



महिला अभियान्त्रिकी महाविद्यालय, अजमेर

(बीकानेर तकनीकी विश्वविद्यालय बीकानेर का संघटक महाविद्यालय)

WOMEN ENGINEERING COLLEGE, AJMER

(A CONSTITUENT COLLEGE OF BIKANER TECHNICAL UNIVERSITY, BIKANER)

Nasirabad Road, Makhupura, Ajmer – 305002

website: www.gweca.ac.in

email: hostel@gweca.ac.in

Ph. No.: 0145-2695535

Fax No.: 0145-2695102

Hostel Rules and Undertaking

I.....Father/Mother/Guardian
of..... Student of
do hereby undertake and abide the following rules and regulation laid down by the
institute.

Hostel Allotment Rules

- First-Year Students:** Hostel rooms will be allotted on a **first-come, first-served** basis subject to the availability of seat in the hostel and deposition of first instalment of hostel fees. Hostel Allocation priority will be given to B.Tech. Students.
- Second Year Onwards:** Room allotment will be based on the following criteria:
 - Disciplinary Record:** Students with a clean disciplinary record will be given preference. The **black dot list** will be referred to for any past misconduct.
 - Academic Merit:** Allotment will also be considered on the basis of the student's academic performance.
- 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 tranquillity of hostel or without assigning any reason thereof.
- A student is admitted in hostel only for one year and change of hostels and rooms can be made by the hostel administration as and when deemed necessary hostel and without (not in the main examination) assigning any reason.
- Hostellers are required to vacate their rooms for maintenance after session gets over and re-register herself for the next session.
- No candidate is allowed to change her own room without the permission of the Hostel Warden.
- Any student who is removed from the college will automatically cease to be a member of the hostel.

Hostel Fee Submission and Refund Rules

- Fee Submission Schedule** - Hostel fees must be submitted **in July** for the *odd semester* and **in December** for the *even semester*.
- Fee Submission Deadlines and Late Fees-** The **Accounts Section** will notify the specific **fee submission dates** and **late fee charges** as per the approved schedule.
- Mid-Session Withdrawal**
 - Students are **not permitted to vacate the hostel mid-session**.

Signature of Student

Signature of Parents



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- ii. In case of an **emergency**, permission may be granted **only after due approval** but the fee will be charged for the entire semester.
- iii. **No refund** of hostel fees will be applicable once the fee has been deposited, except in the following case (point no. iv)–
- iv. Refund Policy for First Semester - Refund requests for first-semester students **may be considered** within **one month of hostel joining**, provided the student secures admission to another institute and submits valid proof. And fees will be charged according to the number of days she stayed in hostel.

Hostel Code of Conduct

All hostel residents are required to follow the code of conduct given below. Violation of these rules will invite disciplinary action including fines, expulsion from the hostel, or even legal consequences where applicable.

1. General Conduct

- i. Formation of student associations based on region, caste, or creed is strictly prohibited.
- ii. No student shall hold any assembly or meeting in the hostel without prior **written permission** from the hostel warden.
- iii. Courteous and respectful behaviour toward fellow residents and staff is expected at all times. Disputes if any, must be resolved amicably.

2. Prohibited Items and Activities

- i. Possession of **firearms, lethal weapons, poisonous substances, or intoxicants** (including alcohol, drugs, tobacco, cigarettes, energy drinks or related products) is strictly prohibited.
- ii. Entry into the hostel in an intoxicated state is a serious offense and will result in **strict disciplinary action**, including expulsion/rustication.
- iii. **Obscene literature, video content, or any similar material** must not be possessed or screened within hostel premises.
- iv. **Ragging in any form is strictly banned**. Any student found guilty will face immediate expulsion and legal action under the **Prohibition of Ragging Act, 1997** and AICTE guidelines.

3. Personal Responsibilities

- i. Students must not:
 - a. Engage in **private practice or jobs** while staying in the hostel.
 - b. Keep **mopeds, motorcycles, scooters, or cars** in the hostel premises without prior administrative approval.
 - c. Keep **private servants or pets** in the hostel.
- ii. Rooms must be **locked properly** when not occupied.



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- iii. Each roommate must retain a **key** for their room in shared accommodations.
- iv. Buying or selling of products in hostel is strictly prohibited.

