

HOSTEL RULES

(Applicable to both Ladies and Men's hostel)

1. Administration

The Hostel shall be under the direct control of the warden.

The warden shall have powers to issue instructions and standing orders to regulate the internal matters of the hostel and the warden's decision shall be final in all matters connected with the hostel.

2. Admission

- a) Admission shall be confined to the regular full time students who are in the current nominal roll of the college prepared from time to time by the College of Engineering, Thiruvananthapuram.
- b) Application for the admission should be addressed to the warden, Engineering College Hostel, Thiruvananthapuram. They should be made in the prescribed form, copies of which can be had from the office on payment of Rs. 50/- per copy. Application not in the prescribed form will not be accepted. Application for hostel admission will be issued only at the time of admission.
- c) The warden shall have the right to refuse admission to any applicant without assigning any reason. The parents / guardian of the applicant should be present at the time of admission.

3. Allotment of Rooms

- a) Rooms will be allotted at the discretion of the Warden. Rooms once allotted will not be changed at any circumstances during the academic year / semester.
- b) Each student will be supplied with the required furniture and he/she will be responsible for properly keeping and returning the same in good condition. The students will not be permitted to bring any items of their choice. No item of furniture shall be shifted from one room to another room under any circumstances.
- c) Rooms are provided with electric lights. Students should see that lights are switched off when they go to sleep or leave the room. Electrical installation should not be tampered with. Any infringement will be dealt with seriously.

4. Deposit

At the time of admission each student should pay a Caution Deposit of Rs 5000/- for general and 3000/- for reservation category. This will be returned six months after the leaving the hostel after adjusting the liabilities if any.

5. Room Rent

No single room facility is given to the inmates. The Room rent is 200/- per head per mensem.

6. Mess

- a) There is provision for vegetarian and non-vegetarian mess.
- b) Before the first day of every month the inmates of each mess shall (from among themselves) elect a representative who subject to the control of warden will conduct the proper working of the mess for the month.
- c) The hours of mess in the dining hall will ordinarily be

Breakfast	7:30	to	9:00 A.M.
Lunch	12:30	to	2:00 P.M.
Tea	4:00	to	5:00 P.M.
Dinner	7:15	to	8:30 P.M.
- d) Inmates are not allowed to take outside the hall any of the utensils from the mess.

7. Reduction of Mess

Reduction mess charge will be granted to absentees subject to the following conditions.

- a) Absentee slips which can be had from the mess secretary must be filled and signed by the member who intends to absent himself and handed over to the then secretary atleast one day in advance.
- b) A member is entitled to get remission only if he has been absent for atleast three days consecutively in the calender month.
- c) For the final years or project students can be given 1 day remission with prior permission by concerned (Head of the Department or Warden).

8. Extras

- a) The charges for extras such as milk, egg, bananas etc. shall be fixed from time to time.

- b) The charges for extras taken by the members will be entered in a book which will be open for inspection by the members. Any error noticed must be reported to the warden in writing not later than the succeeding day.

9. Mess Dues

- a) The statement of attendance for calculation of mess dues for a month of the inmates will be published in the Notice board by the end of the month. Complaint if any should be given to the warden on that day itself.
- b) The statement of the mess dues for a month will be published in the Notice Board on 10th of the month. Complaints if any should be given in writing to the warden on the day of publication of mess dues.

10. Payment of Dues

- a) The office will be open for collection of dues on all working days from 9:00 A.M. To 2:00 P.M. The last date of remittance of dues with out fine will be 20th of the month. After that fine of Rs 40/- will be levied for remittance before the end of the month. If the dues are not remitted within the course of the month, the students will be asked to vacate his seat in the hostel forthwith and all the dues will be adjusted in the mess deposit. Fine will be Rs 40/- for eah month or part thereof additionally.
- b) Students leaving hostel for vacation should pay up all the dues before they vacate. Students will not be permitted to stay in the hostel during vacation. If any one wants to stay he/she should have obtained the previous permission of the warden.
- c) Room rent and establishment charges of a month will have to be paid in full in advance along with mess deposit and C.D. even if an inmate joins during the course of a month, so also if an inmate leaves the hostel during the course of a month, the full rent for that month should be paid.

11. Guests

- a) No student is allowed to bring a guest in to the hostel to stay there without the previous permission of the warden. If a guest is allowed by the warden, the member introducing the guest is responsible for all the charges incurred by the guest. Guest will be charged Rs 100/-per day.

- b) No member may introduce more than one guest at a time without the prior sanction of the warden. The guests shall not be transferred from one member to another.
- c) The guests are subject to the rules and regulations of the hostel.
- d) The warden shall have power to refuse permission to stay in the hostel to any person as guest without assigning any reason.
- e) A register of guests will be maintained in the following form. The student who brings the guests will fill in the details in the register.
 - 1. Name, Class & Room number of inmate.
 - 2. Name and address of the guest.
 - 3. Date of arrival
 - 4. Date of departure
 - 5. Signature of student.
 - 6. Signature of Resident Tutor.

