



CFAL

Welcome to our

CFAL

Family

Name :

Grade:

Batch :

Address :

Phone No :

TLC PUC HOSTEL GUIDELINES

BE YOUR BEST!

We are committed to nurturing an environment where both students and teachers are continuously encouraged and supported in their journey toward achieving their highest potential.

PASSION & EXCELLENCE!

Teachers' profound expertise and passion for their work acts as a catalyst for excellence, kindling a flame of life long learning in students

TLC VALUES

WISDOM & COMPASSION

Along with intellectual excellence, we prioritize nurturing the natural intelligence within each human being by holding space for wisdom, kindness, love and compassion.

PURPOSE & MEANING

We are devoted to engaging in work that is both purposeful and meaningful- a catalyst for radical change in all who participate in it.

Contact Information:

- **PU Office:** 9972275120
- **Front Desk Support:** 9900520233
- **Email:** office-puc@cfalindia.com
- **Website:** cfalindia.com

TLC PUC - HOSTEL POLICIES & GUIDELINES

At TLC PUC, it is our endeavour to be our best selves. We do this by providing a safe and enriching learning environment to all our students. And, to ensure accessibility to education for students from diverse geographic backgrounds and mitigate housing challenges, we provide hostel accommodation.

Our hostel facility offers a vibrant living environment tailored to support your academic journey. With modern amenities, a supportive community, and a focus on safety, our hostel provide a conducive learning environment for students pursuing excellence at CFAL.

To uphold the well-being and security of all individuals and to promote respect, cooperation, and harmony within the hostel community, students are required to adhere certain guidelines and rules.

RULES

1. No Ragging/Harassment

Ragging is considered a criminal offense. Ragging or harassment includes behaviours such as abusive language, physical violence, teasing, sending threatening emails or social media messages, acts of coercion, and any other form of harassment, whether physical or mental. Students who experience or witness any form of bullying must to report the incident to the administrator and warden immediately. All reports will be treated with the utmost attention and appropriate consequences will be implemented based on the severity of the offense. Those found participating in or encouraging ragging, regardless of intent or location, whether within or outside the campus premises, could face immediate dismissal.

It's important to note that false reporting will also be subject to disciplinary action.

2. No Alcohol/Drugs/Smoking

The possession, use, or distribution of illicit drugs, sedatives, cigarettes, and alcohol within or around the hostel campus will be treated as a serious offense. Immediate disciplinary action will be taken, and offenders may face immediate dismissal.

3. Random Testing

As part of our commitment to maintaining a healthy, conducive environment for learning, random testing will be conducted periodically. In the event of a positive test result, the specimen will be sent to a laboratory for confirmation, and the results will be reviewed by a Certified Medical Review Officer to ensure accuracy.

The selection of students for testing will be carried out randomly by the administrator, warden or their designee, using a system that ensures fairness and impartiality. Random testing will be conducted without prior announcement to maintain its effectiveness.

It's essential to understand that refusal to submit to a random or reasonable suspicion test will be considered a violation of this policy and will be treated as a positive test result, subject to disciplinary action.

Banned Items:

- For security reasons, expensive jewellery and accessories are not permitted on hostel premises.
- Electronic devices such as smartphones, music players, laptops, and tablets are strictly prohibited both inside and outside the campus. Personal entertainment systems should not be used during college hours.
- The use of audio/video/photo recording devices and the uploading of any such content of students or staff to internet sites is prohibited, including pornographic or obscene material.
- If any prohibited items are discovered on the hostel premises, they will be confiscated immediately by the Administrator, and appropriate follow-up procedures will be initiated.

4. Search And Seizure

In order to maintain discipline and ensure the safety and well-being of all students, the college authority retains the right to conduct searches of student rooms, designated areas, or lockers without prior notice. Any illegal, unauthorized, or prohibited items discovered during these searches will be confiscated and not returned.

5. Hardware Gadgets And Safety

- Smartphones are not permitted. Only single SIM keypad mobile phones are allowed. Phones must be kept with the warden and will be available for use only between 6:30 PM to 7:00 PM every Wednesday and Sunday.

