

ENGINEERING COLLEGE AJMER

(An Autonomous Institute of Government of Rajasthan)



Hostel Manual

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1 Introduction

There is a girls hostel in its premises constructed under the AICTE scheme for SC/ST girl students.

2 Hostel Administration

The hostel administration comprises of the Registrar, Chief Proctor, Chief Warden, Wardens, Assistant Warden and an Office Assistant appointed by the Principal of the institute.

3 Accommodation

The hostel has a capacity of 60 students

4 Room Allotment

- At the time of admission of a student into the Hostel, the applicant is required to submit a duly filled in prescribed Personal Data Form, containing the current address, mobile and/or the telephone number and the e-mail address of the parents/guardian. Any change in this information at any point of time has to be intimated to the Hostel office in writing.
- Allotment for accommodation in the hostel will be considered only after the Allotment Committee has scrutinized the application and satisfies itself of the merit and eligibility of the student and recommend that her stay in the hostel shall in no way be prejudicial to the interest of other residents in hostels in particular and the institution in general.
- Accommodation in the Hostel cannot be claimed as a matter of right. The Institute Administration may refuse accommodation to any student who is known to have grossly violated the Hostel Rules or whose presence is likely to disturb the peace and tranquility of hostel or without assigning any reason thereof.
- The Hostel Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table, chair, ceiling fan with regulator and reasonable light fitting.
- Allotment of rooms shall be the sole discretion of the Hostel administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives.
- Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the inmates should exchange seats/rooms without the written permission of the hostel administration.
- The hostel administration has the right to shift the inmate from her room to another room in the hostel at any time without assigning any reason.
- Inmates shall respect the equal rights of their roommates.
- If the status, on the basis of which an inmate was allowed accommodation in the hostel, changes during the period of stay in the hostel, he/she is required to inform the Hostel Warden(s) immediately. Such student may be asked to vacate the hostel if the hostel management finds that he/she is no longer eligible for hostel accommodation.

- The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the Rolls of the Institute, will automatically cease to be an inmate of the hostel. Such students shall immediately leave the hostel.
- After room allotment the students will use their own lock and key for the locking the room. However they are required to deposit one set of their room keys in the hostel office.
- Before vacating the rooms, the students have to fill up the prescribed 'Room Vacating Slip' in triplicate and submit these to the Warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Hostel Management at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the Hostel Management shall be recovered from the hostel resident.
- A student will have to vacate the hostel within two days of completion of her examination or as notified by the hostel authorities. Any extra day will be charged as per norms and for such extra days, prior permission from the Warden/Chief Warden is required. In case a student does not vacate her room, the belongings will be removed from the room and room will be locked by the Hostel Administration with no responsibility of the Management for the same.
- Students residing in the hostel will be staying at their own risk, liability and consequences.
- A student who is allotted the hostel is deemed to have occupied it for one academic year /two semesters. Students are not permitted to vacate the hostel in the middle of this time slot except on genuine grounds deemed valid by the hostel authorities and approved by the principal of the institute. A students who desires to vacate the hostel in middle of the session will notify in writing at least one month in advance. In such cases the deposit/caution money shall be forfeited and fees will NOT be refunded except the mess charges on pro-rata basis.

5 Accommodation of Guests

- If mother of a hosteller needs accommodation for a short duration (one or two days only), the hosteller has to intimate to the Hostel office seven days before the expected date of occupancy. Accommodation will be provided subject to the availability of Guest Room in the Hostel. Parents will not be allowed to stay in the hostel without prior permission from the hostel management.
- A hosteller, whose parent would be accommodated in the Guest Room of the Hostel, has to pay the guest charges as per the rates fixed by the Hostel Management.
- Day scholars and other relatives of hostellers are not permitted to stay in the Hostel as guests. Entertaining unauthorized guests will lead to severe punishment, which may include a monetary fine of Rs. 2000/- (Rupees two thousand only) and expulsion from the Hostel. In addition, such cases will be referred to the Institute Disciplinary Committee/Proctor Section for further necessary action.
- Hostel rules and regulations will equally apply to the guests also. No guest is permitted to stay in a hostellers' room overnight. If it is established that a visitor has stayed overnight in a hostellers' room, severe punishment will be imposed on the boarder which may include a monetary fine of Rs. 2500/- (Rupees two thousand five hundred only) and expulsion from

the Hostel. In addition, such cases will be referred to the Institute Disciplinary Committee for further necessary action.