4. Cleanliness and Maintenance

- i. Toilets and bathrooms must be kept clean. If not maintained, a **collective fine** will be imposed on the respective floor or wing.
- ii. Hostel property, furniture, and electrical fittings must be maintained in good condition.
- iii. Students must formally take charge of hostel property when moving in and hand it back when vacating.

5. Attendance and Movement

- i. Students are not allowed to stay in the hostel during **class hours**, except for illness or valid reasons, with **due permission** from the warden.
- ii. Any student staying away from the hostel without **prior intimation or permission**, and with no response from parents/guardians, may have her **hostel admission cancelled**, and her belongings will be removed by hostel authorities.
- iii. Student must be present in their respective room during day and night attendance.
- iv. If in case of any college activity student remain in the college after the classes. Student must get their attendance marked in the day attendance register of hostel, only after that she can come back to the college campus for other activities in such cases due approval from the concerned coordinator is required.
- v. If students come to college campus after day attendance they must do all the entries in the hostel register and must return to the hostel within the hostel closing time.

6. Assembly and Notices

- i. No student can take assembly in hostel without written permission of Chief Warden.
- ii. No notices may be displayed on hostel/institute notice boards without the **countersignature of the hostel Warden / Chief Warden**.
- iii. The students must make entry in the "In/Out Register" kept at the Hostel. A student must enter all the columns in the register regarding participation in curricular activities and extracurricular beyond the working hours of the Institute.

7. Disciplinary System

- i. A **Black Dot Chart** will be maintained. Each act of indiscipline may result in a black dot.
- ii. Accumulation of **four black dots** will result in **immediate expulsion** from the hostel and ineligibility for future hostel allotment.
- iii. **Penalties** for rule violations will be determined by hostel authorities based on severity. Fines may be **deducted from the hostel security deposit**.
- iv. . If hostel authorities call the parents regarding misbehaviour / Indisciplinary act. Parents will report to the hostel authorities immediately



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8. Emergencies and Legal Compliance

- i. In case a student attempts or abets **suicide or any illegal act**, she will bear full legal responsibility. Hostel/institute authorities or employees will **not be held liable**.
- ii. Parents must **report immediately** to hostel authorities when called for serious misconduct.

Hostel Leaving Rules

1. Leave During Vacations / Semester Break / Personal Reasons

- i. Hostellers wishing to go home during vacation, semester break, or for any other personal reason must submit a **leave application** in the given format at least **two days in advance**.
- ii. The application must be accompanied by a **hard copy of parental/guardian consent**, duly signed (as per the hostel record), clearly stating the reason for calling the student home. (Leave application format available on college website)
- iii. Students failing to comply with this requirement **may not be granted permission** to leave.
- iv. **Relaxation** in this rule will be considered **only in emergencies**, and at the **discretion of the hostel administration**.
- v. **No student will be permitted to leave the hostel without the written permission of their respective warden.**

2. Leaving Campus (Other Than for Vacation)

- i. Hostel residents **must not leave the campus** without the **prior written permission** of the Warden.
- ii. An application must be submitted in the **prescribed form**, specifying: Reason for leaving, Date and time of departure, parent's consent and Destination and contact address.
- iii. **Unauthorized departure** from the hostel will be treated **as a missing case**, and the following actions may be taken:
 - a. Parents/guardians and **local police authorities will be informed** in consultation with the Principal.
 - b. The student may face **disciplinary action**, including **fine, suspension, or termination** from the hostel.

3. Stay at local guardian

- i. Night stay at the local guardian's residence will only be permitted with prior written consent from the student's parents. The student may leave the hostel only with the local guardian whose photograph has already been submitted in the hostel form.

Signature of Student

Signature of Parents



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- ii. Visits to local guardians on days other than designated outing days are not allowed. In case of necessity, permission may be granted only if the local guardian—whose photograph is submitted in the hostel form—personally comes to pick up the student.

4. Absence Without Intimation

- i. Any student who remains absent from the hostel for an extended period **without prior permission or intimation** may have their **hostel admission cancelled**.
- ii. If no satisfactory response is received from the parents/guardians, the student's **belongings will be removed** from the room by the hostel committee.

5. Exit Responsibility

- i. Once a student formally leaves the hostel after **completing all formalities**, the **college and hostel authorities will not be held responsible** for any incident, accident, or act involving the student **outside the hostel premises**.

