 6.3. Students are not permitted to take food outside the dining hall on any account whatsoever it may be.
- 6.4. No food will be served in the room of the hostel for any student unless a certificate is produced from the SVU Medical Officer to the effect that the student's condition requires the food to be served in their rooms.
- 6.5. Students shall not issue orders to hostel employees or interfere in their work. Cases of misconduct of hostel employees shall be reported to the Warden with full particulars.
- 6.6. Members are requested not to tip any employee of the hostel/ mess.
- 6.7. Students are strictly prohibited from pasting Photos/ pictures/ posters anywhere including in their rooms.
- 6.8. Students should not hold any meetings or congregation or birthday celebration in the hostel premises, unless organized centrally under special permission from the Warden or Chief-Warden.
- 6.9. The hostellers should follow the prescribed rules in the hostel and the violation of the rules shall result in expulsion from the hostel for a period as decided by the Warden / Dy. Warden (Maintenance).
- 6.10. Any problem of the boarder should be brought to the notice of the higher authorities through the Hostel Office / Wardens concerned in WRITING. Residents should avoid any arguments with employees. Any complaint against the employees should be made to the Wardens concerned in WRITING.

- 6.11. Any resident of the hostels is liable for expulsion from the hostels for any mis-behaviour, violation of hostel rules or default in payment of mess bills.
- 6.12. Rooms are liable for inspection by the authorities at any time. The Administration reserves the right to change the rules or introduce new rules, from time to time as and when necessary.
- 6.13. Employing any person for personal work such as washing clothes, etc., is not permitted. Members of the mess staff should not be asked to enter the rooms except in connection with the duties assigned to them.
- 6.14. Students may keep and use powered vehicles such as Motorcycles, Scooters, etc., inside the campus at their own risk, but only with prior permission from Warden. Wearing Helmet is compulsory for driver and pillion rider, as and when permitted. Triple riding is forbidden.
- 6.15. **RAGGING** is a crime prohibited under law. Ragging in any form by any student will make him liable for expulsion/punishment as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, A.P. Prohibition of Ragging Act, 1997 (Act 26 of 1997) and subsequent Hon'ble Supreme Court verdict. Anyone found indulging in this unethical act of ragging would be isolated/ punished by SVUCE higher authorities and law enforcing authorities as the case may be. Any such incident will be reported, investigated and those found guilty will be punished severely. Punishment may include expulsion from the hostel / College as per decisions taken by the Anti Ragging Committee and SVUCE higher authorities.
- 6.16. It is mandatory for the parents/guardians of the students to intimate the authorities of SVUCE, Tirupati in case their ward informs them about being ragged or being involved in any act of ragging.
- 6.17. Observe all the Rules of Hostel and College both in letter and spirit. Maintain cordial and harmonious relations with roommates and other boarders of the Hostel.
- 6.18. Whenever the Boarder does not want to stay in the hostel, he has to vacate the room and obtain No dues / Clearance Certificate from the hostel office, otherwise he will be charged.
- 6.19. Any student, who is found to be indulging in undesirable activities such as physical assault, damage to property, possession of weapons, bursting of fire crackers, playing cards, Playing cricket with in Hostel block, Smoking, or possessing / consuming alcoholic drinks or narcotic substance of any type is strictly prohibited. Students found indulging in such activities shall be severely dealt with and will be liable to be summarily punished with any or a set of following type of punishments:
  - (i). He will be expelled from the Hostel.
  - (ii). A record of his misconduct will be made in the personal file.
  - (iii). The cost of damage will be fully recovered from him together with penalty.

- (iv). He will be fined commensurate with the offence committed.
  - (v). The privilege of appearing for campus interviews may be denied.
  - (vi). No recommendation will be given on him during balance period of studies in the College.
- 6.20. Any student found hosting/ harboring an offender will be also liable to the punishments mentioned at para 6.19 above.
- 6.21. Students should not hold any meeting or congregation inside the hostel or in campus without the permission of the Warden or Chief Warden. Members are not allowed to put up unauthorized notices or take out processions of any sort within the hostel area / college campus.
- 6.22. Unauthorized screening of any film or video anywhere within the hostel premises is totally forbidden.
- 6.23. T.V timings are limited from 04.30 PM to till 09.00 PM. The T.V. Hall will remain closed during GATE/ CAT / University Examination periods.
- 6.24. All residents are advised to follow proper dress code whenever they are moving outside the hostel. Students are advised not to loiter in the campus.
- 6.25. Misconduct or breach of any of the rules of the hostel renders the offender liable to the denial of the mess facilities.
- 6.26. Warden / Dy. Wardens are empowered to issue memos with fine, if students are found violating any hostel rules. Those who get three memos are liable to be expelled from the hostel.
- 6.27. Hostel mess dues shall be paid regularly; unless the Hostel dues are cleared, the hostel admission will not be renewed under any circumstances. Students, who are regular defaulters of mess bills may be denied of hostel accommodation in the next academic year.
- 6.28. In case of emergency the authorities will have the right to ask any inmate to vacate his room without providing any alternative accommodation.
- 6.29. Entertaining unauthorized guests / boarders will be dealt with severe punishment including expulsion from the hostel. Unauthorized guests / boarders will endanger conviction **under section - 447, 448 of I.P.C.**
- 6.30. Every student has to render hostel service for two full days in an academic year (one day per semester) for supervision of mess to improve the quality of food / monitoring of CCTVs to improve security / to look maintenance of water and sanitary etc.
- 6.31. It is the responsibility of the parents/students to inform the change of contact detail/home address/parent's telephone number in case of any change.
- 6.32. The residents should not sublet their assigned room to any other person(s), with or without monetary consideration. Any breach of this will be subject to severe disciplinary action.
- 6.33. The residents of the hostels should not organize or participate in any strike, dharna, etc., during their stay in SVUCE Men's Hostels.