- If any damage is caused to the Hostel property by the guests, compensation as assessed by the Hostel Management shall be recovered from the host hosteller concerned as per the decision of the hostel administration committee or any other committee as appointed by the principal of the institute

6 Visitors

- Only parents/guardians are allowed enter into the Hostel and that too up to the visitors' room only. All visitors to the Hostel including the parents/guardians will have to make necessary entries in the Visitors' Book available at the Hostel entrance with the security guards.
- The visit of male students to the girls hostel is not allowed. Violation of this rule will lead to severe penalty and punishment as decided by the Hostel and Institute Authorities.
- Parents/guardians are not allowed inside the students room . Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details.
- Visiting hours will be 4 PM to 6 PM only .The hostel administration reserves the right to amend these timings .

7 Use of Appliances

- The use of electrical / electro-mechanical equipments, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, is strictly prohibited by the hostellers inside or outside the rooms. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract both monetary fine and disciplinary action by the Hostel Management.
- The use of audio systems which may cause inconvenience to the roommates or other inmates is not allowed. The use of personal TV, VCR, VCD/DVD, etc. is strictly prohibited.
- When the hostellers go out of their rooms they should switch off all the electrical/electronic appliances, and lock the doors (at all times). Violation of this rule will attract suitable penalty and punishment as decided by the Hostel Administration Committee.

8 Mess

- The Hostels are meant for both boarding and lodging. No one is permitted to use the Hostel for boarding or lodging only.
- Once a student is admitted to a Hostel he/she is deemed to have become a member of the Hostel Mess until he/she officially vacates the Hostel.
- Discipline should be strictly maintained in the dining hall.
- Day Scholars cannot be entertained as guests in the mess
- Food will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms. If an inmate is ill, the Hostel Management will make suitable arrangements for her food.

- The inmates should not enter the kitchen.
- Wasting food is a social crime. For the first offence of wasting food by a boarder, warning will be issued to him/her. If the offence is committed for the second time a fine of Rs.500/- (Rs. five hundred only) will be imposed on him/her. If the concerned boarder is found repeating the mistake, strict disciplinary action shall be taken against him/her.
- Suitable fine, as decided by the Hostel Administration Committee, shall be imposed on the hosteller in case she defaults in payment of Mess dues.
- Under special conditions / If the number of students in the hostel is less than 10% of its total strength then the hostel administration reserves the right to close the hostel mess at 24 h notice .In such circumstances the students are required to make their own arrangement for food.
- Students who absent themselves on the date of reopening of the Institute after any semester vacation will be deemed to have joined the mess wherein they dined during the previous semester and will be charged accordingly.
- Mess reduction is admissible to the residents of Hostels on the following grounds only:
 - Approved Study Holidays and Vacation declared by the Institute.
 - Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
 - Periods availed by students for attending interviews / Training on the recommendation of the Training and Placement officer/Head of the Department

9 Hostel Maintenance and Cleanliness

It is the responsibility of the every resident to look after and take care of the general maintenance and cleanliness of the Hostel premises including the building, courtyards and the toilets. All residents shall whole-heartedly cooperate in these endeavours.

10 Ragging

- Ragging in any form is banned. Severe punishment, including expulsion from the Hostel and the Institute, shall be imposed on any resident if she is found to have indulged in ragging.
- Ragging is a cognizable offence. The offender shall also be dealt as per laws of the state
- Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Non-reporting of the incident by a victim shall also be considered as an offence.
- Any resident, for that matter any person / student, witnesses an incident of ragging, he/she must report the same immediately to the Hostel Authorities and/or Institute Authorities. Failure to do so shall be considered as a serious offence and shall be dealt with at par with the perpetrators of ragging.
- When the students/inmates committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the inmates may be resorted to as a deterrent measure.

- All hostellers are required to sign an Anti-Ragging Undertaking as per stipulated guidelines and submit it to the Hostel office.

11 Matters Related to Timings and Absence from Hostel

- Hostel residents shall not leave the campus without prior permission of the Warden / Chief Warden . They shall have to apply in advance stating the reason for leaving and the address of destination. Hostel students who leave hostel without the permission from the concerned Warden shall be deemed to be missing and Parent/Guardian/Police authorities may be intimated in consultation with the Principal and punitive action shall be taken into action for such students which may be fine/suspension /termination from the hostel
- A hosteller who wishes to go home during vacation/semester break or for any other reason is required to submit an application in prescribed format (two copies) alongwith the consent of parents received via fax/E-mail/whatsapp (from phone numbers available and registered in the hostel record) at least two days before leaving . One copy of the application forwarded by the Warden will be deposited with the hostel caretaker and the other will be left with the concerned Warden.No last minute permission will be granted.
- Once the student reaches home, parents are required to call and inform hostel authorities that their ward has reached safely.
- The students staying in the hostel are permitted to go out of the hostel for local shopping on Sundays and Holidays as per following timings.

Summers : (1st April to 30th September): 9.00 am to 5.30 pm

Winters : (1st October to 31st March) 9.00 am to 4.30 pm.