12. Medical Aid

Inmates of the hostel are entitled to free attendance by the hostel doctor for ordinary ailments. In case of serious or infectious disease the guardian of the patient will be informed and requested to take charge of him.

13. General Discipline

- a) Members should keep their rooms scrupulously clean. Solid things and clothes should be stored out of sight. Disordered rags and papers should not be thrown about in the rooms corridor, terrace and premises. The rooms, doors etc. should not be disfigured by writing sticking hand bills, postures etc.
- b) The inmates should behave with restraint and decorum, shouting, reading aloud, playing musical instruments or radios audio systems and other acts likely to disturb other inmates should be avoided at all times.
- c) No inmates shall enter or leave the hostel after 9:00 P.M. in Mens Hostel and 6.30 P.M in Ladies Hostel. However, late comers will be admitted on production of the authorised pass issued to him.
- d) Inmates should stay, work and sleep in their own rooms.
- e) Members are not permitted to convene meeting of any sort or organise any demonstration anywhere in the hostel or its premises.

- f) No circular notice or subscription list shall be taken round except with the permission of the warden.
- g) No member shall take active part in political meetings, propoganda or procession. Disregard to this rule might lead to immediate expulsion from the hostel.
- h) Members are forbidden from ill-treating any hostel servants and should not have any dealings with the servants.
- i) No student shall absent himself for any night without prior sanction obtained from the warden. If a student finds it necessary to leave the hostel on urgent affairs and is unable to see the warden, he must, before his departure report the reasons of his absence in writing to the warden.
- j) When a student is required to stay away he has to intimate the warden the duration of the absence and the probable time of his arrival on his return at the hostel. Mis-conduct or breach of any of the above hostel rules will render the offender liable to fine, suspension or dismissal and the matter will be reported to Principal, for further action, if necessary.
- k) Visiting time in the Ladies Hostel is between 4:30 and 6:30 P.M. on all days. Visitors are allowed only 15 minutes. The visitor has to enter in the visitors register his/her name, address, the name of the inmate and relationship with the inmate whom he/she wants to meet. The visitor can converse with the inmate at the visiting lobby and not anywhere also in the hostel premises. No visitor including day scholars shall be taken to the hostel rooms or any other areas of the hostel.

14. Holidays

The hostel will normally be closed during Onam & X-mas holidays and mid-summer vacation. However warden will consider applications for staying in the hostel during the holidays.

15. General conditions

No stranger will be allowed in the hostel premises for carrying out any business

Bulbs and tube lights will be provided at the beginning of the occupancy, subsequent individual room fittings will be taken care of by the individuals concerned and common areas fittings will be taken care of by students as a whole

Students are not supposed to take common room / area fittings / furnishings to their individual rooms. Violators will be fined Rs 1,000/- per violation.

Before vacating the hostel accommodation, students are required to hand over the room to the sergeant in the same condition it was handed over to him / her except for normal wear and tear. They will also return the keys provided to them.

Narcotics:-No student is allowed to use any sort of narcotics. Any student found involved in use or possession of narcotics will be expelled from the hostel in addition to other disciplinary actions, which may be taken according to the student Handbook.

Sleeping in common rooms is strictly prohibited. Anybody found sleeping in common room will be subject to a fine of Rs 1,000/-. Similarly, if any mattresses are found in the common room, these will be confiscated.

Noise pollution

The use of megaphones is prohibited. Playing instruments/ music at aloud volume, causing disturbance to others, is discouraged. It is expected that hostel residents will respect each other's privacy, rest hours and peace of mind by not making undue noise. Habitual offenders are subject to punishment / censure / fines by the disciplinary committee.

Taking a Quarter Off:- If a student decides to take any quarter off, S(he) will vacate the hostel facility and hand over the keys as well as other fixtures of the room to the sergeant/matron in the condition they were given to the student. Re-entry to the hostel will be subject to the availability of the space. If a student, however, wants to keep his/her hostel facility intact, S(he) will have to pay the rental for the period S(he) has taken off.

Payment of bills

1. All the hostel bills must be paid by the due date.
2. In case a student fails to pay his/her hostel dues by the due date, a fine of Rs 40/- per month will be applicable. Students are required to enquire about their bills from the hostel office.
3. In case a student fails to clear his/her bills one month after due date, S(he) will have to vacate the hostel immediately, and the security amount will not be refunded. Re-admission to the hostel will be subject to approval of the competent authority and subject to fresh security deposit.

- Students are not allowed to keep any electrical appliances in their rooms without prior written permission of the hostel management. Any electrical appliance found

in the hostel room will be treated as in use of concerned student. It would attract a heavy fine for violating the rule.

- No smoking in the rooms or premises of the hostel.
- No computer will be allowed in the room, only laptops with permission.
- No vehicles will be permitted in the hostel.
- No cooking will be permitted.
- Atleast 15 days attendance is compulsory for continue the stay in the hostel.
- Ragging in any form is strictly prohibited.
- No students will be allowed to stay back in the hostel during class hours.
- Inmates should bare the cost of lights and tubes in the common areas also.