

**K.RAMAKRISHNAN COLLEGE OF ENGINEERING (AUTONOMOUS)
Samayapuram Tiruchirappalli**

STUDENTS –Rules and Regulations -2026
(Available at our College website)

ATTENDANCE:

- The college starts at 8.40am and closes at 4.40 pm and lunch break 12.00 pm to 1.00pm
- Hour attendance are mandatory
- Attendance will not be given to the late comers for that period
- 80%attendance is mandatory to appear the End University examination.
- Attendances are sent to the Principal office every day.

LEAVE:

- Students shall not be allowed to take leave without prior permission.
- For leave students have to submit their leave letters with parent/warden signature to the academic – incharge duly signed by each department staff.
- Medical certificate should be produced whenever necessary and it should be recommended by the class advisor. Producing false medical certificate will cause disciplinary action.

FEES:

- Every Candidate should pay the total fees before commencement of Semester Examination .

MOBILE PHONE:

- Usage of mobile phone are strictly prohibited within the campus
- If any students has mobile phone it must be switched off before entering into campus. Otherwise it will be seized and disciplinary action will be taken.

DRESS CODE:

Dress Code for Boys:

- T-shirts with a collar and jeans can be worn.
- T-shirts with wordings or with any indecorous pictures are not permitted.
- Sandals/canvas shoes are allowed.
- Cargos/chinos can be worn.
- Ripped jeans, balloon pants, and pencil-fit jeans will not be permitted.
- Boys should follow the formal dress code with a tie, shoes, and a clean shave on every Wednesday. (However, for laboratory classes, the lab uniform with shoes is compulsory.)

Dress Code for Girls:

- Jeans with a long kurti without side cuts can be worn.
- Pencil-fit jeans with long tops without side cuts are allowed.
- Leggings and jeggings with long tops without side cuts are allowed.
- A shawl is mandatory for the above clothing (netted shawls and sleeveless tops are not allowed).
- Short tops and side-cut tops are not allowed.
- Cold-shoulder tops are not allowed.
- Sandals/canvas shoes can be worn.
- White tops, white pants, and white leggings are strictly not permitted.

Note: It is not mandatory to wear shoes or uniform for computer lab classes.

ID CARD:

- Each Student will be provided with identity card, they should wear the identity card within the campus.

DISCIPLINE:

- Visitors will not be allowed to meet the students during class hours.
- Students should handle all college properties with care, damages will cause penalty.
- Disobedience, disrespect, irregularity or violation of disciplinary rules are liable for punishment
- Students should not use drugs, liquor or smoke within the college campus .Violation of these will lead to dismissal.
- Students attending meeting or functions of college shall maintain good behavior and discipline.

RAGGING:

- Ragging is totally banned/prohibited in our college and hostel, if anyone found guilty of ragging and /or abetting ragging is liable to be punished appropriately(as per UGC Guidelines)

If any queries contact our college office on working days between 10.00 am to 5.00 pm

OFFICE CONTACT NUMBER: 9842991377



PRINCIPAL

K.RAMAKRISHNAN COLLEGE OF ENGINEERING
AUTONOMOUS SAMAYAPURAM TIRCHIRAPPALLI

HOSTEL RULES AND REGULATION FOR GIRLS

- Boarders must abide by the rules and regulations of the hostel management.
- At the time of admission, boarders should reside in the allotted room, and there will be a reshuffling of students' rooms and blocks once a year.
- Room allotment is based on quad sharing
- The mess will be closed by 8.30 a.m. After the given timing, students will not be permitted to take breakfast in the mess.
- If strange visitors for the boarders are observed in the college premises, apart from the stated parents or guardians, strict action will be taken, and the boarders will be expelled from the hostel and college immediately.
- For any changes in the parents' phone number or local guardian's address, the parents should come to the hostel in person with a written letter authorized by the parents, to be countersigned by the Class Advisor, HOD, and the Principal.
- Boarders should remain in their rooms by 8.00 p.m. during study hours. Attendance will be taken by the Wing In-charges manually.
- Sunday to Friday, 8.00 p.m. to 10.00 p.m., shall be treated as "Study Hours," and the students should maintain silence during the study hours.
- The girls' hostel main gate will be closed by 6.30 p.m. Boarders will not be permitted inside the hostel premises if the time is exceeded.
- Boarders should not stay in the hostel during the working hours without getting prior/proper permission from the Class Advisor and HOD with parents' confirmation. A signed copy of the permission letter should be submitted at the hostel.
- Boarders shall not bring any day scholars/alumni/outside to the hostel premises. If found, both the students will be penalized, and the hosteller will be expelled from the hostel permanently, and the day scholar will be suspended.
- Boarders are strictly advised not to keep a large amount of money or valuables in their rooms. The hostel or college authorities will not be responsible for the loss or damage caused to their belongings.

