

## **Government Engineering College, Modasa**

### **Girls Hostel (Block F)**

#### **RULES AND REGULATIONS**

Block F has been designated as the girls hostel. For the smooth functioning of the hostel we have established a set of rules and guidelines.

These rules are designed to maintain discipline, mutual respect, and security for all girls. We inform you to thoroughly read and adhere to them during your stay. Compliance with these guidelines will not only contribute to your well-being but also foster a harmonious living atmosphere for all.

After admission is confirmed, the students must submit the hostel fee receipt and fill up the hostel "Admitted student details" form. The students must sign the undertaking form then only they will be allowed to reside in hostel.

Hostel rules for girls includes:

- Attendance:
  - Students must sign in the attendance register daily in evening.
  - The hostel students will have to report to hostel block before 7:00 PM and 6:00 PM (during winter). No late entry will be entertained.
  - Students must compulsorily put biometric attendance while leaving/arriving hostel without fail.
  - When leaving the college campus, the students must make entry in the in/out register.
  - No one except the admitted students are allowed to stay in the hostel in any circumstance.
- Cleanliness:
  - Students must use the washrooms properly (use dustbins for proper disposal of sanitary pads, soap/shampoo covers, hair, hair-pins, etc..).
  - Students are instructed to keep hostel rooms and surrounding area clean.
  - Students must have one dustbin in sharing inside the room and must make sure the proper disposal of waste.
- Maintenance:
  - The residential students will be given resources in the room as per availability.
  - Rooms are allotted to each student on her personal responsibility. She should see to the upkeep of her room, hostel, and its environment. If anything is found is damaged the student along with her partner shall be solely responsible.
  - The residential student must look after the resources allotted; any damage done to resources will have to be borne by student.
  - Students should bring to the notice of the warden/additional chief warden, any pending maintenance work (civil, carpentry, electrical, sanitation etc.) to be carried out in rooms, corridors, toilets, or other areas in hostel premises in writing.

- The maintenance staff like carpenter, electrician, plumber etc on grant of permission will be accompanied by the hostel staff to the room for repairs.
- Students will have to look after the sports facilities, equipment and resources given to them. Any deliberate attempt to violate the rules will immediately result in automatic cancellation of admission.
- Code of conduct
  - Ragging: Ragging is strictly prohibited.
  - Dress code: Students should be decently dressed when they are out of rooms.
  - Prohibited items: Students should not bring anything combustible, flammable, dangerous, or illegal into the hostel.
  - Smoking and drinking alcohol or taking any substance is strictly prohibited in the hostel campus.
  - Students are instructed not to misbehave with security guards, mess members. They should be treated with equality.
  - Manhandling of any other student or using abusive language against them will end in the expulsion of the student from the hostel immediately after due enquiry.
  - Students who are absent without permission may face fines and disciplinary actions.
- Electrical appliances: Use of electrical appliances like hotplates and stoves in the hostel rooms is restricted. All fans, light and electrical appliances must be switched off when not in use.
- Visitors:
  - Parents must provide the warden with the names of people who can visit the hostel. Male visitors are not allowed in the hostel. Visitors are allowed only in the waiting area.
  - The visiting hours are from 9AM to 7PM, the visitor will meet the security guard and enter her name in the visitors register. The guard will take the register to the Warden. The Warden will grant the necessary permission and endorse the same in front of the entries made by the visitor in the register.
  - The visitor on grant of permission will wait for the faculty/student to come down and meet in the hostel waiting area.
  - On conclusion of the visit, the visitor will make relevant entry of time out in the register. Guard will ensure that the entries are made correctly.
- Visiting parents:
  - Students can usually visit parents on a Sunday or holiday, with permission. During the semester students will not be allowed to take leave.
- Illness: Students or their friends should report any illness to the warden or hostel superintendent immediately.

## MESS RULES

- Students must pay mess fees in advance for every month.
- The mess arrangement of the hostel is compulsory for all the inmates without any exception i.e., no student is allowed to stay in the hostel without being a member of mess.



- Students should fill the form provided to join the mess for receiving mess fee receipt.
- Service in the mess shall be between scheduled hours only & closed after lunch on every Saturday for maintenance. The Mess timings are as follows and the students should strictly adhere to these timings.

