

LBS Institute of Technology for Women (LBSITW), Poojappura, Thiruvananthapuram, Kerala

Hostel Information & Rules

LBSITW is one of the premier engineering institutions in Kerala and offers accommodation for up to 400 students within the campus. Priority for hostel admission is given based on the distance from the student's hometown. The hostel provides fully furnished accommodation, creating a conducive environment for academic and extracurricular growth.

The hostel is managed by a Hostel Warden, a faculty member appointed by the Principal. The Warden is supported by Resident Tutors (RTs) assigned to each year of students and two Matrons who oversee the welfare of the residents.

The hostel promotes a culture of peace, discipline, and harmony, with indoor games, knowledge sharing, and mutual care enhancing life within its walls. A dedicated mess serves nutritious food, and guest room facilities are also available.

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General Hostel Rules & Regulations

- **Admission Criteria:** Allotment is on a first-come, first-served basis, subject to seat availability. Priority is based on distance from home, behavior during previous stay, and official request by the student.
- **Movement & Permissions:** Students may go out after 4:00 PM only with valid reasons and must return by 7:00 PM. On holidays, students are allowed 3 hours out with prior parental permission. For academic outings during working hours, a request must be forwarded by the concerned faculty/HOD. Overnight stay or staying out requires written permission from the Matron/RT/Warden with parental consent.
- **Discipline & Conduct:** Misconduct, unethical or illegal behavior, or disruption will result in immediate expulsion. Hostellers are responsible for their own valuables. The hostel will not be liable for theft or loss. Noisy or disturbing behavior is prohibited. ID cards must be produced when asked by authorities. Hostel gates close at 10:00 PM; the campus gate closes by 7:00 PM.
- **Leave & Attendance:** All outings (even short) must be recorded in the Movement Register (Name, Date, Time In/Out, Purpose). Students must obtain a No Dues Certificate before vacating the hostel to claim their Caution Deposit.
- **Cleanliness & Maintenance:** Common areas are cleaned by hostel staff. Room cleanliness is the responsibility of inmates. Property damage must be compensated for by individuals or shared among responsible students. Unauthorized room exchange is not permitted.

- **Hostel Readmission & Fee:** Reallocation of rooms is done every semester after all dues are cleared. Late fee fine: ₹100 initially, followed by ₹10 per day.
- **Visitors:** Only parents/local guardians listed in the admission form are allowed as visitors. Visitor details must be entered in the Visitors Register.
- **Class Days:** Students are not allowed to stay back in the hostel during regular class hours without prior written permission.

Hostel Discipline and Monitoring Measures

The hostel is committed to providing a safe, disciplined, and inclusive environment for all its residents. To uphold this commitment, several monitoring and support systems are in place:

1. **Anti-Ragging Committee**
Ragging in any form is strictly prohibited. A vigilant Anti-Ragging Committee, consisting of faculty members and hostel staff, regularly monitors student interactions and responds promptly to any complaints. Awareness programs and grievance redressal mechanisms are also part of the preventive strategy to ensure a ragging-free campus.
2. **Anti-Drug Committee**
In collaboration with the Government Narcotics Cell, the Anti-Drug Committee works proactively to curb the use of drugs, alcohol, and tobacco products. Regular inspections, awareness campaigns, and counseling sessions are conducted to educate students about the legal and health consequences of substance abuse.
3. **Awareness and Support Programs**
Periodic seminars, workshops, and interactive sessions are organized on topics related to mental health, peer pressure, and responsible behavior. Students facing challenges are encouraged to seek help through the designated counseling support provided in the hostel and college.
4. **Complaint and Suggestion Mechanisms**
Suggestion boxes and Grievance Redressal Cell to address the concerns and complaints of students promptly and effectively. All complaints are taken seriously and addressed confidentially by the respective committees.

These combined efforts aim to promote a culture of mutual respect, personal responsibility, and collective well-being among hostel residents.

Hostel Mess & Hygiene Regulations

- A monthly mess committee is formed by the authorities.
- The committee ensures quality food, hygiene, and minimization of food waste.
- The monthly menu is decided and published by the committee.
- Mess cut applications must be submitted at least one day in advance.
- Mess Secretary coordinates major activities of the mess.
- The mess is for hostel inmates only. Guests may dine with payment.
- Maximum 15 mess cut days per month (exceptions for genuine reasons like Ramadan, projects).
- Minimum 3 consecutive days are required to apply for mess cut.
- Extra food can be availed on payment basis.

Mess Timings

- Breakfast: 7:30 AM – 8:30 AM
- Lunch: 12:00 PM – 2:00 PM
- Evening Tea & Snacks: 4:00 PM – 5:30 PM
- Dinner: 7:30 PM – 8:30 PM

Facilities Available

- 24x7 Computer Lab access inside the hostel
- Badminton and Baseball courts
- Peaceful study environment with no restrictions on study timing

Temporary Hostellers (Day Scholars)

Day scholars may be granted temporary stay in the hostel under genuine circumstances with:

- Written recommendation from Class Advisor and HOD
- Parental consent
- Advance payment as per the daily rate
- Full adherence to hostel rules during their stay