



JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE

HOSTEL RULES AND REGULATIONS

1. General

- a) The hostel facility includes boarding and lodging and is meant for those students of JECRC Foundation who are not residents of Jaipur and are serious about their studies, can maintain proper discipline and decorum.
- b) Hostel facility may be provided to the students, who are of Jaipur only if spare capacity is available at the discretion of administration.
- c) The rooms are double and triple seated with facilities such as cot, study table, chair and wardrobe. The students will have to bring their own mattress and pillow with linen.
- d) All residents of the hostel shall follow the hostel rules & regulations.
- e) Hostel room is allotted for the academic session i.e. beginning of session to 3 days after the last date of RTU exams.

2. Hostel Charges

- a) The annual hostel charges such as rent and boarding and other miscellaneous charges are decided by the College administration. Such charges are payable by the resident in two instalments. The first instalment is payable at the beginning of the session along with Rs. 5000/- as security deposit. The second instalment is payable as decided by the administration.
- b) If the dues are not paid timely, the membership for the hostel shall cease automatically and the student shall have to apply afresh for renewal/readmission.
- c) No refund shall be made by the college if a resident leaves the hostel before the expiry of the session, and the balance outstanding fee if any will be recoverable from the student.

3. Vacating the Hostel

- a) If a resident wishes to leave the hostel he/she will have to give one month's notice and will be allowed to leave only when the Principal and the Chief Warden/CAO give their permission. However, no claim for any refund of charges will be entertained.
- b) Further, if a resident is found or held guilty of indiscipline, ragging or any other such activity which is against the rules, norms and instructions of the institute, he/she shall be directed to leave the hostel by the Chief Warden/CAO. In such cases also there shall be no refund of any charges.
- c) Security charges of Rs. 5000/- will however be refunded after getting a no dues certificate from the Chief Warden/Warden.
- d) If a resident is found involved in ragging, his admission to the hostel and the college will be cancelled and in view of Supreme Court's directives a case will be registered in the Police Station against him/her.

4. Mess Rules

- a) Residents shall take all their meals in the hostel mess. This includes breakfast, lunch, tea and dinner. Non-vegetarian meals or snacks including eggs shall neither be served nor be permitted.
- b) Residents will be served meals only during the prescribed timings as indicated below :

S.No.	Activites	Summer
1.	Breakfast	7.30 to 8.20 a.m.
2	Lunch	11.45 a.m. to 1.15 p.m.
3	Tea	5.30 to 6.00 p.m.
4	Dinner	8.00 to 9.00 p.m.

- c) All residents shall be provided common menu.
- d) Residents shall not carry their meals wholly or in part, outside the mess. They shall not carry any utensil or other property of the mess outside the dining hall. In case of non-compliance, a fine of Rs. 50/- will be charged from the defaulters.
- e) Residents shall not interfere with cooking or other services and shall not handle mess equipment any time.
- f) Sick residents may be allowed to eat their meals in their rooms with the written permission of the warden.
- g) No outsider shall take breakfast, lunch, tea or dinner without prior written permission of the warden. If permitted, the host resident shall pay the charges in advance to the college through coupons available at college counter.
- h) Resident shall cooperate with the mess employees and deal with them in a polite and courteous manner.
- i) Residents shall pay their mess dues regularly as prescribed.
- j) Lodging and board facility may be made available during vacation provided at least 60 of the residents remain in the hostel. No boarding charges will be refunded at any time once paid.
- k) Dress code - All residents will enter the hostel dining hall in proper presentable dress at all times. Students shall not be allowed to enter in bathroom slippers, shorts and sleeping suits.
- l) The Hosteller shall take proper care of his belongings especially costly items like Mobile, Phone and Laptops etc. and shall bring these items on his risk. The Hostel / College administration shall not be responsible in any way, for any loss or damage to these items.

