

LBS Institute of Technology, Poojappura, Thiruvananthapuram, LBSITW is one of the top most engineering colleges in Kerala offering accommodation for 200 students opting for Hostel Admission. The hostel is inside the campus. The priority for admission will be given to students based on the distance from their home town. LBSITW provides full furnished hostel facilities. The Hostel is governed by Hostel Warden, a faculty from the College appointed by the Principal and he/she is assisted with Resident Tutor, Honorary Resident Tutor and Matron to meet all matters concerning the welfare of the inmates of the Hostel. Above all, the hostel is a place of peace and serenity for both learning and extracurricular activities. Indoor games, knowledge sharing, mutual care and understanding, and a will to be the best is what makes life within four walls enriching and enthralling. The hostel has a dedicated mess that offers quality food. Guest room facilities are also available in the hostel.

**E-mail address:-hostel.lbsitw@gmail.com**

**Phone No:-0471 2349252**

### **LBSITW HOSTEL RULES & REGULATIONS**

1. Hostel will be allotted on first come first serve basis, subjected to the availability of hostel seats.
2. Hostel will be allotted on the request of student. Distance of residence from Hostel and academic performance will be the selection criterion. The student's conduct during the hostel stay also will be considered for the readmission to the hostel in the consecutive years.
3. Hostel students can go out after 4pm only with valid reason and they should be returned back by 6.30 pm. They are also permitted 3 hours for going out in holidays with prior permission from the parents.
4. The students who are going out of the hostel for academic purpose should submit a request which is duly forwarded by the concerned staff or HOD in the college.
5. The mobile phone can be used only from 5.00 pm to 8.00 pm
6. No Hosteller shall be allowed to stay out without written request of the local guardian/Parent and written permission of Matron/RT/HRT/Warden. Decision of the warden will be final in such cases. Any student staying out without permission shall be fined Rs.50/- each, only for up to two occasions. Any repetition of this act after that will make her liable for expulsion without any notice
7. No unbecoming activity of a student shall be allowed inside the hostel premises. The college authority reserves the right to evict any Hosteller if it is found that she is involved in any illegal/ unethical/ unprincipled/ immoral/ corrupt/ dishonest activity and due to which her stay in the Hostel Causes disciplinary or any other related problems for the management and the other occupier of the hostel
8. The college authority reserves the right of admission for non-Hostellers.

9. The Hostellers are advised not to keep any valuable article in the hostel. For any theft or loss of valuable articles, it will be the sole responsibility of that Hosteller and by way of no means what so ever Hostel authority can be held responsible for such lose.
10. Any Hosteller guilty of misconduct, breach of rules or showing disrespect to authority and nuisance to others including neighbours shall immediately be expelled from the hostel without any notice. No justification for this can be sought from the hostel authorities.
11. Any damage to the property of hostel shall have to be paid in cash individually or the persons responsible or jointly by all the Hostellers.
12. The Warden's decision regarding fines shall be binding and final on all Hostellers. A fine of Rs.100/-will be charged for the payment after the last date and thereafter, Rs.10/-per day will be charged as fine
13. Visitors will have to enter the details in the visitors register. They are allowed only in the visiting room. Only parents/local guardian whose name is given in the admission form are allowed as visitors.
14. Inmates moving out of the hostel in any situation will have to enter details in the movement register. (Name, Date, Time in, Time out, Destination and purpose)
15. Inmates will have to produce their ID card at any time if asked by the authorities/security guard.
16. Creating a noisy environment in the hostel, causing disturbances in any form to other inmates of the hostel etc. are not permitted.
17. Hostel entrance will close at 6.30 p.m.
18. Violation of hostel rules will invite punitive actions.
19. Amendments of hostel rules will be made at proper time by the hostel authorities
20. A Hosteller will have to take permission and No Dues Certificate from the Matron/RT/HRT/Warden when she finally leaves the hostel. The Caution Deposit amount will be refunded only when No Dues Certificate has been submitted.
21. The Hostel authorities shall keep the hostel clean and hygienic and the Hostellers shall help in doing so.
22. No student will be allowed to stay back in the hostel when the regular classes are going on. If anyone wants to stay back, prior written permission may be obtained from Warden/RT/Matron. Mess will be closed after the mess timings and no student will be allowed to enter the mess after mess hours.
23. No inter exchange of rooms shall be allowed without written approval of the hostel authorities.

24. In case a student wants to go to her home town she have to inform the hostel authorities in writing and make entries in the register while going and coming back accordingly.
25. All students have to vacate the hostel during semester break at the end of academic year, clearing all dues. Fresh application should be submitted for admission for next year.,

### **Mess, Hygiene and discipline**

1. A mess committee will be elected for each month by the authorities for the smooth conduct of hostel mess.
2. The mess committee shall be responsible for the hostel hygiene, minimization of Foodwastage, quality of food etc.
3. The menu of food items for the month shall be published by the mess committee in advance.
4. Application for availing mess cut should be submitted to the mess committee at least one day before.
5. A mess secretary will be elected from the members of the mess committee for initiating major activities of the committee.
6. Hostel mess is meant for the inmates of the hostel. However guests can take food on a payment basis.
7. Maximum number of mess cuts an inmate can claim per month is 15 days. However the authorities can treat it as special in case of genuine situations like Ramzan season, carrying out project work etc.
8. A minimum of continuous 5 days of mess cut should be there for availing mess cut.
9. Extra food items can be availed by the inmate on an extra payment basis.
10. The Hosteller shall get breakfast, lunch and dinner, as per the menu displayed every week.

The menu is decided by a mess committee.

#### **Mess Timings**

Break fast:	7.30 - 8.30 am
Lunch:	12.00 - 2.00 pm
Evening tea and snacks :	4.00- 5.30pm
Dinner	7.30- 8.30 pm

### **A temporary hosteller**

A day scholar under special circumstances is permitted to stay in the hostel with genuine reason for a short period. Permission is granted based on the recommendation from the department (Class advisor & HOD) and with the knowledge of the parents. Students can apply on the prescribed form for such stay to the Warden. They have to pay in advance on the basis of daily rate prevailing at the time of applying. During the stay in the hostel the student should strictly adhere to the rules and regulations of the hostel.