

GOVT. ENGINEERING COLLEGE KOZHIKODE

LADIES HOSTEL RULES

Ladies Hostel facility is provided by Govt. Engineering College Kozhikode with the aim of providing the most required students with a safe and comfortable place to stay, aiding them to utilize the facilities in order to improve their academics.

1. Administration:

- 1.1 The hostel shall be under the direct control of the Warden. Resident Tutors (RTs) shall assist the Warden in monitoring the general well being and welfare of the hostellers. They should also ensure that all hostellers maintain discipline and follow the rules of the hostel.
- 1.2 The Matron, who stays at the hostel full time, shall take care of the day-to-day affairs of the hostel as per the hostel rules and directions given by the Principal, Warden and the RTs.
- 1.3 The Hostel Student Committee consisting of the Hostel Secretary, Joint Secretary, Mess Secretary, Assistant Mess Secretary, floor representatives, will be selected each year by the hostellers for the smooth conduct and working of hostel and hostel mess. The committee shall maintain good communication with the Matron, Resident Tutors, Warden and Principal.

2. Admission:

- 2.1 Admission to the hostel is for a period of ONE ACADEMIC YEAR.
- 2.2 Admission is limited to the regular students of the college.
- 2.3 Applications for hostel admission will be called for before the beginning of each academic year for second, third and fourth year B. Tech as well as second year M. Tech students. First year students of both B. Tech and M. Tech shall be given the chance for applying to hostel, at the time of their college admission.
- 2.4 Admission will be based on Kerala government/ DTE orders. In the case of any emergency or special cases, admission will be done with the approval of the academic council.
- 2.5 List of selected students and those who are in the waiting list shall be published in the college and hostel notice boards, student WhatsApp groups and college website.

- 2.6 The students who get allotment must be accompanied by their parent/ guardian for completing the admission process and both of them should read and understand the hostel rules and sign the affidavit and other documents given during the admission process.
- 2.7 Students who are selected, should submit the relevant documents, pay the fees and complete the admission procedures.
- 2.8 Selected students of SC/ST category have to pay Rs. 3525/- and the rest of the students should pay Rs. 7025/- at the time of hostel admission.
- 2.9 Submission of incorrect data for admission shall lead to the cancellation of admission and that student shall not be allowed to apply for hostel in that academic year.

3. Fee structure & Fines

3.1 Admission Fees

The details of fees to be paid during hostel admission are as follows:

Sl. No.	Item	SC/ ST (New Admission)	Others (New Admission)	Re-admission (ALL)
1	Admission Fee (Non- refundable, Every year)	25	25	25
2	Caution Deposit*	2000	2000	NIL
3	Mess Advance*	NIL	3500	NIL
4	Hostel Development Fund (Non- refundable, Every year)	1500	1500	1500
	TOTAL	3525	7025	1525

(All amounts mentioned in the table are in Indian Rupees)

***Caution deposit and mess advance are refunded on vacating the hostel, within one month after paying all the dues.**

- 3.1.1 The fee has to be paid online at the time of hostel admission. The link for fee payment is available in the home page of college website under 'Hostel Payments'.
- 3.1.2 The fee structure and amount may vary from time to time. Any such changes shall be put as a notice from the Hostel Office and the inmates have to abide by the changes.

3.2 Monthly Fees

Monthly fees consist of various components, the details of which are given below.

- 3.2.1 **Mess charges:** It will be divided proportionally among the members. Each member has to verify the number of days present in a month on the last day of that month itself. Any complaints should be reported to Matron on that day, the decision of which shall depend on the discretion of the matron. However, no such complaints will be entertained after the preparation of mess bill.
- 3.2.2 **Cook salary:** A nominal amount will be collected for meeting the salary expenses of the cook appointed for full day stay at the hostel.
- 3.2.3 **Rent:** The room rent is fixed at Rs.310/- per head per month (may vary subject to Govt. norms). Detailed split up is as follows, Rs. 160- room rent, Rs. 100- electricity charges and Rs. 50- water charges.
- 3.2.4 **Establishment Fee:** Rs. 350 is collected on a monthly basis. This amount is utilized for the regular maintenance of the hostel and its premises.

