

KINGS

ENGINEERING COLLEGE

An Autonomous Institution

Affiliated to Anna University, Chennai



HOSTEL POLICY

As per the Approval of Governing Council
(Updated in 2025)

PREFACE

The Hostel of Kings Engineering College is committed to providing a safe, secure, disciplined, and student-friendly residential environment that supports academic excellence and personal development. The hostel aims to create a homely atmosphere that encourages students to maintain discipline, responsibility, cleanliness, mutual respect, and ethical values while pursuing their education. The Hostel Administration strives to ensure the welfare, safety, comfort, and overall development of all hostel residents through proper guidance, supervision, and adherence to established rules and regulations.

OBJECTIVES OF THE HOSTEL POLICY

- ❖ To provide a safe and secure residential environment for students.
- ❖ To maintain discipline, harmony, and mutual respect among hostel residents.
- ❖ To promote cleanliness, hygiene, and healthy living practices within the hostel premises.
- ❖ To ensure proper utilization and maintenance of hostel facilities and properties.
- ❖ To create an atmosphere conducive to academic learning and personal growth.
- ❖ To establish guidelines for hostel administration, student conduct, and hostel management.
- ❖ To ensure the safety and welfare of all students residing in the hostel.

1.HOSTEL ADMISSION POLICY

1.1 Eligibility

- ❖ Hostel accommodation is available only for bonafide students of the institution.
- ❖ Students seeking hostel admission must submit the prescribed application form along with necessary documents.
- ❖ Admission to the hostel is subject to approval by the Hostel Administration.
- ❖ Students with good conduct and discipline records will be given preference.

1.2 Admission Procedure

- ❖ Students and parents/guardians must sign a declaration agreeing to abide by the hostel rules and regulations.
- ❖ Hostel fees should be paid within the prescribed time.
- ❖ Hostel admission shall normally be valid for one academic year.

- ❖ Students once admitted into the hostel are generally not permitted to vacate during the academic year except under valid reasons approved by the management.

2. ROOMS ALLOTMENT POLICY

- ❖ Rooms will be allotted by the Hostel Administration.
- ❖ Students are not permitted to change rooms without prior approval from the Chief Warden.
- ❖ Hostel authorities reserve the right to shift students from one room to another for administrative reasons.
- ❖ Students are responsible for maintaining the cleanliness and condition of their allotted rooms.
- ❖ Any damage caused to hostel property will be recovered from the concerned student(s).

3. DISCIPLINE AND CODE OF CONDUCT

- ❖ Students shall maintain discipline and proper behavior inside the hostel premises.
- ❖ Ragging in any form is strictly prohibited and punishable under law.
- ❖ Students involved in ragging activities will face strict disciplinary action including suspension from hostel and college.
- ❖ Playing cards, smoking, alcohol consumption, drug usage, and possession of prohibited substances are strictly forbidden.
- ❖ Possession of weapons, inflammable materials, or objectionable materials is prohibited.
- ❖ Students shall not engage in activities disturbing the peaceful hostel environment.

4. ATTENDANCE AND OUTING POLICY

- ❖ Hostel students are not permitted to leave the hostel premises without permission.

- ❖ Outing permission may be granted only on approved holidays or weekends.
- ❖ Students must obtain permission through written communication from parents/guardians wherever required.
- ❖ Students shall record their entry and exit details in the hostel register.
- ❖ Students should return to the hostel within the permitted timing.

5.CLEANLINESS AND MAINTENANCE POLICY

- ❖ Students must keep their rooms neat, clean, and hygienic.
- ❖ Hostel surroundings shall be maintained clean at all times.
- ❖ Writing, sticking posters, or damaging walls, windows, doors, and furniture is prohibited.
- ❖ Waste materials should be disposed of only in designated places.
- ❖ Students shall cooperate during room inspections conducted by hostel authorities.

6.ELECTRICAL AND ELECTRONIC DEVICES POLICY

- ❖ Use of unauthorized electrical appliances inside hostel rooms is prohibited.
- ❖ Students shall switch off lights, fans, and electrical devices when not in use.
- ❖ Use of banned electronic/electrical gadgets inside the campus is not allowed.
- ❖ Hostel authorities may confiscate unauthorized appliances if found.

7.MESS AND DINING POLICY

- ❖ Vegetarian and Non-Vegetarian food facilities are available in the hostel mess.
- ❖ Meals shall be served only during scheduled timings.
- ❖ Students shall maintain discipline and cleanliness inside the dining hall.

- ❖ Food wastage is strictly discouraged.
- ❖ Students are not permitted to enter the kitchen or instruct mess staff.
- ❖ Diet meals may be provided for sick students based on medical necessity.

Mess Timings

Meal	Timing
Morning Tiffin	7.15 a.m. – 7.40 a.m.
Noon Meal	12.00 Noon – 1.00 p.m.
Night Dinner	7.30 p.m. – 8.00 p.m.

8.SAFETY AND SECURITY POLICY

- ❖ Students shall follow all safety instructions issued by the Hostel Administration.
- ❖ Visitors are allowed only during approved visiting hours with permission.
- ❖ Students are responsible for safeguarding their valuables and belongings.
- ❖ The hostel management is not responsible for loss of personal belongings.
- ❖ Any emergency or suspicious activity should be immediately reported to the warden.

9. HOSTEL MEETING AND ADMINISTRATION

- ❖ Meetings within the hostel may be conducted only with prior permission from the Chief Warden.
- ❖ Hostel administration shall periodically review hostel functioning and student welfare.
- ❖ Students are expected to cooperate with hostel authorities for smooth administration.

10.VIOLATION AND DISCIPLINARY ACTION

- ❖ Violation of hostel rules may result in warning, fine, suspension, or cancellation of hostel accommodation.
- ❖ Serious misconduct may lead to disciplinary action by the college management.

- ❖ The decision of the Hostel Administration and Management shall be final and binding.



KINGS ENGINEERING COLLEGE
IRUNGATUKOTTAI, CHENNAI.
Phone: 04471224400, Fax: 71224410
Website: www.kingsedu.ac.in