If a student stays out beyond the specified time then disciplinary action may be taken

The hostel administration reserves the right to cancel or amend the timings of any outing if required. Students are required to fill their entries in the movement register before going out of the hostel and while coming in the hostel .

- Hostellers are not allowed to go out of the campus during classes
- Students are not allowed to stay in the hostel during the classes hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should take the permission from the Warden.
- Except during vacations, residents shall be allowed to go home only if there is a written request for the same from self /parent citing genuine grounds and consented by the Head of the Department to which the student belongs. Going home frequently is not permitted.
- Students are not allowed to organize their own personal trips without prior permission from Wardens and parents.

12 General Guidelines for Hostel Inmates

- All residents are required to maintain high standards of behaviour as expected of students of a technical institute. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campuses.
- Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.
- Formation of association of students on the basis of regions, caste or creed is not permitted, during their stay in the hostels.

- No student can take assembly or any meeting in the hostel without written permission of Warden/Chief Warden.
- The students should be decently dressed when they are out of rooms. Modesty in dress is expected from students.
- All residents are required to produce, whenever asked, their valid identity cards issued to them by the Institute.
- The rooms, common areas and surroundings of the hostel should be kept clean and hygienic.
- Notices must not be pasted on walls. Walls must not be scribbled on.
- A room is allotted to a student on her personal responsibility. She must take care of the cleanliness and maintenance of her room.
- Students should keep the toilets and bathrooms clean, failing which a collective fine will be collected from the residents of the hostel.
- Residents must also take care of the Hostel and its environment.
- If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, hostellers should bring it to the notice of the Hostel Authorities.
- Hostellers must cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Administration requires the rooms for this purpose. On such occasions, the Management shall provide alternative accommodation.
- The resident of a room is responsible for any damage to the property in the room during her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the Hostel Management shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item and a fine of Rs. 1000/ for each item.
- In case of any damage or loss of Hostel property kept in the common area, the cost of repairing/replacing the same will be recovered from the hostellers responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the wing/Hostel, as decided by the Hostel Management.
- The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the Hostel, the occupant of the room shall hand it over to the Hostel staff, failing which he/she will be charged a penal rent as decided by the Hostel Management.
- The resident shall not remove any fitting or fixture from any room or common area.
- Students are prohibited from screening/ keeping obscene literature/ video films in the possession. Any violation in this regard will result disciplinary action.
- Students are not allowed to engage in a private practice Job / Tuition during her stay in hostel.
- Students are not allowed to keep Mopeds, Motor cycles, Scooters and cars in the hostel premises without permission of administration.
- Students are not allowed to engage a private servant or keep pet animals.

- Residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.
- Students are not allowed to use the hostel terrace. If found they will be subjected to strict disciplinary action.
- Students are not allowed to celebrate any parties (like birthday) inside the hostel. If found disciplinary action will be taken against them .
- The hostellers will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Hostel administration shall in no way be considered responsible.
- Engaging personal attendants is prohibited.
- If a student participates in extracurricular activities of the institute beyond the working hours of the Institute then she is required to inform the concerned Warden in advance in writing and she must enter all the columns in the "In/Out Register"
- No notice will be displayed by hostel inmates in the institute/hostel notice board without the counter signature of Hostel Warden.
- Hostel inmates are supposed to take care of their health themselves. Student suffering from infectious disease has to leave for medical treatment to proper clinic/hospital or isolated place.
- Hostellers falling sick or feel symptoms of sickness should report to hostel caretaker immediately. In case of need for hospitalization, student should inform her parents / guardian. Parents / guardian are required to communicate to the Warden / Chief Warden in this regard, and have to attend their ward as soon as possible. If parents fail to reach the institute they are solely responsible for the ward's illness whatsoever it may be and under no circumstances would make any kind of claim against the institution.
- Students having any Chronic/Communicable disease are not allowed to stay in hostel.
- Once the student has left the hostel after completing the formalities the college/hostel authorities will not be responsible for any act or mishappening outside the hostel premises.
- Hosteller who remains on long leave without intimation and there is no satisfactory written reply from parents/guardian after 15 days of second written communication with parents/guardian, admission of such student in hostel will be considered as cancelled. Belongings of such student will be removed from the concern room by the hostel committee.
- Any student who is removed from the college will automatically cease to be a member of the hostel.
- If hostel authorities call the parents regarding illness/ misbehaviour / Indisciplinary act by their ward ,they will report to the hostel authorities immediately.
- If student makes any attempt to commit suicide or abetting or inciting any other person to commit suicide or anything prohibited by law, and if on being found guilty of the aforesaid action she herself shall be responsible for any consequences under law and the expulsion /rustication from the hostel and/or institute and any other legal action under the law of land. The authorities of hostel/institute or any employee shall not be responsible for the same.

