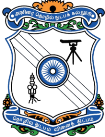
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**GOVERNMENT COLLEGE OF TECHNOLOGY, COIMBATORE**

*(An Autonomous Institution & Affiliated to Anna University)*

Established in 1945, Thadagam Road, Coimbatore **–** 641013.

# RULES AND REGULATIONS

1. Exchange of greetings with the members of staff in the college and hostel with "Vanakkam" or "Good Morning" is encouraged.
2. A minimum of 75 % of attendance in each subject will be insisted on for each semester.
3. Students must be punctual for each period.
4. Attendance at the college examination is compulsory and leave or absence from the examination will be permitted only on valid reasons.
5. Students should maintain progress and good conduct which are prerequisites for appearing for the University Examination.
6. Students should avail themselves of leave only with the prior sanction of the Faculty Advisor. When leave is availed of for unforeseen causes, the leave request application must be submitted soon after availing the leave. Such applications will be considered only on producing a Medical Certificate or the applicant should produce evidence of the unforeseen cause. No student should write an application for leave on behalf of another student. Students who avail themselves of leave should furnish their address to the Principal and to the Deputy Warden.
7. In case of serious illness and infectious diseases, the students should report to the Deputy Warden concerned and College Medical Officer for necessary action.
8. All male students are expected to wear clean and neat pants and shirts which are either tucked in or not. Girl students are expected to come dressed decently. Half sarees, skirts and frocks are not permitted. In the workshop, male students shall wear only shirts and trousers. Chappals worn in the workshop or in field work must be securely strapped at the heel. Girl students shall wear pants, shirts and shoes for the practical classes in the workshop, and for other laboratory classes they shall wear overcoats. While playing games, shorts and vests or jerseys must be worn by male students.
9. Students shall pay for breakage or losses in the laboratories and workshop.
10. Students should equip themselves with approved instrument boxes, text books, record note books and sheets, field books and note books which can be purchased from the Students' Co-operative stores or from any other stationery shop.

# HOSTELS

## GENERAL

Seven Hostel blocks are available for boys and three hostel blocks for girls are available in the campus to accommodate the strength of 2400 students. The Hostel is managed by a hostel committee which includes members from students and faculty. It is run on ‘no loss no gain’ basis. The total expenditure including boarding and amenities is divided among the hostellers.

## HOSTEL ADMINISTRATIVE STAFF

|  |  |  |  |
| --- | --- | --- | --- |
| Warden (Ex-Officio) | | Dr.K.Manonmani – Principal | 9842247959 |
| Associate Warden | | ----- | |
| **HOSTEL SUPERINTENDENTS** | | | |
| 1. | Dr.N.Nandhakumar, Prof. /ME | Administration | 9994496070 |
| 2. | Dr.V.SatheesKumar, Asso. Prof. /CE | Accounts | 9894626090 |
| 3. | Dr.A.Meena Kowshalya, Asso. Prof/ CSE | Stores | 9585502131 |
| 4. | Dr.S.Periyasamy, Asso. Prof/ ME | Water supply | 9500655335 |
| **RESIDENT TUTORS** | | | |
| 1. | Dr.V.Sathees Kumar, Asso.Prof/ CE | I yr Boys hostel | Palaru, Ponniyaru & Kauveri |
| 2. |  | II yr & III yr Boys hostel | Bhavani/Vaigai |
| 3. | Dr.S.Periyasamy, Asso. Prof/ ME | IV yr Boys Hostel | Thamiraparani/Vellaru |
| 4. | Dr.K.Rajupillai, Asst. Prof/ Maths | I & II yr Girls Hostel | Manimutharu/Amaravathi |
| 5. | Dr.A.Meena Kowshalya, Asso. Prof/ CSE | III & IV yr girls hostel | Noyyal/Kothaiyaru |
| **DEPUTY WARDENS – Boys Hostel** | | | |
| 1. | Prof.Sakthivel, AP/Chem, Dr.A.Sasikumar, AP/PE | I year | Palaru, Ponniyaru & Kauveri |
| 2. | Dr.K.Rajupillai, Asst. Prof/ Maths | II Year | Bhavani |
| 3. | Prof.M.Sankar Kumar, AP/PE | III year | Vaigai |
| 4. | Prof.S.Makesh Kumar, AP/CE | IV year | Vellaru |
| 5 | Dr.J.Arun Baskaran, AP/IBT | IV year | Thamiraparani |
| **DEPUTY WARDENS – Girls Hostel** | | | |
| 1. | Dr.S.Chitra Asso.Prof/EEE | I year | Manimutharu |
| 2. | Dr.G.Sharmila, AP/IBT | II Year | Amaravathi |
| 3. | Dr.Suguna, AP/IT | III year | Kothaiyaru |
| 4. | Dr.A.Meena Kowshalya, Asso. Prof/ CSE | IV year | Noyyal |

