



OFFICE OF THE DIRECTOR/PRINCIPAL

ATAL BIHARI VAJPAYEE

GOVT. INSTITUTE OF ENGINEERING & TECHNOLOGY,
PRAGATINAGAR, DISTT. SHIMLA (H.P.)-171202,

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No: 164

OFFICE ORDER

Dated: 18.5.2022

In consultation with the committee constituted for the purpose and taking into consideration the suggestions/views of hostel warden and girl students, the Hostel Conduct and Discipline rules are hereby finalised and notified as under for the general information of girl students and all other concerned. In order to maintain the discipline in the hostel, all students residing in the hostel will have to strictly abide by these rules.


HOSTEL CONDUCT & DISCIPLINARY RULES

To maintain discipline in the hostel the following rules have been formed for the observation of students:

1. The boarders have been given a leave form. Those going on leave should fill the leave form and submit it to the Hostel Warden before departing from the hostel and get the other copy duly signed by their parents and submit/show the same to the warden on their return to the hostel.
2. Making noise is strictly prohibited.
3. Garbage and waste material should be thrown in the dust bins and cleanliness should be maintained in the hostel premises.
4. The boarders should not damage any hostel property.
5. Visitors are not allowed to enter the boarders' rooms. They can see/meet their wards in the reception area of the hostel with the permission of Hostel Warden.
6. Use of music system or speakers is not allowed.
7. The boarders are not allowed to gamble, consume intoxicants (narcotics, alcoholic beverages, smoking etc.), nor are they allowed to have possession of them in the hostel premises.
8. All boarders are responsible for the safety of their personal belongings.
9. Writing or putting posters on the hostel walls, tables, almirahs is strictly prohibited.
10. Boarders must ensure that all water taps are closed and lights, fans, geysers etc. are switched off before leaving the hostel. For the use of other electrical appliances, prior permission of the Hostel Warden is necessary.
11. Students must also ensure to close the windows and doors before leaving the hostel.

12. Only those visitors are allowed to see/meet their wards whose names are mentioned in the hostel form.
13. Boarders are advised not to bring costly material like gold ornaments in the hostel.
14. The boarders are not allowed to keep any pets in the hostel premises.
15. The boarders are not allowed individual cooking etc. in the rooms.
16. Boarders' parents are required to inform the warden telephonically (only from the numbers mentioned in their hostel forms) when their ward has to proceed on leave/visit the local guardian.
17. In case of any problem, boarders are advised to report to the Hostel Warden immediately.
18. The boarders are not allowed to go to the market or any other place outside the hostel without the prior permission of the Hostel Warden.
19. Boarders are allowed three outings in a month on Second Saturday, the next Sunday and the last Sunday of the month. They can go to visit nearby places on these days after their parents telephonically inform the same to the warden and they submit proper leave forms for the same.
20. Students are allowed to go to Gumma market between 4 to 6 pm during summers and 4 to 5:30 during winters, after taking permission from the warden on Wednesdays and Saturdays. In case of an emergency, permission can be taken from the warden to visit Gumma market on other days as well.
21. The boarders shall refrain from ragging the junior students in any form and violation of it will be treated as a gross misconduct.
22. Ordering food from outside is strictly prohibited in the hostel.
23. Students are not allowed to access the mess area (dining hall and kitchen) other than the eating hours, i.e. during breakfast, lunch and dinner.
24. The boarders shall not indulge in any act of theft, immoral acts, misbehavior with hostel/mess staff, spread of regionalism, communalism and casteism etc.
25. The concerned hostel authorities may visit/inspect the rooms of boarders any time to ensure proper cleanliness and other discipline related matters.
26. Every boarder should report back in the hostel before hostel timings so that they should be present for the attendance (at 6 p.m. during summers and 5:30 p.m. during winters).
27. While going out of and coming back to the hostel, proper entries have to be made in the register provided for this purpose at the reception area.
28. Workers/electricians etc. can visit the girls' rooms only after making proper entries and with the prior permission of the Hostel Warden, in the presence of Hostel Attendant.
29. For any celebration in the hostel premises, boarders have to seek the prior permission from the Hostel Warden.


30. A Guest register shall be kept at the reception counter. Boarders should ensure that they make proper entries in that register when their guests visit them in the hostel.
31. The boarders who violate the above mentioned rules can be punished and expelled from the hostel. A fine of Rs.50 -500 Rs. (depending upon gravity of disobedience) can also be levied on the students for violating the above rules. Hostel warden shall have to deposit the fine so imposed /collected from the student with the concerned cashier (SWF) against proper receipt.
32. For any interpretation /amendments in the above rules, the Director/ Principal of the institution shall be the competent authority.


Director/Principal
ABVGIET Pragatinagar
Distt. Shimla HP

Dated: 18.5.2022

Endst. No: ABVGIET/Trg/BT/Hostel Rules/2022- 995
Copy to the following for information and compliance.

1. Notice Board for the information of all concerned.
2. Hostel Notice Board for the information of all girls.
3. Hostel Warden.
4. Institution Web Co-ordinator (BT, Poly) to upload on institution web site.


Director/Principal
ABVGIET Pragatinagar
Distt. Shimla HP


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