## 7. DISCIPLINE

- 7.1. The residents shall maintain decency, decorum and sense of personal hygiene in the dining hall and in the blocks.
- 7.2. Any resident of the hostels is liable for expulsion from the hostels and/ or fine will be imposed for any misbehaviour, violation of hostel rules or default in payment of mess bills.
- 7.3. Candidates admitted shall be subjected to strict discipline inside and outside the campus and also in the hostel, where accommodation is provided. Candidates are expected to maintain decorum, decency and discipline throughout their pursuance of the programme with the faculty, staff, co-students and other supporting workers. The hostellers should follow the prescribed rules in the hostel and the violation of the rules shall result in expulsion from the hostel for a period as decided by the Warden / Dy. Warden (maintenance).

## 8. PARENTS AND GUEST VISITS

- 8.1. Visiting parents or authorized local guardians may meet the students inside the hostel premises for brief periods.
- 8.2. If Parents wish to spend extended durations in the campus, students may seek accommodation in the Guest Rooms, an application for which must be made to the warden in advance and should obtain an approval. Charges will be applicable for all such stays.
- 8.3. A guest (Hostel Non-Resident Student / Staff / Alumni / External Examiner / Parents or close relative of a Hostel Resident Student) can avail the boarding / lodging facilities in hostels. Guests will be permitted to dine in the mess on prior payment of necessary charges only, after obtaining the permission from the Warden or Dy. Warden (Maintenance). A guest may be permitted to stay in Guest rooms available in hostel blocks for not more than **three** days on payment of necessary charges. For this purpose every person other than resident of the hostel will be considered as a guest. Guest Room and Mess Charges for the Guests / Alumni with effect from 01-02-2015 (1<sup>st</sup> February, 2015) will be as follows:

S.No.	Nature of the Mess Charges	Amount in Rs.
1.	Self-Guest (Hostel Resident Student) per day (Breakfast + Lunch + Dinner).	Rs. 100/-
2.	Guest (Hostel Non-Resident Student / Staff / External Examiner / Alumni / Parents of a Hostel Resident Student) per day (Breakfast + Lunch + Dinner).	Rs. 125/-
3.	Guest (Others including other than SVU College of Engineering Student / Staff) per day (Breakfast + Lunch + Dinner).	Rs. 150/-

4.	Breakfast / Lunch / Dinner in a day.	Rs. 60/-
5.	Lunch to the Hostel Non-Resident Students / Staff per a Calendar Month.	Rs. 1400/-
6.	Guest Room Charges per day	Rs. 150/-

## 9. STUDY AND SILENT HOURS

- 9.1. All hostel students must use the available time outside working hours gainfully for academic and self development purposes.
- 9.2. Students desirous of taking part in sports may proceed to the play fields after 04.30 PM but return by 06.30 PM latest.
- 9.3. Students may proceed out of the hostel to library / laboratory / temple till 08.00 PM only.
- 9.4. The inmates should be in their rooms after dinner by **09.00 PM without fail**. They will observe study hours from 09.00 PM till 11.00 PM at least. After study hours, inmates may continue to study or go to sleep till 06.00 AM in the next morning.

## 10. SVUCE MEN'S HOSTELS MANAGEMENT

Almost all day to day hostel matters are sorted out and managed by the **Hostels Welfare Committee** (students' committees) in the hostels. The SVUCE Men's Hostels Committees will be constituted for every academic year from willing students of III B.Tech and /or II B.Tech. They are available to address the hostel related problems of students. All student representatives will be selected / elected for various committees consisting of members or secretaries/ joint-secretaries (student resident representatives) in every year during March-April. Any hostel inmate may take part in this process. The SVUCE Men's Hostels Committees usually consist of the following:

- 10.1. Warden and Deputy Wardens: Responsible for overall coordination and functioning of the SVUCE Men's Hostels Committees.
- 10.2. **Mess Committee:** Responsible for manage mess related issues. Mess menu will be decided by the Mess Committee Members in consultation with co-students as far as possible. Menu can be revised in consultation with the Mess Committee (or Mess Council) only.
- 10.3. **Maintenance Committee:** Maintenance Committee Members will give information and suggestions in the matters related to maintenance of the Hostel Blocks and take care of maintenance related issues in the hostel premises. They can discuss the issues of repair, maintenance, security and cleaning services, etc.