Hostel Outing Rules

1. Permitted Outing Days and Timings

Wednesday Outing (For Official Purposes Only)	
Summer Timings(1st April to 30th September)	3:30 PM to 6:30 PM
Winter Timings(1st October to 31st March)	3:30 PM to 6:00 PM
Sunday Outing	
Summer Timings (1st April to 30th September)	10:00 AM to 5:30 PM
Winter Timings(1st October to 31st March)	9:00 AM to 4:30 PM

- i. Students must **return strictly within the allowed timings**. Delays may result in disciplinary action.
- ii. Students must **register their outing details** (purpose, time out, expected return) in the **hostel movement register** or any designated digital system before leaving.
- iii. Hostel gate closing time 7.00 PM in summer (April to September) and 6:00 PM in winter (October to March) beyond this no outing permission will be granted in any case.

Hostel Medical Rules

1. Personal Health Responsibility

- i. Hostel inmates are expected to take reasonable care of their **own health** and hygiene.
- ii. Any student suffering from an **infectious or communicable disease** must first inform and **immediately vacate** the hostel and seek treatment at a proper clinic, hospital, or designated isolation facility, in such case the fee will be charged as per actual days of her stay in the hostel.
- iii. Students are allowed to keep and take only those medicines which are duly prescribed by the doctor and must be in the knowledge of their parents, and must carry the prescription for the same.



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- iv. The use of electrical or other appliances in the hostel is strictly prohibited, as improper or unauthorized usage may lead to safety hazards or potential harm.

2. Reporting Sickness

- i. Any hosteller who falls sick or experiences symptoms of illness must **immediately report** to the **hostel warden**.
- ii. In case hospitalization is required:
- o The student must **inform her parents/guardian** at the earliest.
 - o **Parents/guardians must communicate** promptly with the concerned **Warden** and make necessary arrangements to **attend to their ward**.
 - o If parents or guardians are **unable to attend**, they will be held **solely responsible** for any consequences arising from their ward's illness.
- iii. The institution and hostel authorities will **not be held responsible** under any circumstances for medical issues or claims arising due to parental negligence or failure to respond.

3. Chronic or Infectious Conditions

- i. Students suffering from **chronic illnesses** or **communicable diseases** are **not permitted to stay** in the hostel under any condition and permitted to re-join the hostel only after producing medical fitness certificate.
- ii. Such cases must be disclosed at the time of hostel admission. Concealment of such conditions may result in **immediate expulsion** from the hostel.

Hostel Mess Rules

- i. **Every resident student must take meals** only in the **mess assigned** to them.
- ii. **Individual cooking is strictly prohibited**. Cooking or use of heating appliances in hostel rooms is not allowed under any circumstances.
- iii. **Discipline and proper conduct** must be maintained in the mess at all times.

Rules pertaining to visitors/guests (including parents/family)

1. Parents/Guardians/Guests are not permitted to stay overnight in the room of the students.
2. Students are prohibited from giving shelter to any other student/outsider in the rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action.
3. Resident students are not permitted to invite any outside person in the hostel.
4. **Visiting time** for Parents and Guardians is **6.00 am to 9.00 pm**.

Signature of Student

Signature of Parents



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Acceptance and Undertaking

1. Every student and their parents resident in campus hostel is required to accept the terms and condition of the hostel and follow the above rules without any exception. They are required to submit undertaking regarding acceptance of above condition at the time of admission to campus hostel.
2. Parents are required to inform the hostel warden in writing about change of communication details.

I give my full consent for the stay of my daughter/ward in the hostel and assure that **she will abide by all the hostel rules and regulations.**

In case of any **misconduct or violation of rules** by my daughter/ward, or **medical emergencies**, I undertake to **immediately report to the hostel administration** whenever I am called.

I understand that failure to comply with hostel regulations may lead to disciplinary action against my daughter/ward, and I shall cooperate fully with the authorities in such matters.

I undertake to **deposit the hostel fee in time.**

(Name and signature of the student)

(Name and signature of the Father)

Date and Place:

Date and Place:

Email id :

Email id :

Contact number:

Contact number:

(Name and signature of the Mother)

Date and Place:

Email Id :

Contact number

Signature of Student

Signature of Parents