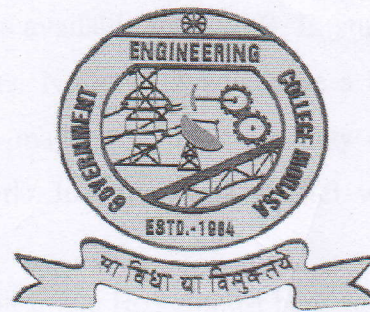


**RULES AND
REGULATIONS
FOR
HOSTEL STUDENTS**



Government Engineering College,
Modasa – 383315

A. Hostel Management Committee:

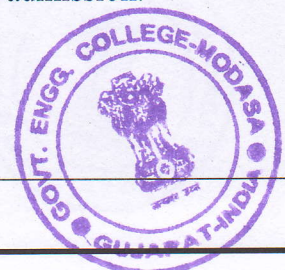
1. The following officers constitute the Hostel Management:
 - i. Principal
 - ii. Rector and / or Assistant Rectors
 - iii. Wardens
 - iv. Care takers
 - v. Administrative staff
2. Each hostel is managed by a warden and care taker and the mess is administrated by food committee. All warden are the members of food committee.
3. The student can approach any of the above officers for help, guidance and grievance redressed. Representation to higher officers must be forwarded through hostel management committee only.

B. Institute Disciplinary Committee

1. The following officers constitute the Institute Disciplinary Committee:
 - i. Principal
 - ii. All Head of Department
 - iii. Rector and / or Assistant Rector

C. Accommodation:

1. Hostel accommodation is available to male B. E. students, only during 1, 2, 3, 4, 5 and 6 working semesters. No student will have a right to occupation of a room during vacation. But he may be permitted to stay on request, if he is doing any course work/Project work/ Institute work/ hostel work / appearing in university examination.
2. Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel office or in the Academic Section of the Institute. Accommodation would be provided only after paying the requisite fees and rents as decided by the college from time to time. All charges and rents prescribed in the application form or any other documents are subject to change as per the decision of the Institute authorities.
3. No student will be allowed to stay in the Hostel without formal admission.



4. The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.
5. At the time of admission, every student has to submit a written undertaking in the prescribed form, countersigned by his parent/guardian, to the extent that he would abide by the rules and regulations of the Hostel.

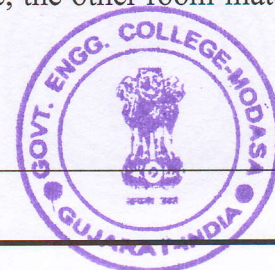
D. Conditions of Room Allotment:

1. At the time of admission of a student into the Hostel and at the beginning of every semester, each student 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 clerk in writing through warden.
2. 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.
3. Allotment of rooms shall be the sole discretion of the Hostel administration, which may allot the rooms on the basis of merit and various department of engineering. The hostel management has a right to change the admission rules at any time after getting approval from the Principal.
4. 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 rooms without the knowledge of the Management.
5. Unauthorized occupation of any room or exchange of rooms shall be treated as serious violation of disciplinary rules of the hostels. Hostel accommodation can be changed by the management if they found it necessary at any point of time.
6. 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.



E. Code of Conduct:

1. Every admitted student must remember that the hostel is the home of the student on the campus and therefore, he should behave himself on the campus as well as outside in such a manner as to bring credit to him and to the Institution.
2. All admitted students are required to maintain standards of behavior expected of students of a prestigious institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside of the campus.
3. All admitted students are required to carry their valid Identity Cards issued to them by the Institute.
4. Ragging in any form is banned. Severe punishment, including expulsion from the hostel and the Institute, shall be imposed on any resident if he is found to have indulged in ragging.
5. Any type of group gatherings in the hostel complex is not permitted without the prior and written consent of the rector/warden/principal.
6. Modesty in dress is expected from students.
7. Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.
8. A room is allotted to a student on his personal responsibility. He must take care of the cleanliness and maintenance of his room, common room and surrounding of the hostel. Admitted students must also take care of the Hostel and its environment. Garbage and wastage only be put at garbage box available nearby room.
9. Vandalism is a very serious offence. Student found guilty of committing such an offence can be evicted from the hostel.
10. Students have to use water and electricity judiciously. Fans and lights must be switched off when not in use.
11. Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.
12. Students are prohibited from giving shelter to any other student/outsider in the rooms. In case of any unauthorized shelter, the admission allotted to the student, who has sheltered an unauthorized person, will be liable to disciplinary action.
13. In case of any unacceptable behavior by the room-mate, the other room-mate must be reported to the hostel management.