* 1. **COMMON RULES AND REGULATIONS**

1. Application for admission to hostel shall be made in the prescribed form which can be had from the Hostel Office.
2. Allotment of rooms shall be made by the Deputy Wardens over the orders of Warden.
3. Students must occupy the rooms allotted to them and should not change / exchange rooms without prior permission from the Deputy Warden / Hostel Authorities. Violation of this rule will result in the expulsion of the student concerned from the hostel with a fine of Rs. 1000.
4. Resident member may be shifted from one room to another without assigning any reason by the deputy warden.
5. Hostel furniture shall not be removed from one room to another under any circumstances. Students are responsible for the maintenance of furniture & fittings in their respective rooms. The cost of furniture and fittings will be recovered from them in case of damage or loss along with the fine of Rs. 1000/-
6. Students are not allowed to use extra electrical fittings in their rooms unless they are permitted by the hostel authorities.
7. All the rooms, doors and windows should be kept tidy and clean. A fine of Rs. 2000/- will be levied for disfiguring of doors, glass panels, furniture & walls of rooms from the resident (s) of the room in addition to the amount needed for repairing and repainting the above.
8. A collective fine of Rs. 3000/- will be collected from the residents of the respective wings / floors for disfiguring verandahs and bathrooms in addition to the amount needed for repairing the above.
9. A collective fine of Rs. 5000/- will be collected from the residents of respective blocks for disfiguring the common rooms or damaging the public property of hostel blocks, in addition to the replacement cost.
10. Students should maintain adequate sanitation in toilets & bathrooms, failing which a collective fine of Rs.3000/- will be collected from the residents of the respective wings / floors.
11. Residents are instructed to switch off the lights and fans whenever they go out from the rooms which will help save electricity. A fine of Rs. 250/- per day will be collected from the residents of the rooms, who violate this instruction.
12. Guests / Visitors / Day Scholars are not permitted to enter any rooms allotted to the residents. Anyone who violates this rule will be levied a fine of Rs. 1000/- and will be evicted from the hostel by the hostel authorities.
13. If any Misuse of Computers and Mobile phones in hostel rooms is brought to the notice of hostel authorities, the respective resident (s) will be expelled from the hostel. Use of Audio System, Heater and iron Box are not permitted within the hostel. Violation of this rule will result in the expulsion of the student concerned from the hostel with a fine amount of Rs. 2000.
14. Students should not arrange any functions or meeting within the hostel / college campus or outside the campus, without prior permission from the Principal and warden. Violation of this rule will result in the expulsion of the student concerned from the hostel with a fine amount of Rs. 2000.
15. Abnormal activities of any nature causing disturbance to neighbours will not be encouraged in the rooms. Violation of this rule will result in the expulsion of the student concerned from the hostel with a fine amount of Rs. 2000.
16. Students should not paste any posters / pictures etc on the walls, doors, windows and shelves. Cut-outs should not be placed or brought inside the hostel. Violation of this rule will result in the expulsion of the student concerned from the hostel with a fine amount of Rs. 2000.
17. Students should not keep power vehicles such as Mopeds, Motor cycles, Scooters and Cars in the hostel premises. Violation of this rule will result in the expulsion of the student concerned from the hostel with a fine amount of Rs. 2000.
18. Tobacco & Alcohol are strictly prohibited in Hostel / College Campus. Violation of this rule will result in the expulsion of the student concerned from the hostel with a fine amount of Rs. 2000.
19. Any student who is removed from the college will automatically cease to be a member of the hostel.
20. Accommodation in the hostel will not be given to students who are not active boarders in the hostel.
21. No students should stay away from the hostel on any day without the prior permission of the Deputy Warden / Associate Warden / Principal and Warden concerned.
22. Students should not keep large amount of cash or costly items like Mobile Phones, Cameras, Electronic gadgets, Gold chains, Rings etc in their rooms. Hence, complain about loss or theft about such costly items is discouraged.
23. Married students are not eligible for Hostel accommodation.
24. Boys should settle in their rooms at 10.00 P.M. for studies on all days and the hostel gate will be locked at 10.00 P.M. Girls Students should return to the hostel before 6.30 pm.

The hostel authorities will check the regularities of the inmates. The defaulters in this regard will be subject to severe disciplinary action.

## RULES AND REGULATIONS FOR BOYS HOSTEL:

Boys should settle in their rooms at 10.30 P.M. for studies on normal days and at 11.00 P.M. on Saturdays. The Boy students are not permitted to leave the campus or enter into the campus after 10.30 pm. In extraordinary situations with valid reasons they are permitted to enter the campus on showing their identity cards to the security staff on duty.

## RULES AND REGULATIONS FOR GIRLS HOSTEL

Inmates will be allowed to go home once in a month only if parents give written request stating the reason, duration of stay etc. They will be permitted to go home only for valid reasons. The parents should apply to the Deputy Warden directly for permission to send their daughters home. The Girl students are not permitted to go to guardian’s house for overnight stay unless there is a specific written request from parents.