3.3 Fines

- 3.3.1 All the hostellers should make sure that all the fees are paid promptly.
- 3.3.2 There will be fine for late fee payment. They should calculate the late fee and pay it online along with the mess fee of the month. Details for late fee calculation will be available in the last page of mess bill for each month.
- 3.3.3 Fine shall be imposed on wasting food, making the hostel rooms and premises including bathrooms and toilets dirty, disposing sanitary pads in non- hygienic manner, other than in the buckets provided for pad disposal. Such fines shall be issued as a notice from the Hostel Office.
- 3.3.4 All fines shall be paid to the Hostel Development Fund.

4. Room Allocation & Maintenance

- 4.1 Rooms shall be allotted by Warden and RTs. Rooms once allotted cannot be changed during the academic year. Residents shall not occupy a room without the permission of the matron.
- 4.2 Rooms are given to the hostellers in neat condition with only bunk beds/ cots, tables and chairs in them.

- 4.3 Each student will be responsible for the furniture and other items allotted to her. The students are not allowed to bring in other furniture.
- 4.4 Electrical Installations: Rooms are provided with electric lights and fans. Students should make sure that the lights are switched off when they go to sleep. Fans and lights should be switched off when they leave the room. Electrical installations should not be tampered with. Any infringement will be dealt with very seriously.
- 4.5 Students are not allowed to use any electrical appliances like water heaters, electric kettles, iron boxes, or similar items in the rooms. An iron box and a kettle shall be provided at a common space in the hostel for the use of the residents, on prior payment of nominal fees and entry of details in the register kept for recording usage details. Residents are not allowed to take these items to their rooms.
- 4.6 All the students occupying a room have to make sure that they keep the doors and windows secured so that they do not get banged and get damaged. The cost of any damages caused by such incidents have to be met together by the students sharing that room.
- 4.7 Any regular maintenance/ repair required for the electrical or non- electrical items provided in the rooms should be promptly entered into the Maintenance Register kept with Matron. Students are also directed to enter the work completion details, immediately after the work is done. Both the entries should be done with the name of hosteller, signature and date.

5. Mess

- 5.1 Hostel Mess Committee will decide the menu on a monthly basis in consultation with other hostellers. There is a provision for vegetarian and non-vegetarian food.
- 5.2 All hostellers should strictly follow the scheduled meal times, which are displayed in the mess hall. Food shall not be served outside these scheduled times.
- 5.3 Meals or extras will not be served to the rooms of the members.
- 5.4 Students should put up their hair before entering the mess hall.
- 5.5 Students should clean the table after having food, making sure that the place that they used does not have any leftovers.
- 5.6 Each student has to make sure that they are taking only enough food that they can eat and **FOOD SHOULD NOT BE WASTED UNDER ANY CIRCUMSTANCES.** Fine will be levied on those who are wasting food.
- 5.7 Members are not allowed to take any utensils of the hostel mess to their rooms.

- 5.8 Students should switch off the unwanted light and fan when they leave the mess hall.
- 5.9 Mess deduction will be allowed to those who are absent in the hostel for minimum 5 days consecutively in the calendar month. Mess deduction will be allowed only twice during a calendar month.
- 5.10 A student availing mess cut should inform Matron and the Mess Secretary on the first day of the cut. Both Matron and Mess Secretary should keep a note of the same. There should not be any ambiguities at the time of attendance submission for mess bill preparation.
- 5.11 The student entering the hostel premises on the days of mess deduction should inform Matron regarding the purpose of visit in writing.
- 5.12 A student returning to hostel after availing mess cut, should give the mess cut request in writing to the matron on the day of return and inform the same to the Mess Secretary.
- 5.13 At least 10 days attendance in a month is compulsory for continued the stay in the hostel. It may be waived off under special circumstances with Principal's permission.
- 5.14 Since there are chances for students to get sick by taking unhygienic food and/ or beverages from outside, it is not advised to take such food items.

