

COLLEGE OF ENGINEERING, MUNNAR

MEN'S HOSTEL

APPLICATION FORM

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Name of Applicant		
Name of Father		Occupation
Name of Mother		Occupation
Permanent Address		
	Phone No:	Mobile:
Contact Address		
	Phone No:	Mobile:
Religion & Caste		
Branch & Year of study with Reg. No.		
Name, Address & Relationship of local Guardian (if any)		
	Phone No:	Mobile:

I declare that above stated details are true to the best of my Knowledge, belief and faith

Signature of Applicant

Signature of Parent / Guardian

Recommendation

Tutor

Head of the Department

Resident Tutor

Warden

COLLEGE OF ENGINEERING, MUNNAR 685 612

MEN'S HOSTEL

RULES AND REGULATIONS

1. A Committee for Hostel will be constituted with following members for the overall administration and control
 - a) Principal/Chief Warden - Member
 - b) Warden - Member
 - c) Resident tutor-I - Member
 - d) Resident tutor-II - Member
 - e) Secretary, PTA - Member
 - f) Hostel committee convener - Student Member
 - g) Hostel committee joint convener - Student Member
 - h) Hostel committee Student members- 3 Members each from both clusters.
2. The Warden, assisted by the hostel Committee members, will be in charge of the maintenance of discipline and all matters associated with the regular working of the hostel.
3. The hostel committee reserves the right to refuse admission to any applicant without assigning any reason.
4. The admission to the hostel shall be for a Period of one academic year. The student shall vacate the hostel during annual vacation (May-June).
5. An inmate who wishes to vacate the hostel at one month's notice shall submit his application one month prior to the date of relieving with the recommendation from Tutor and HOD to the hostel office.
6. Inmates shall be responsible for safety of the equipments/accessories supplied/being used. They shall not tamper with the electrical installations, sanitary fittings, furniture and other hostel properties/being used. The walls, doors and windows should not be disfigured by writing, sticking posters etc. If any damages are noticed, suitable fine plus repair charges will be recovered from him / them who are found to have violated the Rules and caused damages.
7. Shouting, reading aloud, singing, playing stereo and other acts, which are likely to cause disturbance to other inmates during study hours must be strictly avoided.
8. No sort of Religious gatherings will be allowed in the hostel. (This is not an intervent on to one's own Religion beliefs).
9. Inmates are not permitted to convene meetings of any sort in the premises of the hostel.
10. Furniture provided to a room shall not be transferred to another.
11. Warden / Resident Tutors may shift inmates from one room to another without assigning any reason.
12. The inmates, may keep money and other valuables only at own risk. The responsibility cannot be shifted to the Authorities.
13. Possession and use of any Narcotic drugs or psychotropic substances by any inmate will be informed to the police and they will be summarily evicted from the hostel with immediate effects.
14. III treatment / harassment of junior students by seniors is a serious criminal offence considered as ragging. As per the Supreme Court order, the offenders will be summarily expelled from the hostel and matter will be reported to the police.
15. An anti-ragging committee will be constituted with following members
 - Warden - Chairman
 - Resident Tutor - Member secretary
 - Chairman (Anti ragging committee) - Member
 - PTA Secretary - Member
 - Hostel committee convener - Member
16. Students who wish to go home for a few days should avail permission from warden / Resident Tutors at least one day prior to their departure.
17. No guests will be allowed to stay in the hostel.
18. Day scholars will be allowed to visit the hostel only during daytime, with prior permission of Warden / Resident Tutor.

19. All inmates must be in the premises before 6.30pm. In case of any emergency, the inmate(s) shall obtain permission from the Warden / R.T for staying out beyond the time, i.e 6.30pm.
20. Commuting during holidays will be allowed only with the prior permission of Warden / Resident Tutor.
21. Compulsory study hours will be followed from 8.30pm to 10.30pm on all days.
22. Inmates are expected to bring their own stationery, required for the comfortable stay.
23. Inmates are expected to switch off electrical accessories after use.
24. Mess expense reduction will be allowed to an inmate who is continuously absent from the mess for 10 or more consecutive days. Eligible inmates must apply well in advance with recommendation of RT for this reduction.
25. An inmate who occupies the hostel for more than 15 days in a month shall pay full month rent and establishment charges.
- 26. Inmate(s) must clear the hostel dues before 10th day of every month. Failing which, a fine of Rs. 100/- before 15th day of the month and Rs.200/- before 25th day of the month will be levied. After 25th day of the month he / they will not be provided with amenities of the hostel.**
27. The fee structure for admission and stay is as follows:
 - i. Admission fee - Rs. 600/-
 - ii. Caution deposit - Rs. 3000/-

Monthly fees

- i. Rent - Rs. 1200/-
 - ii. Establishment charges Electricity, Water and charge and may vary as per dividing system.
28. The college reserves the right to amend or alter the rules and regulation of the hostel at any time, if a need arises.
 29. All inmates, are expected to treat the hostel as their own home and be self-responsible and helpful for the smooth functioning of the hostel.

Violation of any of the above rules by inmate(s) will be treated as gross indiscipline and stringent disciplinary action will be taken against them.

I ofsemester ECE/CSE/EEE/ME do hereby declare, that I shall obey the rules and regulations of the hostel during my stay in the hostel, that I shall help authorities in maintaining decorum and discipline in the hostel, that I shall pay my dues and not to leave hostel unless permitted or directed by Warden / RT to do so.

Signature of the applicant

I parent/guardian of the above named applicant hereby undertake myself to be responsible for the payment of hostel and mess fees of him and for his fulfillment of the requirements for availing the accommodation and mess facilities at College of Engineering Munnar Men's Hostel.

Munnar

Date :

Signature of Parent / Guardian