- 10.4. **Purchase Committee:** Purchase Committee Members will monitor the tendering process and procurement of items to the stores of Hostels (for both messes).
- 10.5. **Hostels Welfare Committee** will be consisting of the Warden, Dy. Wardens, and Student Representatives from Mess Committee, Maintenance Committee and Purchase Committee.
- 10.6. A monthly Hostels Welfare Committee meeting will be organized by the Warden at the Warden's Chamber in SVUCEMH Office to discuss the issues of mess bills, repairs, maintenance, cleaning and security services, etc. Residents are most welcome to raise their comments and advice on related issues at the meeting through committee members.
- 10.7. All hostel related issues will be discussed with a view to find out and recommend suitable solutions for approval and implementation in SVUCE Men's Hostels Welfare Committee meetings.
- 10.8. Hostels Welfare Committee should meet **at least once** in a month to discuss the hostel related issues.
- 10.9. SVUCEMH recognizes that organizations under the leadership of *undergraduates* can and do enhance a student's education by providing additional opportunities beyond the curriculum for personal development and growth. A number of recreational, sports, literary and social activities have to be takes place in the hostel in each academic year to make the students personality development. A few rooms in the hostel are used for common facilities such as the Reading room (Newspapers and Magazines), TV Room, Indoor Sports Room etc. Students can relax in the evenings or on holidays or spend their leisure time in the Common Rooms which are equipped with a T.V. and houses a Table Tennis (TT) board, Carom board etc.
- 10.10. **Sports Committee:** Manages sports related activities and make sure students active participation in College sports events. Be it formal participation in sports/ games like athletics, football, basketball, volleyball and cricket, or activities like jogging, or cycling, you can find something to match your interests and abilities. There are also indoor games like Table Tennis (TT), and board games such as Chess and Carom that you can be participated. Student nominees of Sports Committee are selected for each academic year.
- 10.11. **Tech. Committee:** Organizes workshop/orientation programs in technical areas and also encourages hostel participation in Institute / Hostel technical events, Maintain CCTVs, Web Page / Forum of the hostel etc. It provides a platform to enrich the concepts of computer hardware and software. It supports and promotes technical activities as a hobby in the campus, also aids students to gain proficiency in Programming languages like C, C<sup>++</sup>, Java by conducting interactive sessions on topics that are not covered in regular courses or topics that every student should know before he graduates. To strengthening the power of the open

source movement this committee may actively promote the use of Linux and other Open Source Software's.

(i) Electronics Club: This club may serve students interested in the electronics either pursuing it as a career or as a hobby under a common platform. It can plan round the year several interesting workshops, hands-on sessions, and lectures to be organized with the faculty and the students. In this club, students get a chance, to build their own circuits, to learn and work with. Summer challenging projects can be floated to the students which will provide a great opportunity to learn and develop new skills.

(ii) Web and Coding Club: It will promote web and coding skills. It can plan to organize workshops, hands-on sessions, and various inter hostel competition to train coding enthusiasts for international/ national coding competition. It also encourages beginners to take part in discussion with experienced seniors which help in clearing doubts and developing skills. In general, if it will plan to be held several interesting workshops on Android-SDK, HTML-CSS, Python, JavaScript, PHP, Java Applets, Scilab, Perl, and bash Scripting, which will be helpful to both beginners and experienced equally.

10.12. **Cultural Committee:** The SVUCEMH Cultural Committee can provide facilities to promote cultural activities among students. The SVUCEMH Cultural Committee should cater various cultural activities throughout the year, and students have to show interest in them, in large number, with equal zeal and enthusiasm. The SVUCEMH Cultural Committee to encourage the fresh talent among the I B.Tech Boy Students.

10.13. The SVUCEMH Cultural Committee is broadly may cover the following areas:

1. Music / Dance
2. Dramatic
3. Debate
4. Literary/Arts
5. Photography /Fine Arts

For efficient handling of different aspects of cultural activities, student nominees are appointed in every academic year. The student nominee posts include:

1. Music / Dance Secretary
2. Dramatics Secretary
3. Debating Secretary
4. Literary /Arts Secretary
5. Photography /Fine Arts Secretary

## **11. COMPLAINTS AND SUGGETIONS**

11.1. Tampering of electrical installations is strictly prohibited. Any defect in the electrical installation should be reported to the hostels maintenance-section, in writing at the specifically maintained





## GENERAL

These Rules are promulgated with the approval of the Principal-Cum-Chief Warden / Warden and specific clauses may be amended as required from time to time, in order to continuously improve matters. Updated version will be maintained in the Hostel Office and same will be posted in the College Website.

