

RULES & REGULATIONS

ADMISSION PROCEDURE

1. Students can apply for admission to the hostel on the website - www.ranimeyyammaihostel.org or email at info@ranimeyyammaihostel.org
2. The shortlisted applicants will be notified at least three days before the date of the interview.
3. The applicant should be accompanied by the parents and the local guardian for the interview.
4. If the parents of the applicants are not based in Chennai, a guardian must be nominated on their behalf. During the admission interview, the hostel authority will verify that the profile of the guardian meets the eligibility requirement of the hostel.
5. On acceptance, the reservation fee must be paid. The balance payment can be paid at the time of check-in at the hostel.
6. Room category and group preferences can be submitted to the warden during the interview. Allotment of rooms is based on availability. The management's decision is final in the allotment of rooms.
7. Permission from the warden is mandatory to occupy or interchange rooms.
8. Admission is renewable every year and is at the discretion of the management.

FEES AND CAUTION DEPOSIT

1. The fees once paid will not be refunded even if a resident leaves the hostel (voluntarily or involuntarily) during the academic year. There will be no exceptions.
2. Caution Deposit:
 - A. The caution deposit should be paid with the fee on admission.
 - B. If there is damage to the hostel property by the student, then the cost of repair/replacement will be adjusted against this deposit.
 - C. If the student leaves the hostel midway through the year, the caution deposit will be refunded at the end of the year after deductions, if applicable.
 - D. In cases there are no damages, then the amount will be refunded in full.

HOSTEL REQUIREMENTS

1. Residents are requested to bring personal items like bedsheets, pillow covers, plate, tumbler, bucket with a mug and lock for the room.
2. Upon admission, a mattress and pillow shall be provided by the hostel for each resident.
3. The residents are responsible for the safety of their money, valuables, and belongings. The hostel will not be held responsible for any loss.
4. Residents are required to check and sign the checklist of the furniture and fittings and the general condition of the room at the time of check in.

DRESS CODE

Students should avoid wearing shorts, mini-skirts, and revealing clothes in the dining hall and common areas.

PROPERTY MAINTENANCE

1. To avoid fire hazards residents are not allowed to cook or keep equipment like an induction stove, iron box, water kettle, etc. in the room
2. Residents are expected to maintain the cleanliness and tidiness of their rooms .
3. All wet clothes should be dried only in the allotted areas and not in the room.
4. In case the housekeeping staff is not allowed to clean the room, the residents will be responsible for maintaining the room.
5. Dustbins provided in the rooms are for dry waste. Residents should not misuse it by washing hands and/or throwing wet waste in the bins.
6. Space provided is for the individual's belongings only. Students are not permitted to store non-residents' belongings.
7. The residents are responsible for avoiding the following anywhere in the hostel and the cost of the damage is recoverable: -
 - A. Drilling nails
 - B. Sticking/hanging/displaying posters, calendars, stickers, bindis, glue tapes, gum, or anything similar.
 - C. Paints on walls or furniture.
8. It is the collective responsibility of the residents to safeguard the property of the hostel including structure, furniture, fittings, and gadgets both in the rooms and common areas. Any damage will be payable or/ and deductible from the caution deposit.
9. On vacating the hostel, the room should be cleaned and handed over to the hostel authorities on the mentioned date. The cost of any damage identified during the handover process will be payable or/and deducted from the caution deposit by the individual or/and residents of the room.
10. If belongings are left behind, the hostel officials are authorized to pack and store the articles in the cloak room till the student collects them or authorizes someone to pick them up. The use of the cloak room is chargeable.

MEAL TIMINGS AND DINING ROOM PROTOCOLS

- Breakfast – 7:30 a.m. to 9:30 a.m.
 - Lunch – 10:30 a.m. to 3:00 p.m. (Sunday 11:00 a.m. to 2:30 p.m.)
 - Snacks – 4:30 p.m. to 6:30 p.m.
 - Dinner – 7:30 p.m. to 9:00 p.m.
1. Carrying food from the dining hall to the rooms is not allowed.

