

Dr NGPRET MEN & WOMEN'S HOSTELS
COIMBATORE

HOSTEL POLICY, RULES & REGULATIONS
AND CODE OF CONDUCT

Dr NGP RESEARCH AND EDUCATIONAL TRUST
940 / 1A&1B, KOVAI ESTATE, KALAPATTI ROAD
COIMBATORE – 641 048

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Dr NGPRET MEN & WOMEN'S HOSTEL, COIMBATORE

Hostel Policy, Rules and Regulations and Code of Conduct

PREAMBLE:

The Dr NGP Research and Educational Trust, Coimbatore provides hostel facilities for the students enrolling different level of programmes at KMCH & Dr. N.G.P. Educational Institutions. The principle concern towards the formulation of this hostel policy is to ensure, secure and comfortable stay in the hostels which would support conducive learning environment, self confidence and self discipline among the students.

1.0. NAME OF THE HOSTELS:

The KMCH and Dr. N.G.P. Group of Institutions offer on campus hostel facilities for Men and Women students.

1.1. Men's Hostels:

- a. Kurinji
- b. Mullai
- c. Marutham
- d. Neithal

1.2. Women's Hostels:

- a. Ganga
- b. Yamuna
- c. Kaveri
- d. Bhavani

2.0. HOSTEL ADMISSION:

2.1. Hostel Application:

- 2.1.1. Students seeking admission in the above hostels shall submit the prescribed application (**Annexure – I**) for their admission to the hostel, which can be received from the College / Hostel Office.
- 2.1.2. Admission to the hostel is for one academic year only. If the inmate wants to extend his/her stay, they need to submit a renewal application (**Annexure – II**) on or before the prescribed date to the hostel authorities.
- 2.1.3. The Parent / Guardian shall comply with all the formalities and procedures for their ward's admission.

2.2. Declaration:

The students must submit a declaration duly signed by the student and countersigned by his / her parent / guardian as the prescribed format in **Annexure – III**, agreeing to abide by the hostel policy, rules and code of conduct in force and modified from time to time.

2.3. Allotment of Rooms:

- 2.3.1. After completion of the application and payment procedures, the student shall be allotted a room / space in a shared room. These allotments can undergo changes at any time for administrative reasons.
- 2.3.2. The allotment is usually done by the respective Hostel Wardens based on the availability of the rooms.
- 2.3.3. The inmates shall occupy the rooms allotted to them and should not exchange their rooms by any chance without the consent of the Warden.
- 2.3.4. Once the rooms are allotted, it can't be changed unless necessity arises for maintenance / disciplinary issue.
- 2.3.5. The Wardens are entitled to shift inmates from one room to another room as one of the rooms of the hostel policy.

2.4. Cancellation of Hostel Admission:

The students are not permitted to vacate the hostel in the middle of the academic year. If they would like to do so, they shall be permitted to vacate the hostel only at the end of the academic year (**Annexure – VI**).

3.0. FURNITURE & FITTINGS:

- 3.1. On allocation of rooms, the hostellers will be provided with essential furniture and fittings. The students should ensure that the furniture and fittings provided are maintained in good condition, until they vacate their rooms.
- 3.2. Hostellers are advised to hand over the furniture and the other materials in perfect condition while they vacate the room, failing which the concerned hosteller(s) will be charged for the damage.
- 3.3. At the time of joining the hostel the inmates should make their own arrangement for locking their rooms / cupboards. A duplicate key of the rooms shall be handed over to the Warden's Office.

4.0. **ROOM TYPE:**

4.1. **Women's Hostel Room Type:**

S. No.	Category
1.	Six inmates with common bath
2.	Four inmates with common bath
3.	Four inmates with attached bath
4.	Three inmates with common bath
5.	Three inmates with attached bath
6.	Three inmates with attached bath with A/c
7.	Two inmates with common bath
8.	Two inmates with attached bath
9.	Single inmate with common bath
10.	Single inmate with attached bath
11.	Single inmate with attached bath with A/c

4.2. **Men's Hostel Room Type:**

S. No.	Category
1.	Six inmates with common bath
2.	Four inmates with common bath
3.	Four inmates with attached bath
4.	Three inmates with common bath
5.	Three inmates with attached bath
6.	Two inmates with common bath
7.	Two inmates with attached bath
8.	Single inmate with common bath
9.	Single inmate with attached bath

5.0. **PAYMENT TERMS:**

- 5.1. The Hostel Fees wholly depend upon room type and shall be paid at the time of Hostel Admission.
- 5.2. The prescribed Hostel Fees (**Annexure – V**) is applicable for one academic year.
- 5.3. The Hostel fees remains for same both vegetarian and non-vegetarian food.
- 5.4. There is no partial payment / semester wise / half-a-year payment system.
- 5.5. A student whoever seeking hostel admission shall be given admission only on yearly basis.

