



Hostel Rules 2015
Ladies Hostel GEC Sreekrishnapuram

1. General

- a) The hostel shall be under direct control of warden and warden's decisions shall be final in interpreting rules in all matters connected with the hostel.
- b) The warden should have power to frame standing orders to regulative internal matters and other things not explicitly covered by these rules.
- c) In addition to warden, resident tutors will be appointed by the Principal and they shall assist the warden in exercising disciplinary control over the boarders. The assistant warden tutor will be in charge of current duties of Warden during the absence of Warden.
- d) All 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, Sreekrishnapuram.
- b) Application forms for admission should be made in the prescribed form, which is available from the hostel office on payment of Rs. 10/- .
- c) Application forms duly filled up, signed by the student, and recommended by H.O.D. Concerned, should be addressed to the warden.
- d) Provisional select list will be published in the notice board (Hostel & College Office). Selected students will have to appear for an interview along with Parent/Guardian.
- e) The warden will have the right to refuse admission to any applicant who is not eligible, due to valid reason.



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f) Selection of students for admission to the Hostel will be made by the warden with help of Administrative Asst. and hostel office staff. Selected students have to pay an admission fee of Rs. 5/- along with the mess advance

g) While selecting students to the Hostel, special consideration should be given to distance.

The first priority should be given to long distance student. And also special consideration should be given to SC,ST,OEC and PH .

Out of total beds 25% should be reserved for SC,ST,OEC&PH.

H) While selecting the students to Hostel , the students who were included in the waiting list of previous year should be given consideration. And also the seniors who were included in the list should be given consideration.

3. Deposit

a) Each student on admission shall pay Rs.3000/- (Rupees three thousand only) as deposit refundable only Rs.1000/- at the time of leaving the hostel after adjusting liabilities if any, towards the furniture, etc. The deposit will be enhanced from time to time according to the necessity. A mess advance of Rs.2000/- towards mess due which will be adjusted.

4. Allotment of rooms

a) Rooms will be allotted at the discretion of the warden. Rooms once allotted will not be inter changed during the academic year, without the permission of the Warden.

b) Each student will be responsible for the furniture supplied to her available in the rooms. The student may bring other articles only with the written permission of warden.

c) Rooms are provided with power supply. Electrical installation provided in the rooms should not be tampered with. Any infringement will be dealt with very seriously and loss sustained will be made



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good recovering the replacing cost from the concerned. Students should see that the light, fans are switched off while they are leaving the rooms.

d) Students are not permitted to have other electrical equipment such as heater, iron box, computer etc. inside their rooms.

e) The present room rent is Rs. 200/- per head per month, including establishment, current and water charges, which will be revised from time to time subject to the Govt. orders

5. Catering

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

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

c) Hostel council will be formed each year. This body consist of representatives of approved students organization, who are the in mates of the hostel and nominated representatives from each floor of the hostel by the warden. From among 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 manager the warden shall have the power to make necessary arrangements to run the mess until the mess manager is nominated.

d) Sick diet will be provided for the members on request, who are ill.

e) Students have to take food in the mess hall and they are not permitted to carry food items, plates, spoons etc., from the mess hall for their personal use.

f) Mess charges will be divided proportionately among the members and published on notice board.



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g) The boarding charges shall not in the case of any boarder be liable to, reduction, unless the mess cut application is submitted to the warden. Such reduction is limited to 1/3rd mess

working days of the month. Further period of reduction, if required in special circumstances, will be considered only after duly recommended by the warden.

Minimum allowable mess reduction period at a time 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 as well as in the office **Inmates belongs to reservation category should give attention to give mess cut for the period of their absence in Hostel mess.** The request for mess cut should give in Hostel Office.

h) After first of every month the list of boarder's attendance will be published. Any discrepancy can be pointed out for correction, before the statement of dues is published.

Complaints after the publication of dues shall not be considered.

i) Statement of dues shall be published on notice board nearly on 5th of every succeeding month, but not later than 10th of month. For this the mess bills duly verified and signed by the mess director and the Head cook should be submitted to the Administrative Assistant on 3rd of every succeeding month without fail.

j) Undue delay in obtaining accounts from the mess directors will force the suppliers of provisions to stop supply for want of payments to them and mess cannot function. To prevent that, mess directors have to settle the accounts within 3 days of the month closure. Warden will take suitable steps to run the mess under the financial problems created by undue delay in account settling by mess directors.