- Each student is responsible for the safety of their laptop or tablet. The hostel is not liable for any loss or misplacement. Laptops will be stored with the warden and distributed to students between 8:00 PM and 10:00 PM daily. They may only be used in designated common areas and cannot be taken to individual rooms.
- Any issues regarding electrical equipment or plumbing must be recorded in the 'Complaints Book' and brought to the attention of the wardens.
- Students are required to switch off all electrical equipment and lights before leaving their rooms.
- The use of electrical appliances such as hot plates, gas stoves, irons, and heating rods in rooms are strictly prohibited. A kettle will be provided in a designated room for heating water or milk as needed.
- Ironing and laundry facilities are available and should only be used in the designated area.
- Nails may not be fixed on walls to hang wall pieces. Students are responsible for any damage caused to their room.
- Fire hazards and safety precautions: Candles, incense, and combustible materials such as gasoline, paint thinner, and oil lamps are prohibited in the hostels.
- Laptops and tablets are permitted for academic purposes only.

6. Absenteeism

Students must fulfil a minimum of 75% attendance to be promoted to the next grade/course. Requests for leave of absence during the college term are discouraged except in case of any emergency or health-related issues. The student will have to take prior permission from the hostel warden and Student Welfare Officer (SWO) for any leave requirement.

- **Planned Leave:** Parents need to get the permission of the hostel Warden via mail with the duration and reason for the leave clearly mentioned.
- **Sick Leave:** Students need to inform the hostel warden about their health condition. The hostel warden will further inform the parent about the absenteeism.

If the student has not attended classes continuously and has attendance shortage, the same will be brought to the notice of the parents and the PU Board reserves the right to withhold the final board exam hall ticket.

Return from absence: On return to college, it shall be the student's responsibility to catch up on the missed work. Quizzes/tests shall not be re-conducted. In case of absence during an exam, parents have to provide formal documentation and meet the Administrator.

Sick Leave:

The format mentioned below must be adhered to while writing leave requests or absent notes. The notes have to be written in an A4 sheet.

Leave Request:

To

Date:

TLC PUC Hostel Warden

I hereby request you to kindly grant me, a student of Grade....., batch
....., of TLC PUC leave for days from..... to
..... (date). I'm unable to attend class as I'm

Thank you.

(Student's Name and Signature)

Outgoing Time

Incoming time

Warden Signature:

REMARK (By Warden):

Hygiene & Health:

It's important for students to prioritize their health and well-being while staying in the hostel. If feeling unwell, students should promptly report any sickness to the hostel authorities. Additionally, students should show compassion towards their roommates who may fall ill and take responsibility for informing the hostel authorities without delay, ensuring that appropriate support can be provided.

Taking good care of oneself is crucial. Students are encouraged to maintain a healthy lifestyle, which includes avoiding unhealthy food outside the hostel premises. During illness, it is advisable to drink hot water for hydration and get adequate rest, as it can help alleviate symptoms, and promote recovery. By prioritizing health and supporting each other, we can create a caring and nurturing environment within the hostel community.

Dining Information And Rules

Food will be served only in the designated dining area and only during the specified timings.

Breakfast: 7:30 AM to 8:00 AM

Lunch: 12:30 PM to 2:00 PM

Evening snacks & beverages: 6:00 PM – 6:15 PM

Dinner: 7:30 PM to 8:15 PM

Food menu is revised on a regular basis depending on the seasonal availability of vegetables & feedback from students (conditional basis). Students are discouraged from eating unhealthy food outside the hostel.

Visiting Policy

Parents or guardians are permitted to visit students after obtaining prior permission via email from the hostel warden. It's preferable to visit on Sundays, once a month, to minimize disruptions during college hours.

During visits, parents are permitted to the designated visiting area and are not allowed beyond this point. Additionally, external guests, students, or parents are not permitted inside the hostel premises for security reasons.

Students may be granted permission to visit their homes on a designated weekend once a month, as directed by the hostel warden.

Hostel Fees Policy

Our hostel fee structure is designed to provide convenience for students while ensuring the smooth operation of our facilities.

Payment Structure: Hostel fees are divided into two instalments, payable bi-annually.

Refundable Deposit: A refundable deposit of Rs. 25,000 is collected from each student. This deposit will be refunded upon completion of the 2nd PUC program, and after the student has appeared for the competitive exams (NEET/JEE Advanced/CET).

Mid-Year Vacating Policy: If a student decides to vacate the hostel premises during the academic year, the full year's hostel fees must be paid. This policy is necessary because hostel accommodations are pre-arranged based on priority, and immediate filling of vacated seats may not always be feasible. Therefore, it is mandatory to settle the entire year's hostel fees before vacating the premises in the event of mid-year departure.