- No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her parents to the room.
- In the Hostel premises the following acts are strictly prohibited:
 - Smoking
 - Consumption of alcoholic drinks
 - Consumption of drugs
 - Gambling
 - Intimidation or violence
 - Possession of firearms, lethal weapons and poisonous things
 - Wilful damage to property
 - Entering the Hostel premises in an intoxicated state
 - Using abusive languages
 - Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc.
 - Cooking in the room or on the Hostel premises
 - Using two-wheelers and/or motor vehicles of any kind
- The Institute/Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action will be taken against her.
- The hostel rooms are subject to inspection by the Institute/Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons and electrical items(rod, electrical kettle, heater and hair drier etc.) etc., are kept in the room. During such inspections the inmates are expected to cooperate with the hostel authorities .
- Every student, at the time of admission, has to submit a written undertaking in the prescribed form, countersigned by her parent/guardian, to the extent that she would abide by the rules and regulations of the Hostel.

13 Disciplinary Measures

Any hosteller, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule , shall be subjected to disciplinary action by the Hostel Administration after a proper enquiry. Moreover, depending upon the gravity of the offence if the Hostel administration so considers, the case may be forwarded to the Institute Disciplinary Committee/Proctorial board for further necessary action. Note : The jurisdiction of Engineering College Ajmer is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police.

14 Grievance Redressal

- If any hosteller feels aggrieved on any matter concerning running of the Hostel or its Mess, she may approach the Hostel Administration in writing for help, guidance and/or redressal of the grievance.

15 Rights of Hostel Administration Committee

- The Hostel Administration Committee reserves the right to initiate amendment of the rules and regulations stated herein/before from time to time as felt necessary. The inmates shall be informed of any amendment becoming effective through circulars displayed on the Hostel notice boards / uploaded on the college website.
- The management reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit/caution money shall be forfeited and fees will NOT be refunded except the mess charges on pro-rata basis.

16 Appellate Authority

In case of any dispute or any grievance not being satisfactorily taken care of, a boarder may make an appeal to the Principal of the Institute through the Warden/Chief Warden for redressal. The decision of the Principal on the matter shall be considered as final and binding.

17 CODE OF CONDUCT FOR HOSTEL RESIDENTS

- Keep your room neat and clean and maintain personal hygiene and sanitation .
- Minimize wastage of power ,water and food items ; electrical appliances / fittings should be switched off and water taps should be closed when not in use .
- Complaints (if any) should be registered in the complaint register kept with the caretaker of the hostel . Hostel caretaker is the immediate contact for any need .
- Do not use electrical appliances in the rooms . Do not move furniture ,electrical fittings , utensils and other items from their specified place to any other place .
- Observe silent hours in the hostel (TV and music system should not be used) on weekdays from 10 PM to 8 AM and on weekends from 11 PM to 8 AM. 6) Private cooking in hostel/rooms is not permitted .Dining should be confined to dining area only .Taking utensils out of the dining hall is not permitted .
- Rearing of pet animals is prohibited in the hostel premises .
- Consumption of alcoholic drinks , smoking and use of narcotic drugs is strictly prohibited.
- Ragging in any form is a punishable offence .Report any incident of ragging immediately to the competent authorities.
- Take proper care of furniture and fixtures handed over to you. In case of damage or disfigurement of any of the hostel property, you have to pay the cost of the damage and fine may be imposed as decided by the college authorities. Disciplinary action may also be taken.
- Take care of your personal belongings in the hostel and in case of any loss or damage to such personal belongings, the institute and the hostel authorities will not be responsible for any kind of compensation or otherwise.
- In case of any sickness or any sort of infectious disease or any personal injury inform the hostel authorities and your parents immediately.
- Take precautions against insect-bites, snake-bites, animal –bites and such other infections and diseases.For minor injuries and ailments, first aid box is available with the hostel caretaker.
- The Warden/Chief Warden’s decision on all matters related to the hostel would be final and binding. The hostel authorities have the right to inspect and enter your rooms any time; you are required to cooperate with the concerned person.
- Parents, guardians or others should not be entertained in hostel rooms .
- For further details refer to the hostel rules and regulations.

18 ITEMS TO BE BROUGHT BY THE STUDENTS AT THE TIME OF ADMISSION IN THE HOSTEL

1. Bed Sheets
2. Mattress
3. Curtains for your room
4. Quilt for winter
5. Bed Linen
6. Pillow
7. Pillow Covers
8. Blanket
9. Bucket and Plastic mug
10. Toiletries
11. Emergency light
12. First aid box and medicines of personal use
13. Lock and keys
14. Photo(passport size)
15. All stationery items for their own use
16. Passport size photo of those who will come to meet them and take them out of the campus
17. Registration form (Available on College Website)
18. Hostel undertaking signed by them and their parents (Available on College Website)