Only 3 authorised visitors (including parents) are permitted. They should have the visitors cards with photo affixed (and signed by the Associate warden) when they call on their wards. Visitors are requested to visit their wards only during visiting hours.

Girl Students should return to the hostel before 6.30 p.m. Roll call will be taken at 6.30 p.m.

Girls Students are advised not to wear costly jewellery items.

Girls Students are permitted to go out during holidays for a maximum duration of 4 hours after signing in the register kept for the purpose. They have to get prior permission from the Deputy Warden, if they want to go out for a duration exceeding four hours and limited to 6 hours.

## BOARDING RULES

1. The hostel month will be from 1st of the preceding month to 31st of the current month (both days inclusive).
2. The mess bill will be put up on the notice board by the first of the succeeding month. All hostel bills should be paid before the 30th of that month positively.
3. For late payment, a fine of Rs. 250/- (Rupees Two hundred and Fifty only) will be collected until the end of the month.
4. From first of next month, the defaulted boarders will be expelled from the Hostel & mess till he / she clears the mess dues with fine. An admission fee of Rs. 200/- (Rupees Two hundred only) will be collected in addition to the mess bill and fine. Readmission is permitted only three times during the course.
5. Hostel bill may be paid either online through State Bank of India, (G.C.T. Branch, Coimbatore - 641 013, Code No. 10432) or through a demand draft drawn in favour of ‘‘Principal & Warden", Govt.

College of Technology Hostels, G.C.T. Campus, Coimbatore - 641 013 and should be sent to '' The Hostel Superintendent" GCT Hostels, Coimbatore - 641013 by Post or in person.

## Cash, Mail transfer, NEFT Transfer, out station cheques and money orders will not be accepted.

1. Government of India and Government of Tamil Nadu scholarship holders should apply for the Scholarship within the stipulated period of time. The Scholarship amount that is received from the government will be adjusted towards the mess dues. The Scholarship amount will not be given to the candidate. The excess amount will be refunded only at the end of the course. However Students should clear mess dues periodically. Non-receipt cannot be cited as long pending dues.
2. If any student discontinues from the hostel, it will be intimated to the Government as scholarship is provided only to active boarders.
3. Details of the mess bill will be displayed in the hostel mess notice boards. Students should check the details and clear the dues within the due date.
4. Bill particulars will also be given in the mess dues intimation card sent to the parent. Non receipt of the intimation cards should not be given as a reason for delay in payment.
5. A maximum of 40 Egg tickets per student per month will be issued. Egg tickets will be issued only at a rate of 10 tickets at a time. The student should produce the identity card to the hostel staff to collect the Egg tickets.
6. Students who wish to avail canteen facilities will be given Canteen tickets for a Maximum amount of Rs.480/- per month on credit basis. The amount will be charged through the Hostel mess bill. The student should produce the identity card to the Canteen staff.
7. Members should not demand any special service from the cooks or other servants.

**REDUCTION FROM THE MESS**

No reductions will be given for absence in the mess. Only on special cases reduction is permitted with due permission from the Principal & Warden, Associate Warden and Deputy Warden well in advance, preferably before 2 days.

## TIMING FOR THE MESS

|  |  |  |
| --- | --- | --- |
|  | **On Working Days** | **On Holidays** |
| Breakfast | 07.30 a.m. to 9.00 a.m. | 07.45 a.m. to 9.15 a.m. |
| Lunch | 12.45 p.m. to 2.00 p.m. | 12.45 p.m. to 2.15 p.m. |
| Dinner | 07.00 p.m. to 8.30 p.m | 07.00 p.m. to 8.30 p.m |

* 1. **HOSTEL FEE DETAILS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Description** | **Fee (Rs)** | | | |
| **I Year** | **II Year** | **III Year** | **IV Year** |
| 1 | Hostel Admission Fees | 200 | 200 | 200 | 200 |
| 2 | Mess Deposit (Refundable) | 5000 | 5000 | 5000 | 5000 |
| 3 | Establishment | 2750 | 2750 | 2750 | 2750 |
| 4 | Block Development Fees | 3250 | 3250 | 3250 | 3250 |
| 5 | Hostel Amenities | 500 | 500 | 500 | 500 |
|  | Electrical Appliances | 500 | 500 | 500 | 500 |
|  | **TOTAL** | **12200** | **12200** | **12200** | **12200** |

**STUDENT’S STRENGTH FOR THE ACADEMIC YEAR (2023-2024)**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Year** | **Boys** | **Girls** |
| 1. | IV year | 376 | 177 |
| 2. | III year | 313 | 267 |
| 3. | II Year | 299 | 321 |
| 4. | I Year | 337 | 278 |