

## **Rules and Regulations for Engineering Girls Hostels**

- 1. The rules mentioned in “Suchna Pustika” and in the “Application form for hostel admission” shall be binding on all the hostel residents.**
- 2. Permission to leave the city will be given only on written request from the parents received directly by post or courier. The request from local guardians will not be entertained in this regard. The students should also carry a hostel entry letter stating date and time of returning to hostel while coming back from home.**
- 3. Attendance register will be signed by all the students between 07:00 to 07:30 PM daily.**
- 4. The residents of Engineering Girls Hostel will stay only in the rooms allotted to them by the Wardens between 10:00 PM to 06:00 AM daily. If they are not found in their rooms during this period on any occasion, without specific permission of Warden, their admission is liable to be cancelled without any notice.**
- 5. Except for attending college during regular college hours on working days, students will not leave the hostel without obtaining permission from Warden/Matron and making entry in the movement register for local visits and leave register for going home.**
- 6. Written permission letter indicating timing and escort person should be submitted from the Dean / Head of the Department / Advisors for official functions organized in timings other than college hours.**
- 7. BE/B.Arch 1st year students are not allowed to go out from hostel unescorted by guardians/local guardians on any occasion.**
- 8. BE/B.Arch 1st year students are not permitted to enter senior girls hostel and senior girls are not permitted to enter BE 1st year hostel, except when permitted by respective Wardens.**
- 9. The students can avail three hours outing once in a week on day and time as decided by Warden. On other occasions they may be permitted by Warden or Matron to go out for urgent work, if deemed necessary. They may also be permitted to go out on written request from local guardians, in special cases in order to visit them.**
- 10. First year hosteller students will be allowed for outing beyond college hours only after the Warden decides that it is safe for them to do so.**
- 11. The entry of non-hosteller students will be from 02:00 PM to 07:00 PM and chowkidar will register their entry at the hostel gate. Non hostellers will not be allowed to enter in the hostel mess.**
- 12. The hostel residents are not allowed to go out from or return to hostel unescorted by guardians/local guardians after 07:00 PM in summer and 05:30 PM in winters, in any case.**
- 13. Permission for attending private tuition will be given on written request from parents and proof of attendance from tutor during admissible time period only according to season.**
- 14. Permission will be granted to the Guardians to take their wards for attending marriages / functions upto a maximum limit of 09:30 PM provided transport and escort are arranged by them.**

15. Permission will not be given to attend any private parties of groups of students.
16. Guardians may visit hostel residents on week days between 05:00 PM and 07:00 PM.
17. Permission for night stay at guardian's place will be provided by guardians / parents in written form.
18. Students are not permitted to keep any guests in their rooms.
19. The students are not allowed to celebrate the birthday party in the hostel room and hostel campus.
20. Written application for permission should be submitted by the student before installing electrical appliances such as cooler in their room.
21. Mess will be compulsory for all students and no diet off will be allowed while being present in the hostel, unless permitted by Warden under special conditions.
22. The mess fees will be paid by the students in advance in the first week of the month or immediately on return from home after holidays.
23. The students will strictly follow mess timings as determined by Warden. Food will not be available beyond these timings unless prior permission is obtained.
24. Students will not carry mess utensils to their rooms and not waste food.
25. Students will not do any cooking in their rooms by using electric appliances.
26. The residents will produce a written receipt of furniture issued to them as soon as allotments are made and the furniture should be returned in the same condition at the end of session.

The violation of any of these rules will lead to strict action against the concerned hosteller.