Dress Code Policy

To ensure a comfortable and safe environment, students are required to dress modestly both within and outside the hostel campus. In line with security protocols, students should not wear anything that hinders their immediate identification. This measure is in place to prioritize the safety and well-being of all students within our community.

We understand the importance of clean clothing, and to facilitate this, laundry facilities are provided for students' convenience. It is expected that students responsibly manage their personal hygiene by washing their undergarments in the designated bathroom areas.

Please note that the administrator or warden retains the authority to address any instances of attire that are deemed unacceptable.

Environment Guidelines

In alignment with our commitment to environmental stewardship, it is essential that we collectively strive to conserve water and electricity. Lights and fans are to be switched off when not in use, thereby minimizing unnecessary energy consumption. Additionally, water usage should be approached with mindfulness. Any instances of water leakage should be promptly reported to the warden for swift resolution. It is important to note that drinking water should not be used for activities such as bathing or washing clothes.

Proper waste management is integral to maintaining a clean and hygienic environment. All waste materials must be disposed of in the designated dustbins provided within the premises. It is expected that individuals exercise responsible behaviour by refraining from littering or disposing of waste materials inappropriately.

Throwing any substance into neighbouring compounds is strictly prohibited and will be regarded as a serious offense. The administration will take decisive action against any student found violating this rule.

Behaviour Towards Hostel Staff

All Students are expected to treat the hostel faculty with respect. Any form of defiance towards the faculty will be viewed as a serious offense, and appropriate action will be taken, which may include the dismissal of the student from the hostel.

Students are expected to exhibit good behaviour, courtesy, and sensitivity towards everyone including the canteen staff. Demonstrating respect and consideration towards the staff who provide essential services is fundamental to fostering a harmonious environment within the hostel.

General Rules Regarding Hostel Room/campus

Respectful Behavior: Students are expected to treat their roommates with respect and politeness. Any form of physical fight, oral altercations, or violent behavior will not be tolerated.

Campus Conduct: Idling around the hostel campus during class hours is prohibited to maintain a conducive learning environment.

Personal Belongings: The management and staff will not be held responsible for personal belongings. It is advised to safeguard personal items accordingly.

Room Access: Students should refrain from entering other students' rooms without valid reasons to respect privacy and personal space.

Cleanliness Standards: Students are responsible for maintaining cleanliness in the campus and their rooms. Defacing walls, equipment, furniture, etc., is strictly prohibited to preserve the aesthetics and functionality of the hostel.

Lights Out Policy: All lights must be switched off before 12:00 AM in the rooms to ensure a conducive environment for rest.

Silence Hours: Strict silence shall be observed in the hostel from 11:00 PM to 5:30 AM to promote a peaceful environment for studying and rest.

Noise Control: Festivities, noise-making, and birthday celebrations that may disturb other students are not allowed.

Room Maintenance: Rooms are to be maintained in a clean and tidy condition at all times. Please refrain from leaving clothes and footwear strewn around, as this helps create a more pleasant environment for everyone. To ensure that these standards are upheld, regular inspections will be conducted.

Corridor Usage: Playing in the hostel corridors is prohibited to ensure the safety and convenience of all residents.

General Rules

Game Materials: Essential game materials are provided by the hostel for your entertainment. We kindly ask that you handle these materials with care and return them promptly after use to ensure they remain available for all residents.

Lending and borrowing: It is prohibited to engage in lending or borrowing money or other items within the hostel premises. Please be aware that no complaints will be entertained in this regard, and the hostel will not assume responsibility.

Check-in/out Times

Students to observe the designated check-in and check-out times. The hostel's policy requires students to return by 6:00 PM daily following their college activities. Additionally, during extended holiday periods, students are expected to return either by the evening of the holiday's final day or by 7:00 AM the following day.

Room Types And Allocation

Our hostel offers various room types, each featuring modern amenities and attached bathrooms. Rooms and bunk bed assignments are determined by the

hostel faculty, and their decisions are final. While we acknowledge individual preferences, room allocations are based on availability and logistical considerations. Once assignments are made, they cannot be altered.

WI-FI Use

In order to aid academic endeavors, Wi-Fi access is provided in common areas during specific time slots. However, any misuse of this facility may result in changes to its availability.

Safety & Security

Emergency Procedures

Safety First: The safety of our residents is our top priorities. In the event of an emergency, residents should follow the evacuation procedures posted in each room and common area. Regular drills are conducted to familiarise residents with emergency protocols and ensure swift and orderly evacuations.