6. Secretaries

- 6.1 The Hostel Students Committee consists of the Hostel Secretary, Joint Secretary, Mess Secretary, Assistant Mess Secretary and floor representatives (two for each floor). The student for each role (except the mess secretaries) will be selected at the beginning of the academic year by the inmates, with the approval of Warden and the RTs. The mess secretaries and students on mess duty are chosen for a month. Every student will have to take up mess responsibilities sometime during their period of stay in the hostel, which cannot be denied. Each student should take up their allotted duties with utmost sincerity, for the smooth functioning of the hostel and the hostel mess.
- 6.2 Hostel Secretaries are also part of the college level Hostel Committee and should attend the meetings of the Committee. They should make sure that discipline is maintained in the hostel. All the collective representations regarding hostel activities and requirements have to come through them. They have to make sure that all the representatives and students who are given specific tasks in the hostel are doing their work properly. They should also report any improper activity or misconduct in the part of any of the hostel inmates to the hostel authorities.

- 6.3 Mess Secretary, Assistant Mess Secretary and students on mess duty are selected every month from among the inmates on a rotation basis.
- 6.4 For the smooth running of the mess, Mess Secretary and Assistant Mess Secretary have to make sure that the following duties are correctly followed.
- 6.4.1 The menu is decided before the start of a month, in consultation with the hostellers.
- 6.4.2 The count of students requiring food for the next day is taken correctly and matron is informed by 8.30 PM.
- 6.4.3 Every night, at 9 PM, the items required for next day's meals are taken from the pantry, weighed and given to the cook who is in charge.
- 6.4.4 Assigning students on mess duty with the different tasks.
- 6.4.5 Assigning two students with the task of checking with the food waste disposal in the buckets provided, and that no food waste is put inside the sinks for washing the dishes. They also have to note down the names, if any student does these and hand over the same to the RTs daily.
- 6.4.6 Make sure that everyone gets enough food without any wastage and making sure that all those who are allocated mess duties are doing their work properly.
- 6.4.7 Keep all the bills of the purchased items safely and prepare the documents for the submission of mess accounts regularly. Mess secretaries can take directions and guidance from Matron. Mess accounts have to be submitted at the hostel office for mess bill preparation before the fifth of every month. Hostel office shall publish the bill before the 10th of every month after verification.
- 6.5 Two floor representatives are selected for each floor from the hostellers residing on that floor. Their duties are to ensure discipline on the assigned floor, rooms and premises including bathrooms and toilets are kept clean, wastes are disposed of hygienically in the assigned waste disposal systems, reporting any improper activity or misconduct to the authorities.
- 6.6 The representatives shall be held responsible, if any of the allocated tasks are not done properly and action will be taken against them.

7. Guests

- 7.1 Guests will be permitted in the hostel only with the prior permission from the Warden.
- 7.2 A hosteller is allowed to introduce only one guest at a time, if there is a vacant bed in the host's room.
- 7.3 The guest shall not be transferred from one member to another.
- 7.4 The guests shall obey the rules and regulations of the hostel.

- 7.5 The Principal/ Warden can cancel guest permission on violation of rules and regulations.
- 7.6 Day scholars are not permitted inside the hostel. Action will be taken against the residents who encourage and permit the day scholar to stay in their room without permission from Warden.
- 7.7 Guests are permitted for a maximum of 10 days in one semester. However, on special recommendation of Staff Advisor and HOD, Warden may extend the stay.

8. Discipline/ Movement

- 8.1 Hostellers are expected to have good relationship with hostel staff and other inmates. Any misbehaviour towards other residents or staff will lead to expulsion from the hostel.
- 8.2 All inmates should enter the hostel before 9.30 PM, and should not leave the hostel before 6 AM. Between these times, the hostel gates are kept locked. Entry/ exit between 9.30 PM and 6 AM is to be done very rarely, only under unavoidable circumstances. Such entry/ exit shall be allowed only with the prior permission of the Resident Tutor/ Warden **and** with the parent calling the Matron and conveying their knowledge regarding the matter. Anyone without such permission, shall not be allowed to enter the hostel and will have to find an accommodation outside, for that day.
- 8.3 All the students should be present for the attendance/ roll call in their respective rooms, immediately after the 9.30 PM bell. Proxy attendance is a serious offence and will lead to expulsion from the hostel.
- 8.4 There are two registers kept on the front desk at the entrance of the hostel, namely, Movement Register and Home Going Register, the details of which are given below.
 - 8.4.1 Movement Register is for writing details about the short trips that hostellers make between 6 AM and 9.30 PM.
 - 8.4.2 If the travel is such that the student is not staying in the hostel for at least one night, entry should be made in the Home Going Register.
 - 8.4.3 Students should make proper entries in these registers whenever they are leaving the hostel premises and entering back.
 - 8.4.4 This should be followed on weekdays and weekends, when leaving for a place other than college.
 - 8.4.5 In the Home Going Register, if a student is going home, it is enough to write 'Home' in the Destination column. But, if a travel is undertaken to a different destination, the full address of the destination has to be entered, along with the contact telephone number of a responsible adult at the destination.