6.0. HOSTEL FEES / REFUND POLICY:

- 6.1.** The hostel charges are purely calculated based on the type and facilities in the room.
- 6.2.** All supplies and man power are planned on yearly basis, No reduction in the Hostel charges are possible for leave / absence of the inmates.
- 6.3.** All the students who seek admission in the hostel are given admission on first come first basis. The hostel admission is closed as soon as the college admission is over. If any inmate leaves the hostel in the middle of the academic year, the room will be vacant for the rest of the academic year. In the above circumstances, the hostel charges shall not be refunded / adjusted on any basis.
- 6.4.** No refund of the hostel fee is allowed for non-availing of food on religious ceremonies / health reasons / deputation for training / internship / educational tours or industrial visits.
- 6.5.** If a student discontinues his / her stay in the hostel for any reason, the hostel charges shall not be refunded.
- 6.6.** If a student is dismissed / suspended on any disciplinary grounds the hostel charges will not be refunded.

7.0. DAILY ATTENDANCE:

- 7.1.** The inmates are informed to make biometric punch (**Computer based Attendance System**) in the prescribed time at the respective hostels.
- 7.2.** If they fail to punch their attendance in the hostel at the prescribed time the defaulters will be fined eventually.

8.0. EXIT AND ENTRY DURING COLLEGE WORKING DAYS:

- 8.1.** The inmates are advised to reach the respective colleges 10 minutes early, everyday.
- 8.2.** The college bus can be utilized for morning from hostel to college.
- 8.3.** The inmates are strictly informed to reach the hostel on or before the prescribed time after the college hours.
- 8.4.** If they remain in the college premises for any valid reason after the prescribed time, it needs to be communicated to the warden without fail.
- 8.5.** Late comers are not entertained in the hostel and they shall be fined or severe action shall be taken.

9.0. MESS RULES:

9.1. Hostellers must have food in the hostel mess and they are not permitted to take outside food items to the hostel rooms.

9.2. Dayscholars / Guest are not permitted to avail mess facility.

9.3. Mess timing:

- Breakfast - 07.00 A.M to 08.45 A.M
- Lunch - 12.00 Noon to 01.45 P.M
- Tea & Snacks - 04.30 P.M to 05.30 P.M
- Supper - 07.00 P.M to 08.45 P.M

9.4. The inmates shall be provided with sufficient food and they are strictly informed not to waste any food items.

10.0. VISITORS PERMISSION TO VISIT THE HOSTELLERS:

10.1. Only authorized visitors are allowed to visit the Hostellers, and only on Sundays between 09.00 AM and 06.00 PM. The visitors should produce authenticated visitors card at the Security Office and their entry should be registered in the visitors register.

10.2. No visitors shall be permitted to meet the inmates without authenticated visitors' card.

10.3. Inmates are not allowed to bring their visitors inside the hostel.

11.0. OUTING PERMISSION ON SUNDAY:

11.1. If an inmate intends to go out of hostel on Sundays for his/her personal work, he/she has to submit application (**Annexure – VII**) to the Warden before leaving the hostel. The inmates are permitted to leave the hostel from 08.00 A.M. and shall return to the hostel before 05.00 P.M.

11.2. The above permission should be recorded in the permission register at Hostel Office and Main Gate.

12.0. PERMISSION TO GO HOME:

12.1. **General Permission to leave the hostel:**

12.1.1. The inmates shall be allowed to go home on weekend and they should submit the online application in the Online Hostel Management Portal (Refer Clause 18.0).