14. Keeping of lethal weapons like sticks, rods, chains etc. in the hostel rooms is strictly prohibited.
15. In case a student falls sick, he should contact immediately the Doctor/Warden. In case of an emergency, students may shift the patient immediately to a hospital and inform the authorities at the earliest.
16. A student suffering from infectious/contagious diseases will not be permitted to stay in hostels. Decision of the Warden in this regard will be final and binding.
17. The admitted students of a room are responsible for any damage to the property in the room during his 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 decided by hostel committee for each item.
18. 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 students responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the respective block/Hostel, as decided by the Hostel Management.
19. The students shall not remove any fitting or fixture from any room or common area.
20. The admitted students should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.
21. The students 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 management shall in no way be considered responsible.
22. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the hostel management.
23. In the Hostel premises the following acts are strictly prohibited:
 - i. Smoking/chewing tobacco.
 - ii. Consumption of alcoholic drinks.
 - iii. Consumption of drugs.
 - iv. Gambling.
 - v. Intimidation or violence.



- vi. Wilful damage to property.
 - vii. Entering the Hostel premises in an intoxicated state.
 - viii. Using abusive languages.
 - ix. Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, tiffin etc.
 - x. Cooking in the room or on the Hostel premises.
 - xi. Using two-wheelers and/or motor vehicles of any kind.
24. The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron / any type of stoves, cylinders, any type of inflammable material or liquid are forbidden in any of the rooms allotted for residence. Such appliances, if found will be confiscated and a fine will also be imposed. The penalty decided by committee will be imposed for using listed appliances.
25. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable audio/video content from outside.
26. The admitted students must take their food (Lunch / Dinner) at the hostel mess. The tiffin from outside campus is not permitted. If any health issues are found to the admitted student due to consumption of food of tiffin / canteen / hotel etc. from outside campus, hostel management is not responsible in any case. In case of any health issues, the request can be made to the hostel mess contractor for giving food as per the advice given by the Doctor. The complaint can be lodged to the food committee regarding inferior food quality or insufficient quantity or for not providing food as per approved menu at the hostel mess.
27. Pets are not allowed in the hostel campus.
28. Any student who find his room-mate missing for more than 24 hours, must report to the warden and care taker of respective hostel block immediately. This is to enable the hostel authorities to take immediate action if any untoward incident had taken place. Your cooperation is very much appreciated.
29. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled from the hostels.
30. All the hostellers are to note that electrical/carpentry/plumbing complaints should be given in writing to Warden/ care taker or written in the complaint register



available with hostel clerk. In case the complaint is not attended to or there is any difficulty, the students can contact the rector.

31. The hostel management reserves the right to make spot checks on the hostel and rooms without having to give prior notice to the students.

F. Visitors

1. Visitors including parents are allowed only into the visitor's area of the hostel during the visiting hours only as follows;

Weekdays: (Monday – Friday) - 08:30 a.m. to 09:30 a.m.

Weekends: (Saturday-Sunday) and holidays- 07:30 a.m. to 08:00 p.m.

2. All visitors will have to make necessary entries in the visitor's book available at entrance of each hostel block and provide documents as requested by security guard.
3. Female visitors and girl students are not permitted to visit the men's hostel any time and in any case.

G. Timing and Absence from Hostel:

1. Admitted students must return to the hostel by 10:00 p.m. every day and are not allowed to leave the hostel before 06:00 a.m.
2. If any student wants to go out of hostel & college premises, he must make entry to the register for the same.
3. Except during vacations, students shall be allowed to go home only if there is a written request for the same from self /parent/guardian citing genuine grounds and consented by Head of the Department he belongs. Going home frequently is not permitted; otherwise, his admission at hostel will be cancelled.

H. Emergency:

1. In case of any emergency, please contact the security guards at the hostel gate or call care taker / warden / college authorities.

I. Disciplinary Measures:

1. Any boarder, 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 stipulated in several clauses under various sections and subsections, shall be subjected to disciplinary action by the Hostel Authorities as stipulated under the relevant clause after a proper enquiry. Moreover, depending upon the gravity of the offence if the Hostel Management so considers, the case may be forwarded to the Institute Disciplinary Committee for further necessary action.

J. Revision of Rules and Regulations:

1. The hostel management reserves the right to revise the rules and regulations from time to time and will keep the resident informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.



Principal

**Government Engineering College
Modasa**

SIGNATURE OF ADMITTED STUDENTS – BLOCK –

ઉપરોક્ત RULES AND REGULATIONS FOR HOSTEL STUDENTS (પાના નં - ૧ થી ૮) મે શાંતિથી, સંપૂર્ણ પણે વાંચ્યા અને બરાબર રીતે સમજ્યા છે. આ તમામ નિયમોનું પાલન કરવાની હું બાંહેધરી આપું છું. જો ઉપરોક્ત RULES AND REGULATIONS FOR HOSTEL STUDENTS (પાના નં - ૧ થી ૮)માંથી કોઈપણ નિયમોનું હું ઉલ્લંઘન કરું, તો સંસ્થા / હોસ્ટેલ કમિટી જે શિક્ષાત્મક પગલા લે, તો તેનું પાલન કરવા હું બાંહેધરી આપું છું.

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Signature of Care Taker

Signature of Warden

Name -

Name -