- 8.4.6 When first year B. Tech students are travelling to a different place other than their home, their parent should call from the registered phone number and inform Matron regarding their consent.
- 8.4.7 Wrong entry, improper/ lack of entry in both the registers, signing on behalf of another person, tampering with the entries, and misguidance of any nature are punishable, the gravity of which may even lead to expulsion from the hostel.
- 8.5 The inmates of the hostel will not leave the hostel premises for the purpose of excursion or picnic. Prior permission from the faculty advisor, HOD and Warden has to be obtained for going for any excursion or picnic. Written consent of parent/ guardian of all the participating students is required for granting the permission.
- 8.6 The hostel rooms are subject to inspection by the Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items are kept in the room. Possession of narcotics/ alcoholic beverages will lead to immediate expulsion from the hostel and in addition, the student will have to face other disciplinary actions.
- 8.7 The inmates are not permitted to convene meetings/ conduct celebrations of any sort, anywhere in the hostel or its premises without permissions. Hostel Secretary has to take prior permission from Resident Tutor and has to inform the Matron well in advance about the meeting. It is the responsibility of the Hostel Secretary to make sure that any waste created because of the meeting is properly disposed.
- 8.8 A hosteller who is unwell should try their maximum to visit a doctor during day time in order to limit the night visits to hospitals.
- 8.9 In case a student falls sick at night, she or her roommates should immediately contact the Matron and get the medical aid. If Matron is not available in the hostel, contact RTs. In case of hospital admission for more than one day the parent/ guardian has to take charge.
- 8.10 A student suffering from infectious/ contagious diseases will not be permitted to stay in hostel.
- 8.11 Hostel authorities should be informed about any medical condition/s or any regular medications of a hosteller.
- 8.12 Students are allowed to stay back in the hostel during class hours, only under special circumstances, with prior permission. A student who has less than 75 % regular class attendance will not be allowed to stay in the hostel.
- 8.13 Ragging in any form is strictly prohibited. Anyone found to be involved in ragging will be summarily expelled.
- 8.14 Allocated room and hostel premises should be kept clean at all times.

- 8.15 Used sanitary pads should be covered in newspaper and has to be put ONLY in the buckets provided inside each bathroom unit for its disposal. Putting pads in any other place or flushing down the toilet, which may lead to clogging will cause heavy fines to be levied.
- 8.16 Each hosteller should ensure their safety themselves, when they are outside the hostel gates.
- 8.17 Every hosteller has to make sure that at least one parent is a member of the Hostel PTA WhatsApp group, where the daily attendance status is posted. Parents should regularly check the posted data and be informed of their ward's whereabouts. If a hosteller is found to be a member of the Hostel PTA WhatsApp, that student will be expelled from the hostel without notice.

9. Special Permissions

- 9.1 Inmates are required to obtain special requests sanctioned, before undertaking the requested activity.
- 9.2 All special requests have to be sanctioned by the RTs or Warden and such requests must be submitted in writing to them, at least two working days before the requested event.
- 9.3 In emergency situations, special requests can be given without any time constraints; but if it is not convincing enough as an emergency, the request may not be permitted and shall be considered as breach of hostel rules.

10. Vacating the hostel

- 10.1 After final examination/ viva-voce, residents should leave the hostel when the hostel vacate notice is published by the Hostel Office, after paying liabilities, if any.
- 10.2 Rooms should be returned exactly in the condition in which it was given to the inmates, neatly and without leaving behind any personal belongings.

Wishing you a pleasant stay at Ladies Hostel, Govt. Engineering College, Kozhikode



[Signature]
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