- 12.1.2. The online leave application should be approved by the respective approval authorities and Parent / Guardian.
- 12.1.3. The inmates shall not be permitted to leave the hostel without valid approval of the authorities.
- 12.1.4. The inmates are strictly informed to punch their attendance in the respective biometric system / prescribed register while leaving from and on their return to the hostel.
- 12.1.5. The inmates shall be permitted to leave the hostel independently only with the Parents / Guardian consent letter. They should submit a letter in the prescribed format (**Annexure – IV**) duly signed by the Parent or Guardian.

12.2. Emergency Leave:

Only in the case of any urgent / emergency reasons the inmates shall be permitted to avail special permission to go home with the approval of HOD / Principal and Warden.

12.3. Permission to stay in the hostel during the college working hours:

Hostellers shall not be permitted to stay in the hostel during college working hours. In case of any health reasons, they shall be permitted with the permission of Warden. They need to submit the leave letter (**Annexure – VIII**) to the Class in-charge / HOD countersigned by the Warden.

13.0. GENERAL CODE OF CONDUCT:

13.1. Usage of Rooms and other Gadgets:

- 13.1.1. The hostellers should ensure that their rooms are maintained neat and clean.
- 13.1.2. The fans and lights should be switched off when they are not in use.
- 13.1.3. If any repair is required for the electrical appliances, it shall be reported to the hostel office immediately and they should not try repair it by themselves.
- 13.1.4. The rooms should be locked even when leaving the rooms for a short duration.
- 13.1.5. Usage of water heaters, cooker and coffee maker, etc. are strictly prohibited.
- 13.1.6. Cash and valuable things should be kept safe in the locker.

13.1.7. Personal Laptops, Mobiles should be kept safe at their own risk. However, hostel authorities shall not be responsible for any theft or damage of the same.

13.1.8. Laptops shall be used only for academic purpose failing which hostel authority may initiate disciplinary action.

13.2. Study hour:

13.2.1. The inmates of hostel should strictly follow the study hour between 09.00 P.M to 10.30 P.M.

13.2.2. The students should remain in the respective rooms only during the study hours.

13.3. Silent Hour:

13.3.1. 10.00 P.M to 07.00 A.M shall be treated as silent hour on all days.

13.3.2. The inmates should keep their mobile phones in silent mode during the silent hour and any other audible entertainment gadgets are not permitted during the above timings.

13.3.3. If any mobile or other gadgets found disturbing during the study / silent hour it will be seized immediately.

13.4. Personal Vehicle:

Hostellers are not allowed to use any personal vehicles. Parents are requested not to provide any vehicle for their ward. Inmates are strictly instructed to use the transportation provided by the institution. Violation of this rule will result in the withdrawal of the Hostel facility for the errant hosteller.

13.5. Celebrating Festivals and Birthdays:

Hostellers are not permitted to celebrate religious festivals and birthdays in the hostel premises.

13.6. Room Inspection:

All rooms are subject to periodic and / or unscheduled inspection by the hostel authorities. The authorities shall be entitled to inspect the entire room, including personal bags and belongings.

14.0. MEDICAL EMERGENCY:

- 14.1. Any sudden illness / accidents should be reported immediately to the concerned hostel authority for necessary action (**Annexure – IX**).
- 14.2. In case of a medical emergency, the hosteller will be given first aid medical care and Parents / Guardians will be informed immediately. Hence, it is very important that the Phone / Contact numbers must to be updated by the hostellers/parents.
- 14.3. The Management will take all precautions in providing minor first aid medical care. If deemed necessary, move the concerned hosteller to the hospital. Further, the Management shall not be held responsible in cases of any medical exigencies such as accidents, which may occur inside the hostel premises and any travel from the hostel to the college including college transport. The Management shall not be liable in torts or any other Law for any accident injury or damage caused to a hosteller due to any act or omission by the concerned hosteller and /or if such injury or damage arises due to the concerned student failing to adhere to prescribed safety norms or directions or instructions or failure to adhere to the code of conduct prescribed.

15.0. RAGGING AND OTHER PROHIBITED ACTIVITIES:

- 15.1. Ragging in any form is banned inside and outside the hostel premises. Strict action will be taken against defaulters. No leniency will be shown to offenders. Students involved in ragging will be expelled from the hostels and college.
- 15.2. Consumption / possession of alcohol, smoking or use of tobacco, narcotic drugs, possession of obscene pictures, posters, pornographic materials, lethal weapons or inflammable materials and the related products are strictly banned in the hostel and college premises. Violation of these rules will be treated as a serious offence resulting in expulsion from the hostels.
- 15.3. Hostellers shall not play games in the hostel premises that may cause any damage to the property and disturbance to others.
- 15.4. Hostellers are not allowed to write / scribble / draw / paste anything on walls, windows or doors in the room or deface them in anyway.