- Boarders are responsible for their electronic gadgets such as mobile phones, laptops, and tabs. The hostel or college authorities will not be responsible for the loss or damage caused to their electronic gadgets.
- Boarders should maintain the decorum in the dining hall, and they should not take food outside the dining hall. Mobile phones are strictly prohibited in the dining hall.
- Boarders should be in proper dress code inside the hostel premises and in the dining hall.
- Keeping or possessing intoxicants, shouting, etc., inside the hostel rooms or hostel premises is strictly prohibited.
- The boarders should not waste food, water, or electricity. If anyone is found indulging in such wasting activities, they will be asked to vacate the hostel.
- Any kind of celebration (Birthday, New Year, etc.) will not be permitted. If it happens, it will be considered a disciplinary issue.
- No boarder is permitted to leave the hostel temporarily without the permission of the Deputy Warden. She can be permitted only after getting an out-pass.
- Students going home should return to the hostel within the scheduled date and time, or else a penalty should be paid. Further, approval of leave will be cancelled for the particular month.
- Usage of cell phones is strictly prohibited during the night study.
- Usage of laptops is strictly prohibited during the night study. If required, they can be used with prior permission from the Class Advisor and HOD stating the reason. If any irrelevant usage is found, the laptop will be seized and will not be given back.
- The visiting time for the parents or local guardians during working days is from 4.30 p.m. to 6.30 p.m., and during holidays from 9.00 a.m. to 6.30 p.m.
- Hostel annual room rent should be paid before admission to the hostel.
- Hostel students have to submit their vacating form to the office; only then will they be allowed to leave.
- Ragging is a punishable crime under the Indian Penal Code. To eliminate such incidents, ragging is strictly prohibited in the hostel.
- When the students go out of their rooms, they should switch off all the electrical/electronic appliances and keep their rooms locked at all times.

- Spoiling the room by spitting, drawing, or pasting pictures and breaking the materials in the hostel is not allowed. If anyone is found doing so, they will be fined Rs. 5,000 or a fine based on the committee's decision for their indisciplinary activities.
- If there is any disobedience by boarders towards the hostel administration team, they will be expelled from the hostel.

Leave Procedures

- Students need not get permission letters for common holidays.
- Leave requisition must be applied for at least a day before.
- An out-pass should be generated only at the time of the applied exit time.
- The generated out-pass will be valid for only one hour from the applied exit time.
- During weekdays, if there is any emergency, leave can be applied for along with a leave application, and the same should be forwarded by the Class Advisor, HOD, and Principal with the parents' confirmation.
- Manual out-pass is applicable only for temporary residents.
- Visitors' cards will be verified strictly.

Regular Attendance

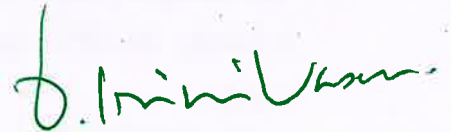
- Manual attendance will be taken by the Wing In-charges by verifying the physical presence of students in the room.
- Hostel students and staff must register their biometric attendance between 5.30 p.m. and 7.30 p.m.
- Both manual and biometric attendance is mandatory for both staff and students.
- Hostellers should be back at the hostel before 5.30 p.m. If there is any delay, they should inform the Hostel Warden regarding the reason for their delay, and they should submit a proper letter signed by their Class Advisor and HOD.
- Absence of permanent or temporary residents must be informed to the parents only after the confirmation of their absence by the Class Advisor. Information should reach the parents on the same day immediately after the confirmation.

1. BOYS HOSTEL RULES AND REGULATION

- Boarders must abide by the rules and regulations of the hostel management.
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- Room allotment is based on quad sharing
- The mess will be closed by 8.30 a.m. After the given timing, students will not be permitted to take breakfast in the mess.
- If strange visitors for the boarders are observed in the college premises, apart from the stated parents or guardians, strict action will be taken, and the boarders will be expelled from the hostel and college immediately.
- For any changes in the parents' phone number or local guardian's address, the parents should come to the hostel in person with a written letter authorized by the parents, to be countersigned by the Class Advisor, HOD, and the Principal.
- Boarders should remain in their rooms by 8.00 p.m. during study hours. Attendance will be taken manually by the Wing In-charges.
- Sunday to Friday, 8.00 p.m. to 10.00 p.m., shall be treated as "Study Hours," and the students should maintain silence during the study hours.
- The Boys' Hostel main gate will be closed by 10.30 p.m. Boarders will not be permitted inside the hostel premises if the time is exceeded.
- Boarders should not stay in the hostel during the working hours without getting prior/proper permission from the Class Advisor and HOD with parents' confirmation. A signed copy of the permission letter should be submitted at the hostel.
- Boarders shall not bring any day scholars/alumni/outside to the hostel premises. If found, both the students will be penalized, and the hosteller will be expelled from the hostel permanently, and the day scholar will be suspended.
- Boarders are strictly advised not to keep a large amount of money or valuables in their rooms. The hostel or college authorities will not be responsible for the loss or damage caused to their belongings.
- Boarders are responsible for their electronic gadgets such as mobile phones, laptops, and tabs. The hostel or college authorities will not be responsible for the loss or damage caused to their electronic gadgets.

- Ragging is a punishable crime under the Indian Penal Code. To eliminate such incidents, ragging is strictly prohibited in the hostel.
- When the students go out of their rooms, they should switch off all the electrical/electronic appliances and keep their rooms locked (at all times).
- If there is any disobedience by boarders towards the hostel administration team, they will be expelled from the hostel.

Note: The decision of the chief warden shall be final in matters of punishing the students for violating any of the rules of the hostel



PRINCIPAL