2. The residents must wash their plates and tumblers only at the allocated wash area after removing the food waste. They should not be washed in the common/attached washrooms.
3. Residents are not allowed to enter the kitchen or use the services of the hostel staff without the permission of the Warden.

ENTRY AND EXIT

1. All residents are expected to be back in the hostel by 6:30 p.m. unless special permission has been sought. Violation of this rule will entail a fine of Rs.100/- per day and/or a denial of permission for further outings.
2. Every day the entry and exit of the resident should be recorded on the biometric system.
3. Residents are permitted to spend weekends away from the hostel with a permission letter from the parents or the guardian.
4. The warden should receive written permission from the parents/guardians three days in advance, mentioning the place where the resident will be spending their weekend/holiday and the duration of the visit.
5. During emergencies, the local guardian can come in person to seek permission
6. On approval from the Warden, the resident should register her check-out and check-in timings at the gate.
7. Strict action will be taken against residents who stay away from the hostel at nights, without prior permission.
8. The management will not be held responsible for any mishaps that occur outside the hostel premises.
9. Parents are requested to submit a list of authorized visitors to the hostel. Visiting hours are strictly between 8:00 a.m. and 6:00 p.m. Under special circumstances, residents may receive visitors with permission from the Warden.
10. For security reasons, the students are requested to open couriers, packages in front of the Warden before taking them to their rooms. This is to safeguard the hostel and its students from detrimental material.
11. During long holidays residents should take their valuables with them. The hostel cannot be held responsible for anything missing, if left behind.
12. In case of unforeseen circumstances like natural calamities, political unrest, pandemic or situations which disrupt general operations, if the hostel has to be closed without adequate notice and the residents need to vacate in a hurry, the hostel is authorized to pack the belongings left behind and keep it safe. It is advised that in such situations residents do not leave valuables such as jewellery, money, mark sheets, credit cards, and debit cards etc behind. The hostel management will try to support the resident in case valuables are left behind accidentally, however, they cannot be held responsible for the loss /damage to any property.
13. The Hostel will be closed in May for maintenance; hence all residents must check out of the hostel on or before April 30th. No extension will be granted.

CONSEQUENCES FOR BREACH OF RULES

1. To ensure that the hostel has a safe environment for all our residents, we are listing some serious offences that will entail suspension or expulsion from the hostel. The list includes:
 - A. Absence from the hostel for more than a month without prior permission.
 - B. Forging of parent's/guardian's signature
 - C. Giving false information about their whereabouts
 - D. Receiving unauthorized visitors
 - E. Ragging or bullying
 - F. Use of abusive language against the hostel, mess, or administrative staff
 - G. Aggression or abuse against other hostel residents.
 - H. Organizing unauthorized meetings, collecting money, or circulating notices or petitions without prior permission from the Warden.
 - I. Gambling, strikes, processions, group fasts, instigating the residents.
 - J. Any form of cybercrime that includes the resident's computer or smartphone is either a tool or a target for harassment using email, cyberstalking, defamation, hacking, SMS spoofing, pornography, threat, distribution of pirated software, possession of unauthorized information, cyber terrorism, etc. This includes the use of social media for malicious intent.
 - K. Distribution or consumption of cigarettes, narcotics, or alcohol in the hostel premises.
 - L. Drug abuse/Drug peddling
 - M. Vandalism in any form inside the hostel premises.
 - N. Possession or use of electronic equipment like induction stove, iron box, water kettle, etc. in the rooms.
2. The hostel authority reserves the right to conduct routine checks either informed or uninformed to ensure that the rules are being adhered to. In case of non-compliance, appropriate disciplinary action will be taken which can include warnings, fines, deduction of damages or/and expulsion.

In cases of issues related to administration, discipline and damage, the Management's decision is final.

The decision of the President/Secretary regarding admission and fee structure will be final.

The management reserves the right to revise the hostel rules and regulations.