16.0. EXPULSION FROM THE HOSTELS:

- 16.1. The college reserves the right to cancel admission of a hosteller from the college hostels without giving any prior notice or reason. Suspension / dismissal from the college also implies consequent suspension / dismissal from the college hostel.
- 16.2. The hosteller will be expelled from the hostel after due enquiry of the disciplinary committee for breach of hostel rules, regulations and code of conduct.

17.0. REVISION OF HOSTEL RULES AND REGULATIONS:

The Management of the hostel reserves the right to revise or amend the Hostel Policy, Rules and Regulations from time to time as deemed necessary. Hostellers will be informed about the revision / modification of rules through circular / website and they shall abide by the revised policy, rules and regulations.

18.0. ONLINE APPLICATION TO OBTAIN PERMISSION TO LEAVE HOSTEL:

Dr NGPRET Hostels in association with SBNA Technologies has implemented Online Hostel Leave Application System (**Smart Hostel – Leave Management System**) to simplify the leave application procedures for the hostellers.

In the online application, the students can directly login on net enabled desktops / laptops / mobile phones by key-in the following URL: www.hostels.kmch.ac.in

After that you will login in to the Leave Application page. The user has to submit the Roll number assigned in the college as user name (Example 16PG002). Subsequently, they have to enter their roll number twice as password (Example 16PG00216PG002) to login for the first time. Then they will be directed into the “change password” page and they can set their own password.

The user is required to enter their roll numbers as user name and their personal passwords to login every time.

After successful login, the user will be directed to the “leave application” page and the required data has to be entered for applying leave.

The following are the steps to be followed for submission of online application, obtaining approval, procedure to be followed while leaving and reaching the hostel:

Step – I: Submission of the leave application through online.

Step – II: Approval from the approval authorities/warden through online

Step – III: After the due approval of the college / hostel authorities, parents / authorized guardian will receive a call from the number +91 422 3508307 (IVRS) and **THEY NEED TO REPLY THROUGH MOBILE FOR GIVING / DENYING PERMISSION BY PRESSING ‘1’, FOR APPROVAL OF THE LEAVE AND ‘0’ REJECT THE LEAVE.**

If parents / guardian are not able to attend the call at once, they will receive the same call for three times. In case, they are not able to reply for three calls, they can recall the number to hear the message again.

Step – IV: After the parents / guardian’s approval, the inmates are allowed to leave the hostel as per the time out mentioned in the online application. The hostellers have to make a biometric punch while leaving the hostel and they will receive an Exit-slip / Gate pass integrated with the biometric machine. While leaving, the Exit-slip / Gate pass has to be handed over at the Security Office and make a exit punch at the Main Gate. (Simultaneously, their parents will receive a SMS about the exit of their ward with date and time).

Step – V: **The hostellers must return to the hostel in the specified date and time mentioned in the application.** While entering to the hostel they should make a biometric punching at the main gate and the parents will again receive a SMS as their wards reached the hostel with date and time.

ANNEXURE - I



Dr NGP RESEARCH AND EDUCATIONAL TRUST

Kovai Estate, Kalapatti Road, Coimbatore - 641 048.

Phone : (0422) 2369300, 2369321.

No. _____

Year : _____

STUDENT'S HOSTEL APPLICATION FORM

Affix
Latest Passport
Size Photograph

1. Name
(in BLOCK Letters) :

2. Date of Birth and Age :

3. Course :

4. Blood Group :

5. Name of the Father / Guardian :

6. Permanent Address :

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Mobile No. :

Phone (with STD Code):

7. Address of the Local Guardian :

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Mobile No. :

Phone (with STD Code):

8. Address for communication :

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Mobile No. :

Phone (with STD Code):

9. Other Emergency Phone No. (With STD Code) :

Student Mobile No. :

10. Preference of Food :

Veg. / Non. Veg.

