



CANARA ENGINEERING COLLEGE

owned & managed by

Canara High School Association, Mangaluru
(A Konkani Linguistic Minority Institution)

Affiliated to Visvesvaraya Technological University, Belagavi
Approved by AICTE, New Delhi & Govt. of Karnataka



CANARA ENGINEERING COLLEGE

BOYS AND GIRLS HOSTELS

ROLES AND RESPONSIBILITIES OF HOSTELLER

12.08.2016

It is the responsibility of every Hosteller to ensure a happy, safe and comfortable ambience during his / her stay at the college hostel. A few guidelines to make your hostel life a better one:

1. ATTENDANCE AND OUTPASS:

- Be within the college premises by 7:30 PM.
- Be within the hostel premises before 9:30 PM, in time for calling of attendance, unless you are on OUTPASS.
- Avail OUTPASS from the Hostel Warden, prior to going on holidays / vacations, well in advance. Sign in the Movement register kept near the hostel entrance gate, before leaving the hostel on OUTPASS / with permission. Show the OUTPASS / Permission pass to the security at the Main gate while leaving the campus and submit the same to the Warden / Security on return to the hostel premises. While leaving on vacation, submit the Outpass to the Security at the Main gate. Hostellers are required to wear the college ID while going out.
- Obtain Permission from the Warden by applying in writing, at least 2 days prior, for a day's visit / outing.

2. HOSTEL CLEANLINESS, HYGIENE:

- Inmates of each room will be liable to pay for damages to hostel property in their respective rooms. **Do not move any furniture from its original position.** Do not scribble, draw and paste stickers on the hostel walls, furniture, wardrobes or in any place in the hostel premises.
- Keep your room and the common grounds of the hostel clean and unsoiled at all times and available for inspection as and when required. Hostellers residing on particular floor will be liable to pay for damages to hostel property in common areas of that floor.
- Clearing of Blockage in bathrooms in rooms or on particular floors will be charged to concerned occupants.
- Dust and thrash to be deposited in dustbins provided. Do not litter inside or outside the hostel premises.

3. ETIQUETTE, DISCIPLINE & SAFETY:

- Maintain discipline and obey hostel / college rules and regulations at all times during your stay in the hostel and thereby refrain from attracting disciplinary action / suspension from the hostel.
- Behave politely with their room / hostel mates and inculcate good values and habits during your stay.
- The College Management explicitly reserves the right to refuse hostel facilities without assigning any reason / remove a resident from hostel at any time on disciplinary grounds / shift students to alternate accommodation at short notice for valid reasons / break open any room not vacated.

Principal
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- Do not resort to RAGGING in any form. Hostellers found guilty of Ragging, are liable to be suspended / legally penalized as per college / government norms.
- Keep your valuables locked in cupboards provided in rooms for individual use. Each hosteller has to be responsible for his / her personal belongings.
- Outsiders / Day scholars shall not be entertained in the hostel premises. Hostellers found guilty of entertaining outsiders / day scholars are liable to face action / be fined as per college norms.
- Parents can visit the hostel, with permission from the Warden.
- In case of loss of room keys, submit a written request to the Hostel Warden to make arrangements to open the lock. Damage to the door while trying to break open the lock, without Warden's permission, will be charged to the concerned occupant.

4. OTHER:

- Take utmost care in use of Electricity and water facilities provided. Put off lights / water taps when not in use and avoid unnecessary use and loss to the environment. Bulbs / Tubelights damaged by hostellers will be replaced at the cost of the occupants.
- Avail PAY & EAT Facility at either of the Messes available in the college campus.
- Give utmost importance to time management. Do not waste time loitering, chatting, on mobile, etc., which affects your class / study time.
- Bring any medical emergency to the notice of the Warden for timely action. Hostellers can avail the Medical insurance facility provided by the college as and when required.
- Students can enroll for hostel facilities in between the semester / during exams with a written request from parents submitted to the Warden.
- Hostel grievances to be addressed to the Principal, Warden or SWO, through permitted channels.

The Hostel – Student Committee will ensure from time to time that all hostellers promote to the wellbeing of all the occupants and thereby strive for a conducive period of stay.

Dr. Ganesh V. Bhat
PRINCIPAL

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