

AJAY KUMAR GARG ENGINEERING COLLEGE

27th km Stone, Delhi-Meerut Expressway, Adhyatmik Nagar, Ghaziabad -2010

HOSTEL RULES AND REGULATIONS

1. Students must compulsorily read the Notice Board for various instructions on a daily basis.
2. Smoking and consumption of drugs/ alcohol is completely prohibited. Any use, if noticed by a student should be brought to the notice of the warden immediately.
3. Keeping, carrying, using or supplying of any fire arms / lethal weapons / knife with blade of more than 4 inches length is strictly prohibited.
4. Use of loud music systems is not permitted in the hostel rooms and common areas. However, use of music devices with earphones is permitted.
5. Students are advised not to participate in any demonstration / protest within or outside the hostel / college.
6. No late night parties are permitted in the hostel .Celebrations of birthdays in a violent form such as kicking / fisting / abusing etc. is not permitted. Such activities will call for strict and severe disciplinary action.
7. Students residing in the hostels are expected to participate in all Academic and co- curricular activities on regular basis. In case of failure to meet the attendance norms in regular classes and curricular activities (PDP classes etc.), run by the college, the student may be asked to vacate the hostel.
8. All delivery from online shopping marts must be collected in the presence of the guard at the hostel security post. The guard has the authority to check the contents in case of doubt.
9. Delivery of cooked food items by outside vendors is not permitted in the hostels.
10. There should be no wastage of electricity and water and under no circumstances will the rooms be left with lights and fans on. Use of heaters and any other electrical appliances is not permitted. Coolers are permitted after paying the requisite fees. Defaulters will be imposed penalty.
11. No electrical re-wiring, additional wiring in the room is to be done. Putting of LAN wiring between rooms for the purpose of sharing of data / gaming is prohibited.
12. Students are to strictly follow the Book in / Book out timings and procedures as laid down by the Dean Hostels. The timings and procedures are different for different hostels and will be

informed through notices by the Dean Hostels / Associate Dean Girl hostels for the respective hostels. Students are required to enter / exit the hostel or their rooms only through the defined entry / exit / gate / door.

13. Attendance will be taken in hostels on a daily basis. Students must report for attendance in time. All students are required to report for attendance in person.

14. Hostel students are not permitted to bring or entertain any visitor (including college day scholar students) in their room / dining hall without written permission of Dean hostels / Associate Dean Girl hostels. Strict disciplinary action will be taken against hostel student for violation of the rule. Students living in the hostel are expected to immediately inform the warden about presence of any such outsider in the hostel.

15. Students are not permitted to stay in the hostel during college hours without valid reason such as illness.

16. Students are required to sleep in the rooms allotted to them only. They may visit rooms of their colleagues for the purpose of studies / discussions etc. However, this should not cause disturbance to other occupants of the room.

17. The hostel students are to make use of the facilities of the hostels without causing damage or defacing or disfiguring the same. Fine and other penalty will be imposed on the defaulters.

18. Students are themselves responsible for the safety of their belongings / valuables and money. The hostel or college authorities will not be responsible for loss of any money or belongings. Students are advised not to keep expensive items and surplus cash in the hostel. They are permitted to keep their almirah locked as well as lock the rooms when not present.

19. Students are not permitted to take mess utensils and food into the rooms. All students are required to dine in the mess only.

20. Any pamphlet / poster that needs to be put on display in the hostel must be given to the warden, nothing should be pasted on the walls.

21. Any student gatherings for society meetings and organising functions / parties etc. may be organised only after due permission from the Dean Hostels.

22. Students are to proceed on leave from hostel, only after filling in the leave application form and submitting it to the warden. Leave from hostel for more than two days must be recommended by the Head of the Department of the student before it is put up for the permission of the Dean hostel. However, during Non-academic period, the leave for more than two days need not be countersigned / recommended by the HoD and can be permitted by the Dean Hostels.

23. Visitors of the students are permitted to visit the hostel after making entry in the visitors register kept with the guard. Entry of the visitors is permitted only up to the visitor's room and during visiting hours notified on the notice board of each hostel. Only parents and local guardians included in the local guardian form may be permitted to visit the students beyond visiting hours after permission from the warden.
24. No guests of students are permitted to stay in the hostel or dine in the mess.
25. Rooms once allotted will not be changed without the written consent of the Dean Hostels.
26. The students shall keep their rooms in a neat and tidy condition and shall be responsible individually and jointly for the furniture fittings and items issued to them. No furniture / item will be shifted from one room to another or from its specific position.
27. The hostel rooms shall be opened for inspection by the warden and other authorities of the college at any time.
28. Complaints pertaining to Electrical, Civil, Plumbing, and Washing Machines etc. must be registered in the appropriate complaint register maintained in the hostel.
29. It is the responsibility of roommate (s) and or any other student who notices, to immediately report to the warden any cases of sickness, abnormal behaviour and violation of hostel regulations. Non - reporting of such events / activities will also constitute indiscipline.
30. Students are advised to keep with them the phone numbers of the wardens for use in case of emergency. Further, they should respond to the phone in case the warden calls up . Also any change in the phone number of the student, parent (s) or local guardian (s) should be immediately updated in the hostel records.
31. Students are advised to dress decently while visiting the mess or outside the hostel premises.

ADDITIONAL RULES AND REGULATIONS FOR GIRL STUDENTS

1. The girl students are required to get gate pass issued from the warden for outing on holidays. Only those students whose parents have given consent for outing in the local guardian form will be permitted for outing (s).
2. The girl students are required to seek permission from the college for joining coaching classes outside the College. Prescribed form for the permission is available with the warden.

IMPORTANT

1. Hostel rules and regulations are subject to change and / or new rules may be added.
2. Non - adherence to hostel rules and regulations will attract severe disciplinary action including deduction of G.P marks, imposition of fine and expulsion from hostel / college.

Gp Capt IP Sharma (Retd.)
Prof ME Deptt.
Dean Hostels