FOR OFFICE USE ONLY

Admitted to the Hostel on :

Payment Details : Amount :

Receipt No. : Date :

Signature of the Warden

11. Name of the Visitor with Address
and the relationship, Phone No.

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3.
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4.
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DECLARATION

I the undersigned, a student of Course do hereby agree to confirm from this date, to the rules and regulations including those relating to the college / hostel laid down there after by the Management / Principal of the college for the due maintenance of discipline. Also I have understood the Rules and Regulations relating to the College / Hostel and promise to abide by the same and also the decisions of the authorities in the matter of enforcing the same. I also assure that I will not join any agitation or any strike during my study / the period of service.

I hereby declare that all particulars given above are true and I will abide by the rules and regulations of the Hostel.

Date :

Parent's / Guardian's Signature

Signature of the Applicant

ANNEXURE – II

**Dr NGPRET MEN & WOMEN'S HOSTELS
COIMBATORE**

CONSENT FORM FOR CONTINUING THEIR STAY IN THE HOSTEL

Name of the Hostel : _____

Name of the Hosteller	
College	
Course & Year	
Roll No.	
Hosteller's Mobile No.	
E-mail ID	
Hostel Room No.	

DECLARATION

I, _____ understand that i have gone through the fees and other details for the academic year 2023 – 2024. I am willing to extend my stay beyond May 2023 for the next academic year. Further, if I decide and seek permission on any ground, I am aware that the fees once paid to the hostel will not be refunded.

Date:

Signature of the Hosteller

ANNEXURE – III

Dr NGPRET MEN AND WOMEN'S HOSTELS, COIMBATORE

DECLARATION OF HOSTELLER AND PARENT / GUARDIAN

I _____, Son/Daughter/ of _____

Pursuing _____ year (Year of Study) _____ programme

at _____ (College Name),

Coimbatore.

I have gone through the hostel Policy, Rules and Regulations, Code of Conduct prescribed by the Dr NGPRET Hostels, Coimbatore and I hereby abide all rules and regulations, code of conduct contained therein. I am liable for disciplinary action including expulsion from the hostel incase of violation / breach of any Policy, Rules and Code of Conduct in force or amended / modified in future.

Signature of the Hosteller

Signature of the Parent / Guardian

Date :

Date :

Place :

Place :

ANNEXURE – IV

PERMISSION TO LEAVE THE HOSTEL INDEPENDENTLY

PARENT / GUARDIAN'S UNDERTAKING

I, _____ Parent / Guardian of _____
(Student's Name) undergoing _____ (Course & Year) at
_____ (College Name) and staying at
_____ (Hostel Name) run by the Dr NGP Research and
Educational Trust.

I understand that the inmates of the hostels are permitted to go home along with the Parents /
Guardian / persons holding authorized visitor's card only.

Since, we the Parents / Guardian/ Visitors are not in a position to take her from the hotel on
weekends / permitted holidays every time, I request you to permit her to go home independently.
Further, we understand that the Hostel authorities will not hold any responsibility in this regard.

Place :

Signature of the Parent / Guardian

Date :

Name :

ANNEXURE – V

DETAILS OF THE HOSTEL FEES FOR THE 2024 – 2025 ACADEMIC SESSION

Dr NGPRET Women’s Hostel Fees for One Year:

1. YAMUNA WOMEN’S HOSTEL:

S. No.	Category	Total amount / year
1.	Four inmates with attached bath	93,000.00
2.	Three inmates with attached bath	95,000.00
3.	Three inmates with attached bath with A/c	1,10,000.00
4.	Single inmate with attached bath	1,05,000.00
5.	Single inmate with attached bath with A/c	1,25,000.00

2. GANGA WOMEN’S HOSTEL:

S. No.	Category	Total amount / year
1.	Six inmates with common bath	80,000.00
2.	Four inmates with common bath	85,000.00
3.	Three inmates with common bath	93,000.00
4.	Two inmates with common bath	92,000.00
5.	Two inmates with attached bath	95,000.00
6.	Single inmate with common bath	95,000.00

3. KAVERI WOMEN’S HOSTEL

S. No.	Category	Total amount / year
1.	Six inmates with common bath	80,000.00
2.	Four inmates with common bath	85,000.00
3.	Three inmates with common bath	90,000.00

4. BHAVANI WOMEN’S HOSTEL:

S. No.	Category	Total amount / year
1.	Four inmates with attached bath	1,00,000.00

Dr NGPRET Men's Hostel Fees for One Year:

1. MULLAI MENS HOSTEL:

S. No.	Category	Total amount / year
1.	Three inmates with common bath	90,000.00
2.	Two inmates with common bath	92,000.00

2. MARUTHAM MEN'S HOSTEL:

S. No.	Category	Total amount / year
1.	Three inmates with common bath	90,000.00
2.	Two inmates with common bath	92,000.00
3.	Two inmates with attached bath	95,000.00

3. KURINJI MEN'S HOSTEL:

S. No.	Category	Total amount / year
1.	Six inmates with common bath	80,000.00
2.	Four inmates with common bath	85,000.00
3.	Four inmates with attached bath	90,000.00
4.	Two inmates with attached bath	95,000.00
5.	Single inmate with common bath	95,000.00

4. NEITHAL MEN'S HOSTEL:

S. No.	Category	Total amount / year
1.	Three inmates with attached bath	1,00,000.00
2.	Two inmates with attached bath	1,10,000.00
3.	Single inmate with attached bath	1,20,000.00

ANNEXURE – VI

**Dr NGPRET MEN & WOMEN'S HOSTELS
COIMBATORE**

APPLICATION FOR VACATING HOSTEL

Name of the Hostel: _____ **Date:** _____

Name of the Hosteller	
College	
Course & Year	
Roll No.	
Hosteller's Mobile No. & E-mail ID	
Hostel Room No.	
Reason for vacating Hostel	
Date of leaving the Hostel	
_____ Signature of the Hosteller	_____ Signature of the Parent / Guardian

To be filled by the Hostel Office:

Hostel Fees Due	
Charges for Damage / Breakage	
Signature of the Warden	

Hostel Due Remittance Details:

Amount	
Receipt No. / Date	

Authorized Signatory

Vacated on : _____ Signature of the Warden: _____

ANNEXURE – VII

**Dr NGPRET MEN & WOMEN'S HOSTELS
COIMBATORE**

OUTING PERMISSION APPLICATION

Name of the Hostel: _____ **Date:** _____

Name of the Hosteller	
College	
Course & Year	
Roll No.	
Hosteller's Mobile No. & E-mail ID	
Hostel Room No.	
Place of Visit	
Out Time & Date	
In Time & Date	
Signature of the Hosteller	
Signature of the Warden	

Hosteller Exit & Entry Details (Main Gate) – To be filled by the Security Department:

Out Time & Date	
In Time & Date	
Signature of the Security Personnel	

ANNEXURE – VIII

Dr NGP RESEARCH AND EDUCATIONAL TRUST

Coimbatore – 641 048

APPLICATION TO STAY IN THE HOSTEL DURING COLLEGE WORKING DAYS

Date: _____

Name of the Student:		
Name of the Hostel		Room No.
Name of the College		
Course:		Year :
Reason for Stay		

Signature of the Student

Warden

Class In-charge / HoD

ANNEXURE – IX

Dr NGP RESEARCH AND EDUCATIONAL TRUST

Coimbatore – 641 048

CONTACT NUMBERS

S. No.	Name of the Hostel	Name of the Warden & Contact No	Name of the Admin In-charge & Contact No
1	Kurinji Men's Hostel	Mr. R.Raju – 0422 - 2369227	Mr. S Ramesh Prabhu – 0422 - 2369337
2	Mullai Men's Hostel	Mr. G.Muthu Palanivel – 0422 - 2369133	Mr. S. Saravana Kumar – 0422 - 2369201
3	Marutham Men's Hostel	Mr. A.D.Saravanan – 0422 - 2369126	Dr. S.Sambasivam – 0422 - 2369104
4	Neithal Men's Hostel	Mr. K.Gurusamy – 0422 - 2369171	Mr. R.Arun Deepak – 0422 - 2369419
5	Ganga Women's Hostel	Mrs. M.Jayalakshmi – 7418566997	Mr. R.Ramakrishnan – 0422 - 2369328
6	Yamuna Women's Hostel	Mrs. R.Tamilarasi – 7418544335	
7	Kaveri Women's Hostel	Mrs. M. Kavitha – 9043941844	Mr N.Tamilselvan – 0422 - 2369401
8	Bhavani Women's Hostel		