10:30 to 11:30 AM	Lunch
7:30 to 8:30 PM	Dinner

- The Self system of disposable will be followed in all messes. No food will be reserved for the late comers.
- The MESS serves the vegetarian food only as per decided by the Hostel management.
- The Management of the Mess may be entrusted to faculties and student members
- Neither the members nor any other students have a right to stop food or any other mess facility to any of the bonafide students of the mess. If any such act is found, such student shall be expelled from the hostel and mess by the Warden with immediate effect.
- No student/prefect has any right to appoint or dispense with service of any staff member of the mess.
- Food will not be supplied to hostel rooms. Students are not allowed to take the food - plates and cutlery out of the dining halls.
- Except Mess panel members, other hostelites are forbidden to enter the kitchen. They should treat all the Mess workers with courtesy. Manhandling of any staff or using abusive language against them will end in the expulsion of the student from the hostel immediately after due enquiry.
- The students should produce identity cards whenever the mess supervisor/security feels to identify them before taking food.
- Hostelites who are found violating the rules and regulations of the Hostel and Mess are liable to be expelled from the Hostel.
- During vacation if the strength of the boarder falls below 10 the management reserves the right to stop the mess services temporarily.
- The Refreshments during the exam duration only, can be arranged with mutual agreements with hostel mess owner and students on immediate payment basis. Prior to start both parties should seek approval from wardens or rector.
- The students must also take part in maintaining the hostel mess cleanliness and arrangements.
- The menu for the mess can be finalized with mutual agreement to mess owner and hostel Mess committee.
- The students are instructed to first seek the mess committee for any discrepancy than apparent authorities in matter relating to mess.
- The Hostel management has the right intervene and make necessary changes as and when needed.
- After meals, students are expected to deposit their plates in the designated utensil cleaning area.
- Outside food, Parcel, Tiffin, Zomato etc. is not allowed in hostel.

## SECURITY:

- Hostellers are responsible for the security of their cash and valuables.
- They are advised not to keep jewellery, expensive items, and excessive cash in their rooms. Hostellers are strongly advised to properly secure all their valuable i.e. mobile phones, laptop, watches, ATM cards money etc always.
- Hostellers are not permitted to change rooms or sleep in any other room without prior permission from the hostel authorities. All students are to return to their rooms by 10:00PM.
- Any students who find his/her roommate missing for more than one hour, after 6:00 PM must report to the warden immediately. This is to enable the authorities to take immediate action in case of any untoward incident. Your cooperation will be very much appreciated.

## ITEMS ISSUED TO HOSTELLERS ON ADMISSION TO HOSTEL


1. Almirah
  2. Bed
  3. Mattress
  4. Room Key
  5. Study Table
  6. Study Chair
- Leaving the Hostel:
    - No students will be allowed to leave or enter the hostel mid semester without prior permission from respective warden, caretakers.
    - The students will be allowed to leave the hostel only after submitting the NOC.
    - While leaving the hostel the students must make sure that the issued items are accounted for in proper condition and then only the NOC will be issued.

## EXPULSION FROM HOSTEL

All admitted students are instructed to obey the rules, instructions given by rector, warden, caretakers, without any exceptions. If any student is found not following the above-mentioned rules she will be penalized and/or disciplinary action is taken as per the Rules & Regulations of the hostels.

Students may be expelled from hostel by the management on disciplinary grounds. Final authority under any dispute shall remain with hostel authorities. Students shall obey their decision

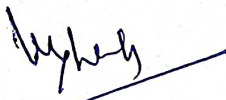


  
**Warden**  
**Block-F**  
**Govt. Engg. College Hostel**  
**Modasa**




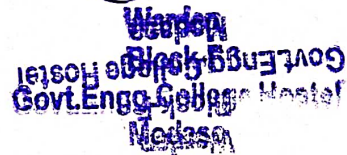
### VISITORS RULES

- The visiting hours of the visitors at the hostel are: 8:00 AM to 6:00 PM.
- At the time of the visit, the visitor/relatives must make entry in register available with the security guard at the main gate and make relevant entry of time in and time out in the register. The visiting register is available with the guard.
- From 8AM to 6PM the visitor/relatives will enter his/her name in the visitors register in the presence of the security guard with necessary photo ID proof. Guard will ensure that the entries are made correctly (Only female entries will be allowed).
- The visitor/relative on grant of permission will wait for the faculty/student to come down and meet in the hostel foyer.
- Maintenance & repair
- After 7 PM no male visitor/relative will be allowed in the hostel premises. In case of emergency, he /she must make entry in register available with the security guard at the main gate and must submit the copy of ID proof to the security guard. Failing to do so he/she will be denied entry to the hostel by guard.



RECTOR

HOSTEL, GEC MODASA

Warden  
Govt. Engg. College  
Modasa