Medical Emergency Support: In the event of a medical emergency, students will receive prompt assistance from hostel staff. If hospitalization is required, parents or local guardians are expected to reach the hospital at the earliest and cover all expenses related to medical treatment.

Community Activities

Events and Club Activities: We believe in the importance of fostering a sense of community and camaraderie among our residents. We organize a variety of events and club activities, including movie nights, indoor games, and outdoor sports etc.. These activities provide opportunities for residents to socialize, relax, and unwind. Please contact the club co-ordinator to notify the hostel warden.

Astro Club activities: Students who are members of the Astro Club and undergo training for observatory work will receive transportation on observatory usage days. They will be granted permission and access to the observatory. Please contact the club co-ordinator to notify the hostel warden.

Feedback and Complaints: Your feedback is valuable to us. Please feel free to approach the head warden / hostel in - charge or use the suggestion box in case of anonymity.

Housekeeping And Maintenance

Housekeeping Schedule: Housekeeping duties are carried out while students are in class. Please ensure doors are left open during this period to facilitate efficient service.

Reporting Maintenance Issues: Any maintenance concerns should be promptly reported to the head warden for resolution.

General Code of Conduct

Students will be issued RFID cards in the first week of joining the Hostel. Students will use the ID card to access the turnstile, to enter and leave the Hostel. Students are expected to be in class by 8:20AM.

Dustbins are placed in the corridor to drop waste material. Plastic is strictly disallowed. Please ensure that you follow the zero waste and composting principles of the hostel. Students should not take part in any strike/ agitation without first consulting the college Administrator.

Your cooperation in upholding these standards of conduct is vital to maintaining a positive and respectful atmosphere within our community.

Modes of Communication

Modes of parent–warden communication

Primary mode of communication to the hostel will be via mail. Parents are requested to send an Email to

warden@tlc.edu.in (Boys Hostel)

wardeng@tlc.edu.in (Girls Hostel)

We have created a WhatsApp Broadcast group for announcements. This is a broadcast message service and not for chatting/replies.

Emergency: In case of any emergency the parent can get in touch with the warden via a phone call. Please DO NOT call us unless it is an emergency. Please ensure that you call during office hours and avoid calling at unreasonable hours and holidays unless it is an absolute emergency.

Even if you do call us, please send us a follow-up email. We follow protocol and our policies require an email for documentation purposes.

Contact Information:

TLC PU Boys Hostel Warden : 6360241722

TLC PU Girls Hostel Warden : 9353108232

TLC PU Administrator : 7026314999

Front Desk Support : 9900520233

Email : warden@tlc.edu.in (Boys Hostel)
wardeng@tlc.edu.in (Girls Hostel)

Digital Citizenship Agreement

Digital citizenship entails accepting and adhering to the standards of appropriate, responsible behavior concerning the use of digital technologies. This involves utilizing digital technologies effectively and refraining from misusing them to harm others. It encompasses practicing proper online etiquette, understanding how digital technologies operate and their appropriate usage, being knowledgeable about ethics and relevant laws, knowing how to maintain online safety, and being aware of health and safety issues such as online predators and the permanence of data.

Examples of Irresponsible Use of Technologies

- Using technologies in ways that could cause personal or physical harm.
- Attempting to access inappropriate images and content.
- Sharing private information that should remain confidential. Usernames and passwords should only be shared with a parent/guardian.
- Engaging in cyberbullying, harassment, or disrespectful behavior towards others.
- Trying to bypass safety measures and filtering tools.
- Using technologies to send spam or chain mail.
- Plagiarizing content found online.
- Posting personally identifying information.
- Agreeing to meet someone in person whom one met online.
- Using language online that would be inappropriate in a classroom setting.
- Using technologies for illegal activities or seeking information on such activities.
- Attempting to hack or access sites, servers, or content not intended for student use.
- Using other students' online accounts.

- Taking inappropriate pictures and/or recording inappropriate audio/video of others.
- Pretending to be someone else when online or creating accounts.

This list is not exhaustive. Users should exercise their own discretion when using technologies.

Declaration By The Parent And Student

I,..... child of.....have read the rules and guidelines of TLC PU Hostel as contained in the handbook and agree to abide by them and the decisions made by the college. We also declare that the information provided by us in the application is true and correct to the best of our knowledge. I agree to abide by the rules and regulations of the Hostel that may be framed from time to time.

In case of any violations, I agree that I will be on the grounds of being dismissed from the hostel after a thorough investigation.

Signature of the student

Date:

Signature of the parent

Date: