



ABES Engineering College, Ghaziabad

Form No.S-34
w.e.f.: 01 May, 2022

BOYS'/GIRLS' HOSTELUNDERTAKING (BY PARENTS) (To be submitted in Duplicate)@

I, Mr. /Ms; Father/mother of Mr. /Ms
Admission No....., CONFIRM that I have read and understood the following rules, regulations and instructions of the hostel and undertake the following:

The hostel is meant to be a home away from home for students. The inmates of the hostel are expected to be mutually friendly and co-operative with their fellow students, guests and visitors. They shall maintain proper discipline; observe hostel and mess rules and timings enforced from time to time.

1. **Eradication of Ragging:** Ragging is Strictly Prohibited. Ragging in any form i.e. making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student whether by words, spoken or written or by an act which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willing to do is strictly forbidden. If anyone is found guilty of directly/indirectly involved or abetting in ragging he/she will be punished/rusticated/expelled/suspended from the institute and also liable to prosecution in terms of the Supreme Court of India decision on Writ Petition No. (C) 656/1998. Ragging is now a crime. No one can feign ignorance of the law. Under the prohibition of ragging Act 1997 those who indulge in ragging can be punished with a Jail term of six months to 10 years & fine up to Rs. 50,000/-.
2. A student seeking admission to the hostel shall have to submit another affidavit along with her/his application for hostel accommodation that she/he is aware of the ragging law in this regard and agrees to abide by the punishment meted out if he/she is found guilty of ragging and/or abetting ragging. (AICTE Requirement)
3. The Boys hostels are as under:-

a) Vivekanand Bhavan (VKB)	d) Chanakya Bhavan (DKB)
b) Ramakrishna Bhavan (RKB)	e) Aurobindo Bhavan (ABB)
c) Dayanand Bhavan (DNB)	
4. The Girls Hostels are as under:-
Vidushi Bhavan

a) Block A	
b) Block B	
c) Block C	
5. **Facilities:** The College provides following facilities to the hostellers.
Single/Double/Triple/Four/Five seated rooms.
Bed, Table, Chair and Almirah
Electricity
Hot water for bathing in winters
Internet facility
6. **Empanelled Hospitals:** Sarvodaya Hospital & Vrindavan Hospital have been empanelled to provide health services to the students staying in hostels.
Important Emergency Nos.

(a) Fire	101	
(b) Police	100	
(c) Hospital		Sarvodaya Hospital (0120 - 2701694)
		Vrindavan Hospital (09643401882)

However Doctor is available in campus during working days from 10:00 AM till 2:00 PM

7. FORMALITIES TO BE COMPLETED BEFORE JOINING THE HOSTEL

- (a) For availing hostel accommodation, a student (fresher) has to register his/her name in the hostel by submitting application in the prescribed format. The following documents are required to be submitted along with the application:-
 - Declaration by the parents
 - Anti-ragging affidavit by self & parents,
 - Latest photographs of self, father, mother and the Local Guardians. (not older than 6 months)
- (b) For continuing in hostel in 2nd and subsequent years (re-admission), students have to submit separate applications in the prescribed format along with a declaration & Anti-ragging affidavit by self & parents
- (c) An authority letter from the parent, indicating two names and addresses (with their photographs and telephone numbers), who would act as the local guardians. Please note that only those persons who are employed and live in a family environment will be allowed to become local guardians. No student will be allowed to become a local guardian of another student. These rules will be strictly adhered to by the Hostel Wardens.
- (d) A certificate from the local guardians stating to accept the responsibility for the hosteller student and permitting the student to stay with him / her during sickness, this must be signed by the student and his/her parents as well.
- (e) Parents' contact numbers are to be available in the hostel to contact them in case of any emergency or any other requirement. Any change in contact number should be informed without any delay to the Hostel Wardens.

8. Admission:

New students taking admission in the first year shall be allotted hostel accommodation on first come first serve basis.

For allotment of hostel accommodation for old students a merit list will be prepared with the following criteria.

- (a) % of class attendance in the college
- (b) % of attendance in the hostel
- (c) % of marks in odd semester
- (d) Degree of involvement in indiscipline activities, if any

Students shall be given preference to get the hostel room as per his/her choice according to merit

NOTE: No hostel accommodation will be allotted to the following:

Students involved in severe indiscipline cases of any nature in the past.

In case of failed and/or detained in previous year.

9. Generally hostel allotment is done for a period of 10 months from August to May, however under certain unavoidable circumstances this period may get shifted but the duration shall remain 10 months only. Hostel shall be allotted on payment of full fee, once allotment is done, no cancellation is permitted, in emergency cases if the hostel is vacated by any student, only messing and laundry charges shall be refunded, also no refund is made in case any student is asked to vacate the hostel on disciplinary grounds.

10. All the residents are always required to carry their valid Identity Cards issued by the Institute.

11. Residents of both Boys' & Girls' Hostels shall not go out of Hostels in shorts during college hours.

12. Hostel rooms are equipped with furniture and fittings of appliances. Student occupying the room will sign for the receipt of items in Inventory Register. She/he will be responsible to hand over the items in their original serviceable condition to hostel authorities while leaving the rooms on close of the academic session.

13. Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from her/him/group. Repeated acts of causing loss to the hostel property will result in expulsion from the hostel.

14. In case of damage to College or Hostel Property in common areas if the actual student is not identified then all the students staying in the area shall have to bear double the cost of damage.

15. The hostellers themselves are personally responsible to safeguard their belongings. They are advised not to keep large amounts of cash or valuables like gold ring, costly wristwatch etc., in their rooms. They should also take care of their Purse, Calculators, Cell Phones, Laptops, Computers and Books. In case of theft, damage or loss of any item the hostel authorities/institute will not be responsible in any way. The

hostellers are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks.

16. The hostellers are neither allowed to keep private electrical equipment nor would tamper with electrical fittings provided in rooms. Unauthorized possession will lead to confiscation of the goods.

17. Smoking, gambling in any form such as Playing Cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from the institute.

18. The institute timings are 8.30 am to 4.30 pm. Students are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should take the permission of HOD/Dean/Director and communicate the information to the Warden in writing.

19. Students can use their personal desert coolers by paying the applicable charges.

20. Use of any electrical appliances except table-lamp and mobile-charger, is prohibited.

21. Lights and Fans should be switched off when no one is there in the room, also room lights shall remain off between 11:00 p.m. to 05:00 a.m., however, if any student wants to study late hours, he/she can do so in study room or use table lamp.

22. **MESS:** It is mandatory for students residing in the Hostel to join the mess attached to the hostel.

Hostellers are required to dine in the dining hall. No hosteller is permitted to take food in the room except for those reported sick with prior permission of hostel warden. Indoor cooking including making of tea/coffee/noodles in the rooms is strictly prohibited. The hostellers shall not waste food, electricity & water.

Wastage of food is a national loss.

Mess timings are as below:

Morning breakfast : 7:30 AM – 8.20 AM

Lunch : 12.10 PM – 1.50 PM

Evening snacks : 05:00 PM – 06:00 PM

Dinner : 7.30 PM – 8:30 PM

23. Students, if desire, may celebrate any function (Birthday etc.) in the dining hall between 4.30 p.m. to 5.30 p.m.(at tea time) or in the college canteen before 8 p.m. Under any circumstances, students will not celebrate any function in any of their rooms.

24. If a hosteller needs to stay out/leave the hostel after 9.00 pm due to any reason, he/she has to obtain prior written permission from the Chief Warden with a request from parent for the same. Violation of this rule may lead to disciplinary action including Fine & Expulsion from the hostel.

25. ATTENDANCE: All students will report for the Roll Call every day as per prescribed timings by the Wardens.

The roll call timings shall be as below

Girls Hostel: 7:00PM -7:30 PM (summers) & 6:00 PM – 6.30PM (winters)

Boys Hostel: 8:45 PM-9:30PM (for 1st year students) & 10:00 – 10:30 PM (for 2nd year onwards) or as notified by the Chief Warden as per the season/circumstances.

The last in-time of Girls Hostel is 6:00 PM (winters) and 7:00 PM (summers).

The last in-time of Boys Hostel is 10:00 PM (winters as well as summers)

26. No student shall remain absent from the hostel during night unless she/he has obtained night out pass from the hostel warden. Night out permission to hostellers will be given on week-ends only if the request of the inmate has prior approval of the parents.

27. While going out of Hostel for any work or on leave the students' should make entry in the daily in-out register or leave register kept at the Hostel Guard Room in his/her own hand writing.

28. If a boarder leaves the hostel without prior permission or remains absent continuously for more than a month, he/she will automatically forfeit the right to stay in hostel.

29. Students requiring to attend wedding, other social functions and going outstation will require permission of the hostel Wardens, subject to receipt of written request for the same from parents of the student.

30. All students shall compulsorily proceed on leave during Holi and Diwali Breaks as per the academic calendar, no student shall be allowed to stay in Hostel during this period as the Messes and Hostels remain closed during this period.

31. Students having any Chronic/Communicable disease are not allowed to stay in hostel. Hostellers falling sick or feel symptoms of sickness should report to hostel warden for transportation to hospital. 24 hours Ambulance-Service is available in the campus.

32. Parents/Guardians/Visitors can meet their ward in hostel with the permission of the hostel warden before 7.00 pm. No Parent/Guardian/Visitor is allowed to stay in their room. Male visitors are not allowed to visit students in their living rooms in Girls' Hostel.

33. Discussion on politics and religion is forbidden in the hostel & mess.
34. No notice will be displayed by hostel inmates in the hostel notice board without the countersignature of hostel warden.
35. Taking part directly/indirectly in any movement or agitation or strike of students in the institute for any reason whatsoever will attract punishment, rustication or expulsion, which in the opinion of the Management/Director is subversive to the discipline of the institute.
36. The Institute/Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action will be taken against them. The hostel rooms are subject to inspection by the Institute/Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons and other banned items etc., are kept in the room.
37. Day scholar students are not allowed to enter the hostels, also hosteller students are not allowed to visit each other's room.
38. Hostellers are advised to keep minimum amount of cash with them to avoid theft. They can make use of the ATM facilities at the time of needs.
39. Hostel authorities do not take any responsibility, legal or financial, for any injury caused to a boarder in any accidental mishap.
40. Parents are advised to keep in constant touch with Institute/Hostel authorities regarding the performances of their wards and advise them to be sincere in their studies. Indiscipline of any kind including quarreling & fighting etc. in the hostel premises will be penalized. Habitual offenders of fighting & quarrelling will be expelled from hostel without refund of hostel charges.
41. Parents shall be responsible for any act of indiscipline by their ward and shall extend full cooperation to college authorities for correction of their ward including fine, punishment and expulsion from the hostel. Hostel Staff can communicate with the parents for reporting any issue concerning their ward.
42. Strict penal action would be initiated for following misconducts.

Offence	Amount of Penalty in ` Repetition		
	1 st Time	2 nd Time	3 rd Time
Not Being in college uniform.	Warning	Warning	`100 each time
Being in position of or under influence of liquor.	Maximum of `5000 for each offence		
Being in position of other banned material.	Expulsion from Hostel with refund of 50% of Hostel fees on pro rata basis or `5000 Whichever is higher. Maximum cash fine or `5000 for each offence.		
Smoking.	`200	Maximum of `1000 for each subsequent occurrence	
Using Mobile in Class room.	`100 for each infringement		
Staying in hostel during class hours without permission of the warden/HOD.	`100	`200	`300
In case of default to mark night attendance	`50	`100	`200
Absence from room beyond permissible hours.	`100	`200	`300
Overnight Absence from hostel without any prior Information/ permission.	`200	`600	`1200
Overstayed beyond sanctioned leave period without permission	`100	`200	`300
Taking meal in student room (from the mess or outside) without permission.	`100	`200	`300
Ordering and Consuming outside Non-veg meal.	`200	`300	`500
Light and fan left ON when room is locked.	`100	`500	`1000
Usage of loud sound system.	`100	`500	`1000
Usage of any component (hardware/software) effecting operation of network (*confiscation of gadget in addition to the fine)	`500	`1000	`2000
Birthday celebrations in rowdy/indecent manner (Fine is applicable on each individual present).	`500	`1000	`2000
Stay of an unauthorized person in the room without prior permission	`500	`1000	`1500

Usage of unauthorized Electrical Appliances like Iron, Kettle, Heater, Immersion Rod, Electric Blanket, etc. (*confiscation of gadget in addition to the fine)	`100	`500	`1000
Forming Group for any reason and/or approaching the Faculty Residence/Acad. Blocks in a group OR Groupism of any kind and in any manner	`100	`500	Refer to SIC
Inter student indiscipline - a. Abusing each other without any physical harm (per student) b. Physical entanglement or similar act without injury (per student) c. Physical assault with injury	`200 `500 Refer to SIC	`300 `1000 Refer to SIC	`500 `1500 Refer to SIC
Entry of Day Scholar in Hostel without permission.	`100	`200	300
Playing colors in campus.	`200 for each offence		
Bursting crackers in campus	`1000	`2000	3000
Damage of college property	`500 and +cost of damage	`1000 and +cost of damage	2000 and +cost of damage

Note: Beyond 3rd time case would be referred to SIC.

43. The college authority can change or modify the hostel rules by notifying such changes.

44. The above mentioned rules have come into force with effect from 01.05.2022

In addition to the above, if my ward is found violating college/hostel rules, involves in any ragging or indiscipline activities, then the college or government authorities may take any disciplinary action as they may feel appropriate and that will be binding to me.

Place: _____

Date: _____

Signature of the Parent

Mobile No.:

(By the Student)

I, Mr. /Ms. _____, Admission No _____ a resident of the hostel, CONFIRM that the signature affixed above is the signature of my father/mother Mr./Ms. _____ I have been explained by my parents & have understood the consequences of violation of college/hostel rules & regulations and indulging in any ragging/indiscipline or associated activities.

I SOLMENLY PROMISE that I SHALL follow all rules of college & hostel and NOT indulge in any ragging/indiscipline or associated activities. I shall maintain the decorum of the college & hostel both in action and words & would be liable to any disciplinary action if found otherwise.

Place.....

Dated.....

Signature of the student

Mobile No.:

(Countersignature of the Warden)

*Legal Guardians only in case of parents not being alive.

@After counter signature, one copy to be kept in the file of the student and the other to be handed over to the student for his/her retention.