

Hostel rules Year 2016

1. General

- a) The hostel shall be under the direct control of the warden and warden's decisions shall be final in interpreting rules in all matters connected with the hostel.
- b) The warden will have power to frame standing orders to regulate internal matters and other things not explicitly covered by these rules.
- c) In addition to the warden, Asst. warden and resident tutors appointed by the principle shall assist the warden in exercising disciplinary control over the boarders. The Assistant warden/Resident tutor will be incharge of current duties of the warden, during the absence of the warden.
- d) All the correspondence regarding the hostel should be addressed to the warden.

2. Admission

- a) Admission to the hostel is confined to the students of Govt. Engineering College, Thrissur.
- b) Hostel admission is through online application. (www.gectcr.ac.in)
- c) Hard copy of the application, verified by group tutor and recommended by HOD concerned should be submitted to the hostel office.
- d) Provisional list will be published in the notice board (hostel and college office). Selected students will have to appear along with parent/guardian for admission.
- e) Inmates of the hostel except first year (non reservation category) UG students should renew their admission at the beginning of every academic year by submitting renewal form.
- f) Selection of students for admission to the hostel will be made by the warden with the help of the Asst. Warden, Administrator Assistant and hostel office staff.
- e) Selected students have to pay admission fee of Rs.25/- along with the 2 months rent advance. The present room rent is Rs.200/- per month, including

establishment, current and water charges, which will be revised from time to time subject to the Govt. orders.

g) Each student on admission shall pay Rs.4000/(For SC/ST students Rs 1000) as caution deposit refundable only at the time of leaving the hostel after deducting liabilities if any. The deposit will be enhanced from the time to time according to the necessity.

3. Allotment of Rooms

a) Rooms will be allotted at the discretion of the warden. Rooms once allotted will not be interchanged during the academic year.

b) Each student will be responsible for the furniture and other items in the room. The student may bring other articles only with the written permission of the warden.

c) Students should obtain clearance certificate from the sergeant/matron while vacating the room,

4. Mess

a) All inmates are automatically members of the hostel mess and they have to register their names in any one of the mess.

b) Vegetarian and non vegetarian foods are available in the mess.

c) Hostel council will be formed each year. This body consists of representatives of approved students organizations, who are inmates of the hostel and nominated representatives from each block of the hostel by the warden.

d) From the hostel council members, mess directors for each month will be nominated. They will be responsible for the proper functioning of the mess for the month. If at any time there is no mess directors the warden shall have the power to make necessary arrangements to run the mess until the mess director is nominated.

e) Sick diet will be provided on request for the students who are ill.

f) Students are not permitted to carry away food items from the mess hall.

g) The boarding charges shall not be reduced, unless the mess cut application is submitted to the warden. Mess cut is limited to 1/3rd of the mess working days in a month. Minimum period for mess cut will be 2 days. Written application should be submitted 2 days before the date and the same should be noted in the register maintained in the mess.

h) Boarder's attendance list will be published. Any discrepancy can be pointed out for correction before the statement of mess dues is published. Complaints after the publication of mess dues shall not be considered.

i) Mess charges will be divided proportionally among the members and published on notice board.

j) Statement of Mess dues shall be published on notice board. For this the mess bills duly verified and signed by the mess directors and the head cook should be submitted to the Administrative Assistant without delay in the first week of the succeeding month.

5. Guests

a) The inmate who introduces the guest is responsible for all the dues incurred by the guest.

b) Inmates are not allowed to bring guests into the hostel to stay without the permission of the warden, which will be subject to the availability of accommodation facilities in the guest room/inmates room.

c) Guests will be charged Rs.30/- as room rent per day exclusive of mess charges. No guests shall be permitted to stay in the hostel for more than 10 days continuously, unless under special circumstances without the prior sanction of the warden.

d) All guests have to take food from the mess at a rate fixed from time to time, which will be above the normal rate of mess per day.

e) No member may introduce more than one guest at a time without the prior sanction of the warden. The guest shall not be transferred from one inmate to another.

- f) The guests are subjected to rules and regulations of the hostel.
- g) The warden has power to refuse permission to guest without assigning any reason.
- h) Any inmate aiding entry of unauthorized person will be punished. Those inmates are liable to a fine of Rs.300/- per day and it will be reported to the Principal.

6. Payment of hostel charges

- a) The dues will be collected on all working days from 10.a.m to 1.p.m.

The payment of the hostel dues after the date of publication of mess charges is regulated as given below:

1. First 15 working days: without fine.
2. Fine Rs.10/day afterwards

If the mess dues with fine are not remitted within 25 days from the publication of mess dues, the name of the boarder will be struck off from the rolls. Such removed student will be readmitted only with the permission of the warden, after paying the mess dues plus all fines with a penalty fine of Rs.5/day from 26th day till the remittance of the dues.

- b) Students leaving the hostel for vacation should pay all their dues before they leave the station.
- c) Room rent has to be paid in advance by the 6th of the month and at the time of admission itself for newly admitted students.
- d) An inmate who completed the course/discontinued the course should vacate the hostel immediately after clearing the dues and report the date of leaving in writing to the Sergeant and hostel office.

7. Medical aid

Inmates of the hostel are entitled to free treatment by the doctor of the primary health centre of the college in ordinary ailments. In case of serious or infectious disease, the guardian of the inmate will be informed and requested to take charge.

8. General discipline

- a) Inmates should keep their rooms and premises of the hostel clean. The doors, rooms, walls etc. should not be disfigured by writing, sticking papers/ posters etc.
- b) Activities likely to disturb other inmates in the hostel should be avoided.
- c) No student will be allowed to stay out after 10.00 pm in MH and 6.30 pm in LH except with special permission of the warden.
- d) Students are not allowed to study and sleep in others room.
- e) Outsiders other than those who are authorized by the warden are prohibited from entering the hostel premises
- f) Students are not permitted to convene meetings of any sort anywhere in the hostel or its premises
- g) Details of absence from the hostel must be entered in the movement register. Absence from the hostel for more than 2 days must be reported to the warden/sergeant/matron.
- h) Students are strictly warned not to use /stock intoxicating drinks or other such materials in the hostel.
- i) Students are strictly forbidden from possessing weapons of any sort.
- j) Circulars, subscription lists etc. shall not be circulated among students without prior permission from the warden.
- k) Students should turn off the lights, fans, water taps while leaving their rooms.
- l) Damaging of hostel properties including removal of furniture, electrical fittings etc. from their position will invite disciplinary actions.
- m) Students are not permitted to use other electrical equipments such as heater, iron box etc. inside their rooms
- n) The inmates are expected to behave politely with institute and hostel authorities, hostel employees and fellow students.

o) Visiting hours for parents and relatives in the hostel block is from 7 a.m to 6.30 p.m.

p) Misconduct or breach of any of the above rules of the hostel will render the offender liable to payment of fine, suspension or dismissal and the matter will be reported to the principal and guardian.

9. Holidays

a) During Onam, Christmas and summer vacation holidays the hostel will normally be closed. However the warden will consider applications of boarders for staying in the hostel during holidays.

(Sd/-)

Warden