6. Guests



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

room/inmate's room. If a guest is allowed by the warden, the member introducing the guest is responsible for all the dues incurred by the guest. 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 15 days continuously, under special circumstances without the prior sanction of the warden.

b) If guests take food from the mess, the rate fixed from time to time will be released, which will come above the normal rate of mess per day.

c) 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.

d) The guests are subject to the rules and regulations of the hostel.

e) The warden has power to refuse guest without assigning any reason.

f) Outsiders other than those who are authorized by the warden are prohibited from entering hostel premises and any inmate aiding entry of unauthorized person will be punished. Those inmates are liable on a fine of Rs. 300/- per day. It will be reported to the principal.

g) If any staff guests are allowed by the warden, the member introducing the guest is responsible for all the dues incurred by the guest. Guests will be charged Rs. 60/- as room rent and Rs. 100/- as mess charge per a day

7. Payment of hostel charges

a) 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:



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1. First 10 working days without fine.
2. From 11th to 15th working day: @ Rs. 1/- per day
3. From 15th to 20th working day: @ Rs. 2/- per day
4. From 21th to 25th working day: @ Rs. 3/- per day

If the mess dues with fine is not remitted within 25 days from the publication of the mess dues, the name of the boarder will be removed from the rolls. Such removed student will be

readmitted only with the permission of warden, after paying the mess dues plus all fines with the penalty fine of Rs. 5/- per 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 for a month has to be paid in advance on the 5th or 6th of the month and in the case of new admission at the time of admission itself.
- d) An inmate who completed the course/ discontinued the course should vacate the hostel immediately. After clearing the dues and reporting the date of leaving in writing.

8. General discipline

- a) Inmates should keep their rooms scrupulously clean. soiled things and clothes should be stored out of sight. Discarded rags and papers should not be thrown about in the room, terrace and premises. The doors, rooms, walls etc. should not be disfigured by writing, sticking hand bills, posters etc.
- b) They should behave with restraint and decorum. Shouting, reading aloud, radio music and other acts likely to disturb other inmates during hours of study should be avoided.



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- c) All members are expected to be in the hostel before 6.30 p.m. late comers will be admitted only after signing in the late register kept with the matron.
- d) Inmates should study and sleep in their own rooms.
- e) Members are not permitted to convene meetings of any sort anywhere in the hostel or its premises without warden's written sanction obtained on a written requisition.
- f) Continuous absence from the room for more than one month will lead to expulsion from roll without any notice.
- g) Students are strictly warned not to use or stock intoxicating drinks or other such materials in the hostel. If any such cases found by the squad visiting the room may invite a heavy fine equivalent to the mess advance (Rs.2000/- per person). The case will be reported to the principal.
- h) Students are strictly forbidden from possessing weapons of any sort.
- i) No circular of subscription list shall be taken round except with the permission of the warden.
- j) Members are forbidden ill treating of the hostel employees.
- k) No students shall absent herself from the hostel for any night without having prior permission of the warden. If a student find it necessary to leave the hostel on urgent affairs and is unable to see warden. She must before the departure, report the reason of absence in writing to the warden recommended by the Resident Tutor / Matron.
- l) Visiting hours for parents and relatives in hostel blocks is from 7.00 a.m. to 6.30 p.m.
- m) The inmates have to obey proper dress code inside and outside the hostel.
- n) All inmates must be present during Roll call at 6.45 pm.



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- o) Students residing in the hostel should not tease or rag their fellow students, juniors or anybody. If they violate this rule, they shall be summarily dismissed from the hostel and strict legal actions will be taken against them.
- p) Miscount breach of any of the above rules of the hostel will render the offender liable to 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 application for staying in the hostel during holidays

10. Additional rules

- a) Every hostlers must have a local guardian. Boarders will be allowed to visit or to be visited only by those whose names have been given to the warden/matron by their parent/guardian.
- b) Leave of absence from the hostel from day/night must be availed only with the previous permission of the warden/matron.
- c) When the student returns to the hostel later than 6.30 pm, she will have to be accompanied by chaperon.
- d) No student will be allowed to stay out after 6.30 pm. except with the special permission of the warden.
- e) Students will be allowed to go on private excursions only if the warden receive prior written



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permission from the guardian or concerned H.O.D of the student.