



महिला अभियान्त्रिकी महाविद्यालय, अजमेर
(बीकानेर तकनीकी विश्वविद्यालय, बीकानेर का संघटक महाविद्यालय)
WOMEN ENGINEERING COLLEGE, AJMER
(A Constituent College of Bikaner Technical University, Bikaner)

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GWECA /BJR hostel/2025-26/ 13

Dated: 25.08.2025

Office Order

Security Guidelines for Hostel Residents

To ensure the safety and well-being of all hostel residents, the following security guidelines must be strictly adhered to.

1. Verification of Visitors

- Parents/guardians must be verified by security staff using the photo provided in the hostel admission form.
- A Parent's Details Form (including parents/ guardian photo) for each student must be maintained and kept readily accessible at the main gate.
- Until these forms are available at the gate, security personnel must contact the hostel caretaker to verify the visitor's identity via the admission form.
- No visitor will be allowed entry without proper verification.

2. Visitor Timing Restrictions

- Visitors (parents/guardians) are allowed on campus only between 6:00 AM and 9:00 PM.
- Entry outside these hours is strictly prohibited, unless in case of a medical emergency.

3. Parcel Collection Procedure

- Students are not allowed to exit the main gate to collect deliveries.
- Delivery personnel must hand over parcels to the security guard.
- Students must share the delivery OTP with the guard to collect their parcel.

4. Food Parcel Timings

- Food parcels will be accepted only up to 8:45 PM.

5. Random Bag Checks After Outings

- Students' bags may be checked randomly by the caretaker and/or lady guard at any time

6. Caretaker Night Rounds

- Every day at 7:00 PM, caretakers must take a round from the hostel gate to the college gate along with one security guard from hostel gate.
- They must ensure that no hostel resident remains outside the hostel periphery (Beyond Mandir) after 7:00 PM.
- Any students found outside periphery (Beyond Mandir) at this time must be immediately directed back and reported if necessary.

[Signature]
Principal 25/8/2025

Copy to:

1. Steno to Principal for kind information to Principal
2. Registrar via email
3. Chief warden/ACW/Wardens (via email) *for needful action*
4. Security Incharge
5. I/C website for website display
6. Guard File

[Signature] *[Signature]*
25/8/2025 Chief Warden(s) 25.08.25

