



महिला अभियान्त्रिकी महाविद्यालय, अजमेर

13

(बीकानेर तकनीकी विश्वविद्यालय बीकानेर का संघटक महाविद्यालय)

WOMEN ENGINEERING COLLEGE, AJMER

(A CONSTITUENT COLLEGE OF BIKANER TECHNICAL UNIVERSITY, BIKANER)

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MECA/DJR/Hostel/26-26/56

13.1.26

Standard Operating Procedure (SOP) for Lohri celebration in the Campus Hostels

Celebration date - 13.01.2026

Timing – 7.00 pm to 7.30 pm

1. Organizing Committee

A Five-member student committee is formed to manage the entire celebration responsibly and ensure smooth execution. The members are:

S.No.	Name of Student	Hostel
1.	Ms. Tanya Choudhary	Mansi
2.	Ms. Priyanka Mankotia	Mansi
3.	Ms. Nandini Goyal	Mansi
4.	Ms. Sakshi Saraswat	BJR
5.	Ms. Pranjal Jain	BJR

2. One Caretaker shall remain present during the Lohri celebration (7:00 PM to 7.30 PM) to ensure fire safety, discipline, and smooth conduct of the event, in coordination with the Hostel Warden and staff.

3. A small, controlled fire may be used for Lohri, under strict supervision of caretaker and with proper fire safety measures.

4. Use of inflammable materials, crackers, fireworks, candles, or any hazardous items is strictly prohibited.

5. All students involved must maintain discipline and decorum throughout the celebration.

6. All students shall be dressed in decent and appropriate attire.

7. The celebration shall conclude strictly at 7.30PM.

8. Students must disperse peacefully and return to their rooms without delay.

9. Security staff shall remain alert throughout the event duration.

10. All participants must adhere to safety guidelines and show responsible behavior at all times.

13/1/26 *13/1/26*
(Associate Chief Warden(s))

Sh. Neetu *13.1.26* *13.1.26*
(Chief Warden(s))

Copy to:-

1. Steno to Principal for kind information of Principal
2. Registrar for kind information.
3. Caretaker Incharge
4. All wardens for information and necessary coordination to ensure the smooth conduct of the event
5. Web Master for website display
6. Incharge Manpower Committee
7. All Hostel Notice boards
8. Guard File