5. Entry in / Out of Hostel

- a) The following timing shall be observed for maintenance of discipline in Hostel and Institute Campus.
 - a. Opening of Hostel Gate - 06.00 a.m. (Summer), 06.30 a.m. (Winter)
 - b. Closing of Hostel Gate (Boys) - 09.00 p.m.
 - c. Closing of Hostel Gate (Girls) - 07.30 p.m. (Summer), 6.00 p.m. (Winter)
- b) Residents shall not go outside their rooms between 10:00 and 6:00 a.m. without permission of the Chief Warden/Warden I/C except for attending institute's functions or authorised academic work in the institute. Attendance may be taken during these hours.
- c) Residents shall not leave station without obtaining prior written permission of the warden. They shall report to the warden immediately on return.
- d) Residents shall not invite any unauthorised person in their hostel. They shall deal only with the authorized vendors, washermen, cobblers etc. during the prescribed hours and pay them at prescribed rates.
- e) Visit of outside person (including parents) to residents of hostel will be restricted up to the "Visitors room" only. No hosteller shall take his/her guest to their room in any circumstances. In exceptional circumstances, parents may be allowed to stay for a day in the guest room, on prior approval of Principal/CAO/Chief Warden, on payment of the prescribed charges which are presently Rs. 350/- per bed per day. In no case shall the parent stay in the hosteller's room.
- f) No visitors or parents are allowed to enter the hostel rooms in any case.
- g) No resident shall stay in the hostel during college hours without a valid reason which must be informed to warden. It is clarified that illness or health reason will be taken as a valid reason, Free period, visitors from outside etc. will not be taken as a valid reason.
- h) No day-scholar is permitted to enter the hostel during college hours. Suitable action and fine will be imposed upon him/her if reported by the Chief Warden/CAO.
- i) No resident shall leave the college campus without making necessary entries in the register kept with the guard at the college gate/hostel gate. After return he/she enter the time of return in the register.

6. Use & Facilities

- a) A student who has opted for hostel shall only reside in the hostel and the room allotted to him/her.
- b) Residents shall be responsible for all furniture, electrical and other fixtures in their rooms. They shall not

disfigure or paint of stick photos, posters etc on walls, doors and windows or otherwise damage them. Failing Which double Charges Shall be levied on him. Residents are expected to maintain perfect discipline and proper atmosphere.

- c) Proper use of water and electricity shall be ensured and lights shall be switched off and taps closed when not in use. Defaulters shall be punished @ Rs 100/- per day
- d) Proper permission (at least 1 day in advance) shall be taken in writing from warden for going to LG or home.
- e) Girls hostellers shall obtain a gate pass from the warden for going out of hostel/campus which shall be limited to 06 nos per month. First year girl hostellers are not allowed any outing in the first six months. However, to cater for any of their urgent legitimate requirements, a warden shall accompany/take them outside the campus once a fortnight, on Sunday for 3-4 hours.
- f) At the end of academic year or while leaving the institute, each resident shall handover the charge of his room with all furniture and fixture to hostel warden and pay the cost of all damages and shortage is detected in his her room. In case of non compliance a fine Rs. 250/- will be charged.
- g) Residents shall not use heaters or any other power appliance in their rooms.
- h) Use of alcoholic drinks or narcotic materials or gambling in any form is strictly prohibited in the hostel and institute premises. Defaulters shall be expelled from the hostel.
- i) Residents shall maintain decorum and dignity and shall not create any nuisance or disturbance for the neighbouring residents.
- j) Residents shall not organize any party, assembly or activity in the hostel without the permission of the Principal.
- k) Residents shall not invite any speaker to address a hostel meeting without the permission of the Chief Warden/CAO/Principal.
- l) Residents shall not remove newspaper, magazine, furniture, radio, TV or games-material from the common rooms or mishandle or damage them.
- m) Residents shall cooperate with the Warden and fellow hostellers and obey warden's instructions on all matters concerning hostel/mess.

7. Problem Solving Committee

The residents would form a committee of three residents who would discuss the problems related to hostel every fortnight with the Chief Warden /CAO / Principal with facts and possible suggestions so that reasonable solutions could be found to their problems.

8. Rights of College Administration

- a) On matters not covered by these rules, the discretion of Warden / Administration shall be final and binding.
- b) The college administration has full right to deny accommodation to any or all students at anytime in the overall interest of the college.
- c) The college administration reserves the right to change the rules and regulation in the overall interest of the college.

I have read & Understood the above

(Signature of Student)

(Signature of Parents)

Chief Warden / CAO